

# Cypress Landing Marina Association

## Cypress Landing Marina Association Pre-Board Meeting Minutes – February 9, 2010, 3:00 p.m.

**Present:** Board Members - Bill Ramsden, Chuck Bracken, Ed Latta, Jim Rudbeck, Chuck Sopher: Others in Attendance – Bill Aldrich

**Agenda:** Distributed by Bill Ramsden

**Note:** To expedite the meeting Bill Ramsden followed the meeting agenda topics but they were in a different order than presented on the original agenda. The following are the items in the order covered in the meeting.

**Dockmaster:** Though away from the office, Bruce Jarvah provided a detailed report on Marina activities since the previous meeting, January 12, 2010. The following is an overview of the activities of the Marina:

- Dues collection - As of 2/9/2010, \$131,930.00 collected. Fees on all but 2 slips have been collected. Individual notices of delinquency of dues along with a \$20 per month charge were mailed to these slip holders February 1, 2010
- Currently 35 slips for sale
- Received word that Slip 11 is in the process of being sold
- One 30 ft slip sold in January for \$26,750 or \$891/ft
- The Marina Lounge carpets and floors will be cleaned February 18
- Seven replacement life rings have arrived
- Replacement pedestal covers for the marina and parts for pedestal 83 are on order
- A credit of \$116.67 has been received for returned pump parts
- Board overview of Dockmaster routines and duties is scheduled for the March Pre-Board meeting
- Water is scheduled to be turned on by the Maintenance Committee on March 9, 2010
- The CLYC weather station is on a separate computer
- Recommendations for the replacement of the Marina computer were developed for Board approval
- Bruce Jarvah will be on vacation February 8-14, 2010
- Fire pump has been repaired, serviced and is in full working order

In addition to the previous items in the Dockmaster's report, it was noted that:

- The trees along the water at the Marina will be trimmed by a special Marina Maintenance work group
- It was decided to keep two of the old safety rings as spares and Chuck Bracken dispose of the remainder of the rings by offering them to local sailing clubs

**Marina Maintenance:** The Marina Maintenance Committee met February 9, 2010. The events of this meeting were reported by Chuck Bracken. Items covered were:

- Possible work dates for tree trimming – Depending on weather date will be March 2
- Dates to turn on water were discussed – Depending on weather and predicted temperatures this will take place March 9
- Discussions were held on the presentation of dock line information, chafing and line sizes and quality. The MM Committee will collect information for three more days and a final document will be prepared. This document will be a guide to suggested Best Management Practices list that the boat owner should follow. The ultimate responsibility for keeping a boat secured safely shall be the owner's responsibility

- The Dock walk list is being developed and will be distributed
- According to Chuck Bracken, the MM Committee minutes will be filed in a timely fashion and become a part of the permanent Marina records

In addition to the MM Committee report, a discussion was held on the position of a MM Committee Liaison person. For 2010 the Marina Board has asked Chuck Bracken to handle these duties. Basically these duties consist of:

- Attending the MM Committee Meetings and updating the Marina Board
- Provide the Liaison with budget needs and budget updates that need to be brought before the Board
- Rapidly bring any needed motions or requests for actions to the Board

**Safety Seminar:** Bill Aldrich was asked by the Board to review the Safety Seminar being prepared for February 27, 2010 in the Bay Club. Bill provided a very complete discussion on the Seminar and summarized all of the parts of the program. His summarization provides a support document for the Seminar flyer provided by the YC and the CLMA. An overview of his presentation is as follows:

*“Brief Safety Committee report to CLMA Board 2/9/2010 by Bill Aldridge”*

“The Goals of the CLMA/CLYC Safety Committee are to provide slip holders and yacht club members with guidelines for:

- Medical Emergencies
- Person in the Water
- Fire on the Boat or Dock
- Taking on Water
- Hazardous Materials and Explosion Prevention

Dr. Jon Tinglestad, BOG President, will be presenting the Medical Emergencies section.

Bill Sholl, Dock master and CLYC Education committee, will be presenting the Person in the Water section.

Bill Aldridge, Former CLMA Board member, will be presenting the Fire Emergency section.

Maria Musor, Past Commodore of CLYC, will be presenting Your Boat Taking on Water section.

Bill Ramsden, CLMA President, will be presenting Hazardous Materials section.

The other committee members who contributed to the material presented are Dave Wheelock, Former Volunteer Fireman, and Barry Barwatt, Commodore of CLYC.

Each attendee to our scheduled “Safety Seminar” will leave with a handout answering several important questions relating to each topic presented and a much better knowledge of how to handle situations in our boating community.

ALL slip owners and yacht club members are encouraged to attend on Saturday, February 27<sup>th</sup> at 10 AM in the Bay Club and to advise Bill Ramsden at [billandmia160@suddenlink.net](mailto:billandmia160@suddenlink.net) so we may have enough coffee and goodies to eat.”

**Other Business:** In addition to the regular business, the following items were discussed with the listed actions were taken.

- Chairman Ramsden led a discussion on the need for an ad hoc committee for emergencies. Discussed were items such as who would be in charge and how would traffic be controlled around the Marina in the event of a fire or emergency. These procedures are still being developed and will be acted on as needed
- Chuck Bracken noted that the Marina had run out of yellow nylon line for the life rings etc. Bruce was directed to purchase another roll of line
- The MM Committee recommendations on dock lines and securing boats will be presented in the Open Forum
- The area of dock parties as they once were held was discussed and it was indicated that these parties were discontinued because they were not covered by our Liability Insurance

- Computer Purchase for the Marina Office – The Board reviewed the computer purchase and came to the final recommendations:
  - ◊ 4 GB of RAM
  - ◊ 64 bit capabilities
  - ◊ At least a 20 inch screen (22 would be better)
  - ◊ Windows 7 Professional installed
  - ◊ Professional installation
  - ◊ Offsite backup with a commercial company
  - ◊ Must stay within the budget provided for the Marina computer upgrades

With these decisions relative to the computer, the Board will meet with Bruce Jarvah and he can proceed with the purchase

**Financial Update:** Ed Latta presented each Board member with a folder containing the January 2010 budget and reserve account information. In addition to the detailed monthly figures (on file), Ed prepared the following summary sheet for the first month of the year. Ed cautioned all present that though we are behind, it is January and we have just faced one of our biggest months of electricity costs. Look for shortfalls to moderate and catch up later in the year.

“Ed’s Overview: February 9, 2010 (January 2010 Financial Report)”

1. Income

- Slip revenue receipts are 98% of budget (\$130,593 vs. budget of \$133,169).
- We continue to make progress on outstanding invoices with only two (2) slip holders outstanding as of February 9, 2010.

2. Expenses

- Maintenance & Repairs - Exceeded budget for January (actual \$911 vs. budget of \$75) due to purchase of replacement life rings. This is a timing overage and will correct itself in future months.
- Electricity exceeded budget in January due to the extremely low temperatures throughout the month (actual \$3,565 vs. budget of \$2,500).
- Administrative expenses slightly below budget for the month (actual \$35,870 vs. budget of \$35,965).
- Total expenses for January were \$40,491 vs. budget of \$38,690, 4% over budget, while income was 2% below budget.

**Old Business:** None – Meeting adjourned by Chairman Ramsden

Submitted: February 11, 2010 - Chares D. Sopher, Secretary