

OTTER CREEK LANDING YACHT CLUB
ANNUAL MEETING MINUTES
January 14, 2017

Present were: The eligible count for attendance was: Five Board of Director Members, fourteen members (including members with more than one slip), and thirty-four proxies - totaling 53. A quorum of fifty-one percent (51%) of eligible Members present in person or represented by proxy is required to conduct business. This year Forty-Six eligible members were needed to meet a quorum. Since a quorum was met Commodore Sue Berwald opened the meeting. Thanks to those who attended and those who sent in their proxy so the meeting did not have to be cancelled and rescheduled.

The Board Members were introduced: Sue Berwald, Commodore; Pat Spinelli, Vice Commodore; Mark George, Secretary; Linda Coulson, Assistant Secretary; Andrew Karch, Interim Member; and Loretta Whelan, OCLYC Manager.

Also recognized were the new owners in 2016: #12 Otis (Johnny) & Anita Gurkin, #18 Mark & Denice Shepherd, #22 Kenneth Wiggins, #25 Daniel Scaling, #41 Hairs Tadzic, #51 R.J. Whaley III, #70 Tom Richardson, #75 Richard & Kristy Bessette, #93 Daniel Stull & Terry Rockwell, and #99 Eva Napolitano. Also Larry Martin is now owner of #14 and Charlie Brooks is now owner of #60 in a trade. Present at the meeting was Dennis and Doreen Hoyer who were in the closing process on Slip #26.

ROLL CALL: Mark George called the roll verifying members present and the proxies received.

PROOF OF NOTICE OF MEETING: Pat Spinelli acknowledged from an Affidavit by Loretta Whelan that notice of the Annual Meeting which would be held on January 14, 2017 was mailed by the postal service on December 3, 2016. The Annual Meeting mailing contained pertinent information regarding the meeting.

2016 ANNUAL MEETING MINUTES: Andrew Karch stated that the Members were sent the 2016 Annual Meeting Minutes after the meeting, and the Minutes were also included in the information sent in December. Andrew asked for a motion to accept the Minutes as presented. A motion was made by Greg Berwald #36; seconded by Cindy George #57 to accept the Minutes as written. Passed unanimously.

FINANCIAL UPDATE: Members present received financial reports which were verbally summarized by Loretta Whelan. The reports presented were through December 31, 2016. The year end financial records are in the process of being closed for 2016 and will be sent to the CPA.

Our Operating Account is with First Citizens, at year end there was a balance of \$42,116.93 (\$22,125.00 of this balance will be used to open a new Designated Funds Account.) Background Information: A loan was taken out to pay for the new bulkhead for the canal inner/cove marina. It was decided to pay off that loan by taking money from the Schedule Expenditures and Operating Savings accounts then pay those accounts back. Those have been paid back in full with budgeted payments, and using some of the money received from the sale of Slip #99. The remaining funds from the sale (the \$22,125.00 mentioned above) will be put in the Designated Funds Account. The amount of \$12,000 listed on the Budget will also be put into this account in 2017. This account will be available to cover emergency situations, instead of taking out another loan, or to make an early payoff to the SBA Loan.

We do need to make sure that we are receiving the Dues on a timely basis since there were times last year we had to hold off paying some commitments due to not having enough funds in the account. This is why it is important that we hold the owners responsible to make their payments on a timely manner. The CDs and Money Market accounts holding the Self-Insured monies now total a little over \$400,000.00 and \$10,000 will be added to that account this year.

Next the year's income and expenses was reviewed. We were a little over on some accounts and under on others, but overall pretty close. Other Income items helped and some owners paid in advance giving us a positive Ordinary Income for 2016.

The 2017 Budget compared to the 2016 Budget was sent to members with the Annual Meeting letter. We have some projects coming up this year which will be paid out of the Scheduled Expenditures Account. We will be mainly evaluating the pilings on our outer/waterway docks and pier for replacement or sistering where needed; along with of course any other repair item needs. After the year end books are closed the CPA will prepare the tax return and summary report which will be sent to the membership.

The Dues will remain the same for 2017: \$302.00/Quarter for the Inner Docks and \$330.00/Quarter for the Outer Docks Members. Linda Coulson asked for a Motion to accept the budget as submitted. A motion was made by Ben Wheat #86, seconded by John Durant #46. Passed unanimously. Payment vouchers are enclosed which can be sent with your payment. Those who have not paid by the second month of each quarter will be sent a reminder.

I feel the Yacht Club is in good shape financially and the Board is making wise decisions using the Association funds. Loretta Whelan

Linda Coulson asked for a Motion to accept the budget as submitted. A motion was made by Ben Wheat #86, seconded by John Durant #46. Passed unanimously.

REPORT: Sue Berwald presented the 2016 Year In Review Report which is enclosed.

ELECTION OF 3 BOARD OF DIRECTORS MEMBERS: Pat Spinelli announced that the candidates who sent in Candidate Sheets and acknowledged their interest in becoming a Board Member were Sue Berwald, Mark George, and Andrew Karch. These three candidates were nominated for election onto the OCLYC Board of Directors with a motion by Ben Wheat #86, seconded by John Durant #46. Since there were no other nominees the three candidates were elected by a unanimous vote of those present.

UNFINISHED BUSINESS & NEW BUSINESS:

There being no further Unfinished or New Business, Sue called for an adjournment. With a motion by John Durant #46, seconded by Cindy George #57, and a unanimous acceptance, the 2017 Annual Meeting was adjourned.

Respectfully submitted,
Loretta S. Whelan, OCLYC Manager

The Board of Directors met after the Annual Meeting and elected the following: Sue Berwald, Commodore; Linda Coulson, Vice Commodore; Mark George, Secretary; Andrew Karch, Treasurer; and Pat Spinelli, Board Member

Please Note Enclosures: Schedule Expenditure Report, 2016 Year In Review Report,
and Payment Vouchers.

Also: If you have any corrections to the minutes, or if you have any questions about the payment vouchers, or for any other matters, please contact the office (910-575-7432).

2016 YEAR IN REVIEW

OPERATIONS AND ADMINISTRATIVE REPORTS

(The following was presented at the 2017 Annual Meeting of the OCLYC by Sue Berwald, Commodore)

OPERATIONS REPORT:

1. MAINTENANCE AND REPAIRS:

Quite a bit of general maintenance was performed this past year; and was listed in your Newsletters. Some **MAJOR ITEMS** are bolded:

- **Water Related Work** – **main water line break**, faucets, faucet handles, and leaky faucets were repaired; back flow preventers were inspected, tested and replaced where needed.
- **Electrical work** – pole lights, light fixtures and pedestal bulbs were changed; bulbs & globe at main entrance on Teakwood were replaced; water/electric stand was repaired; electrical receptacle box on fish cleaning station at S.E. dock was reattached; **two ground level electrical boxes by the north ramp of the inner dock (that were under water during Hurricane Matthew) were dried out and inspected by E.W.E.**
- **Outer Dock Walkway/Pier** – **new 5/8 inch (316) stainless bolts, nuts and washers were installed on the lower end of all cross braces under the pier walkway; heavily corroded girder bolts were replaced with galvanized bolts, nuts & washers.**
- **Inner Dock Board Walkway and Outer Dock Pier & Gazebo** - **20 ft. of handrail section was built at entrance to outer dock pier walkway; deck boards, handrails and pickets were re-secured, turned or replaced; pop-up nails were hammered down, reset, or replaced with screws; broken connecting rods in floating docks were repaired; end of finger pier was repaired; damaged gate frame, gate and latches were repaired; both arm rests on bench (on south side of inner dock) were replaced.**
- **Floating Docks** - loose rub rails was re-attached; cleats and hose holders were repaired, re-secured, or replaced where needed.
- **Ramps** – **2 coats of non-skid paint were put on the wooden ramp at Teakwood Dr. entrance to the outer dock pier walkway; metal ramps were prepped and touched up where needed; at slip #33 the starboard under the ramp was replaced and slip strips was installed on the ramp.**
- **Piling work** – **piling at finger pier 73/74 was replaced and the finger pier was lengthened to accommodate the new piling; other pilings were replaced and piling rings were re-secured.**
- **Areas that were Pressure Washed** - **south side of inner docks floating docks and south side of board walkway, north side of wooden fence in Lewis Lot, fence behind electric box, bench and bench board-walkway.**
- **Pole Light Fixtures** - pole lights, light fixtures, pedestal light bulbs were replaced where needed and pedestal was re-attached.
- **Dock Carts** - were checked periodically; axle, handle and broken wheel were replaced; dock cart wheel & axle was rebuilt.
- **Oysters & Barnacles** - were removed from bulkhead, whaler bolts and from finger piers and pilings.
- **Fish Cleaning Stations** - North = water line with clamps and water hoses were reattached; spray hose holder bracket was replaced. South East = electrical receptacle box was reattached.
- **Decorations** – for Memorial Day, July 4th, Labor Day and Fall were installed and removed. Christmas decorations were installed.
- **Lewis Parking Lot** - palm beds were prepared and 30 bags of mulch was spread; **9 areas in parking lot were prepared & filled; decking under trash cans was secured; trash roll-out & recycle bin were cleaned; two landscaping timbers were installed.**
- **Teakwood Trailer Lot** - **sunken area in Teakwood trailer lot was repaired; bulbs & globe at main entrance on Teakwood were replaced.**
- **Lewis Trailer Lot** - lock on gate was replaced; other locks were lubricated.
- **Sign Installation** - 6 new signs were installed; old signs were removed and a frame was built for the signs at the gazebo.
- **Fire Extinguisher Boxes** – damaged fire extinguisher boxes were repaired or replaced.

2. **THANK YOU VOLUNTEERS:** We appreciate you, the things that you have done, AND the amount of money you have saved the YC...**AND** for reporting and/or helping boats in trouble.
 - **Please continue to keep a watch full eye on the marinas.** Report repairs where needed, & notify the office when something needs attention.
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ADMINISTRATIVE REPORT:

1. **FRED SCHOCK (slip 41)** sold his slip, which meant he could no longer be a Board Member. **ANDREW KARCH (slip #39)** was asked by the Board to be an interim Board of Directors Member. Andrew accepted and is now a candidate in this 2017 election.
2. **9 NEW MEMBERS THIS YEAR:**
 - **Outer Docks:** (3)
 - Slip #75** - Richard & Kristy Bessette
 - Slip #93** - Daniel Stull & Terry Rockwell
 - Slip #99** - Eva (and Keith) Napolitano
 - **Inner Docks** – (6)
 - Slip #12** - Otis & Anita Gurkin
 - Slip #18** - Mark & Danica Shepherd
 - Slip #22** - Kenneth Wiggins
 - Slip #25** - Daniel Scaringi
 - Slip #41** - Haris Tadzic
 - Slip #70** - Tom Richardson
 - **Traded slips** - Larry Martin is now Slip 14 and Charlie Brooks is now Slip 60
3. **HURRICANE MATTHEW:** October 8, 2016
 - **Thank you** to those who removed your boats.
 - **Seven slips were not vacated.** Invoices were sent per Rules & Regulations #1. Hurricane Warning. To date all but 2 have paid the fine.
 - **Damage Was Minimal** - Repairs have been completed on the following damage:
 - **Outer docks** - one finger pier billet was replaced; the separated section on the center floating dock (which was caused by the boat left in the slip during the hurricane) has been repaired...
 - **Inner Docks** - a piling ring that was pulled from the end of finger pier has been replaced; two ground level electrical boxes by the north ramp (which were under water) were opened and dried out by E.W.E..
4. **SLIP # 99 SOLD = BULKHEAD LOAN PAID OFF:**
 - **One Loan Is Left** – the SBA Loan for Hurricane Fran. (There is approximately \$160,000 left on that loan.)
 - **Designated Fund Account.** The balance (\$22,125) that was left after the Bulkhead Loan was paid off AND the \$12,000 per year previous bulkhead loan payments will be placed into a **OCLYC Money Market Designated Fund Account**. **This account could be used to make an early payoff to the SBA Loan or for an emergency situation instead of needing to take out another loan.**
 - **This can be done and still keep the dues for 2017 the same as last year.**
5. **2017 TAX VALUATION & BOAT SLIP SALES AT LEWIS DRIVE MARINA:**
 - **A letter (dated 10/7/16) was sent** to Pete Richardson and Jim Hardin at nhc.gov.com listing the fair market value of slips sold on the inner marina from 2015 thru Sept. 2016.
 - **The intent of this letter** was to make the tax office aware of the current slip value at the Yacht club so that the tax valuation could be adjusted accordingly. (*fyi:* our slips are memberships; they are not deeded property, therefore, sales are not tracked by tax authorities.)
 - **Email from Jim Hardin** - dated (10/25/16) stated 'I received your e-mail & have taken care of for the 2017 re-valuation.

RULES & REGULATIONS AND OPERATIONS INFORMATION REVISIONS:

- The following changes were incorporated into the “Revised 2016 Rules & Regulations” and the “Revised 2016 Operations Information”. They are now on the YC website.

Situation #1: CAMA Policy Revision: CAMA allows only one boat/vessel to occupy a slip. Previously kayaks, paddleboards, canoes were considered in this category. Due to the difficulty of enforcement, CAMA has changed it to only one **registered** boat/vessel is allowed to occupy a slip.

The Revised 2016 R&R #12 (f) is:

- **CAMA allows only one registered boat/vessel to occupy a slip** - no matter the size of the slip.

The Revised 2016 Operations Information is:

- **CAMA REGULATIONS:** (*Costal Area Management Assoc*)
 - **Only one registered boat/vessel may occupy any boat slip**, even if there is plenty of room for more.
 - **If a boat lift occupies a slip**, then the boat must be placed on the lift when it is in that slip.
 - **Fines may be imposed by CAMA** for non-compliance of these regulations

Situation #2: Vehicles Parking in the Lewis and Teakwood Parking Lots:

- Some Members have expressed concern that multiple day and overnight parking in these lots is getting more prevalent, AND that if this is allowed to continue there will not be enough places for members/renters and their guests to park.
- **Parking Lot Information:** The **Teakwood Parking Lot** has **13** designated parking spaces for **29 slips** in the outer marina; the **Lewis Parking Lot** has **17** designated parking spaces for **71 slips** in the inner marina. (**Note:** On Sunday, Sept. 4th - Lewis Lot had 16 cars parking in the lot during the same time period.)
- **YC Policy has been:** Parking is only for Members/tenants and their guests; parking is temporary for YC related activities; no continuous or overnight parking unless out on your boat.

The Revised R&R #16 is:: **VEHICLE PARKING:**

- For YC Members, tenants and their guests is to be in designated areas only at the Yacht Club parking lot off Lewis Drive and the parking spaces at the end of Teakwood Drive adjacent to the trash containers;
- Parking is temporary for YC related activities.
- No overnight or continuous parking unless you are out on your boat.

Situation #3: Dock Boxes on the Outer Docks:

- both hinge attachments on one dock box had pulled away from their attachment to the box, which resulted in the lid moving off center. Another dock box had a broken latch that did not hold the lid closed, which resulted in the lid blowing open.
- Both malfunctions could cause the lids to become flying missiles during a very heavy wind storm.

The Revised R&R #15 is: **DOCK STORAGE & APPEARANCE:** Nothing is to be stored on the docks with the exception of dock boxes on the outer dock.

- Due to limited space the size, design and installation of future boxes are to be approved by the Board of Directors.
- All dock boxes must be secured to the floating dock.
- All lids must be fastened/secured to the dock box; all hinges and latches must be kept in working order.
- Areas surrounding a Member’s slip must be kept safe, neat and orderly.

PLEASE MEET AND ACCOMPANY ANY PROSPECTIVE BUYER OR RENTER. Do not send them out on the docks unaccompanied. R&R #2 **ACCESS RESTRICTIONS:** states

- For safety, privacy, security, liability and insurance coverage reasons, the inner and outer docks, piers and slips are for Members and Member’s tenants only.
- Any guest on the YC property must be in the company of either a Member or a Member’s tenant.

LEWIS TRAILER LOT REQUESTS: PLEASE ...

- After heavy rains – carefully move your vehicle and trailer so you don't make deep ruts in the soft ground.
- If you work on your boat, remove any parts. There was an incident - someone left a boat light in the grass (which was not visible to the person mowing) and the wires on the discarded light got caught up in the mower.
- Remove bricks, blocks, wood, etc. out of the mowing area when you remove your trailer from the lot. Those items become hidden in the tall grass and are a hazard when mowing.

6. YC HAS ONE SLIP TO SELL:

a. **SLIP #82** - a 44 ft. end slip on the north side of the outer docks.

- **Price** - \$37,500 **Reasonable offers** - will be considered

b. **Incentive Offer** –

- \$500 for the person who sells slip #82.
- **The following conditions apply:** the sale must be completed, all monies received and cleared before the incentive is delivered; Board Members and their families are excluded from this offer.

c. **Proceeds from the sale of this slip will be put in the Designated Fund Account.**

7. **NEW WEBSITE:** www.ottercreekyachtclub.com; contains pictures of the Yacht Club, the current Rules & Regulations, Operating Procedures, Slips For Sale/Rent, and all the Documents pertaining to the Yacht Club.

8. RENTING OR SELLING YOUR SLIP?

- Members' slips for Sale/Rent can be listed on the website. Please notify the Office if you want to change or add a listing.

9. QUARTERLY PAYMENT VOUCHERS:

- Were used this past year and will continue in 2017.
- All 4 quarterly dues payment vouchers are included in the mailing with this Report.
- These are reminders. They do not have to accompany of your payments.
- This has eliminated mailing invoices for each quarter, resulting in saving the cost of paper, ink, and postage.

END OF REPORT