October 12, 2014 PKMA Board Meeting Minutes

Board Members Present:	Board President Steve Gaynor, Vice President Randy Karnes, Secretary/Treasurer DeVona Gaynor, Board Member Bruce Hood and Board Member Mark Lindquist
Board Members Absent:	Board President Emeritus Dave Taylor and Association Historian Linda Taylor
Others Present:	Marina Manager Julie Benoit

1. **2015 Draft Budget** - The preliminary draft budget for 2015 was reviewed. This budget continues to be in draft form, as the Marina Association Accountant has not had an opportunity to review and provide input due to some health issues she has experienced in the past few weeks.
   a. It was noted that new uniform shirts need to be purchased this year for the dockhands.
   b. Board President Gaynor is suggesting the establishment of a separate reserve for future dredging. Annually, $3000 is included in the budget for dredging and this amount is set aside should the mouth of the channel require dredging and this expense is shared with the Harbour Towne Marina Association. Past experience has suggested that the channel mouth may/may not require annual dredging. If this expense isn't realized, Vice President Karnes suggested that this amount be moved to a dredging reserve. The board will consider the total amount to move to a dredging reserve in January, when a year-end balance sheet is available.
   c. President Gaynor also suggested the establishment of a budget line item for Legal Services of $2000 for the legal review of the By-laws and possibly the master deed that will be reviewed this year.

2. **Revision of the By-laws** – The bylaws were last reviewed in 1999 and were completed by the Developer. Dave Taylor has volunteered to review the bylaws and master deed with a suggested completion date of 30-days prior to the Annual Meeting of the PKMA.

3. **Newsletter** - Vice President Karnes has suggested more frequent communication with the co-owners via a newsletter and offered the assistance of his firm in the development of the newsletter. Secretary Gaynor will work with Mr. Karnes on this effort. It was also suggested that meeting notices/minutes be distributed to the co-owners via the website. It was noted that Mr. Karnes' company hosts the website at no fee to the association and he will continue to assist with the website.

4. **Cooperation with HTMA** – Board President Gaynor distributed and reviewed meeting notes from his September 13, 2014 meeting with HTMA Harbormaster Jim Rudicil (meeting notes attached for record). Steve noted that it will be a long-term effort and he will continue to work with HTMA regarding the dredging fee to be divided more equally between the co-owners of each marina association.

5. **Foul Weather Marina Staffing** – Marina Manager Julie Benoit discussed procedures relating to staffing the marina during periods of inclement weather. Discussion at the

January 2015 meeting will include enhanced signage for the marina (including "Marina Closed" for inclement weather and "In case of emergency call....).

6. **Maintenance** – The maintenance committee will be disbanded as most members are on the current board.
   a. **Dock Replacement** - Randy provided a report on the repair of the ramps. He is working with Northshore Marina's contractor and should have a bid by the end of this next week. Northshore's design seems to be a good system based on the water current and flow in the marina. Randy will develop an approach to capital expenditures for our January board meeting and will provide long-term maintenance plan by June 1.
   b. **Plumbing Issues** - Steve is working with Lascko Plumbing regarding the waterline repair for Dock C that was repaired and has failed twice. He is also discussing the water bill with Lascko due to the excessive amount compared to last year at this same time. He contacted the City of Muskegon to request an adjustment due to leak but account adjustments can only be made every two years and the marina association was allowed a small adjustment in 2013.
   c. **Upgrade Plans**
      i. Power Washing – Mark Lindquist suggested power washing and sealing the docks, as it would extend the life of the marina. Possibilities for accomplishing this were discussed and included a possible workday for co-owners. This item will be discussed at the January meeting.
      ii. Plank Replacement – Safety is our main concern and it was noted that some of the planks are turning up at the ends and possibly need replacement.
      iii. Concrete Repair – Randy and Steve inspected the concrete and both reported that no repair is needed at this time. Steve requested that the remaining board members also look to make sure we are all in agreement. Julie reported that there was a request for the installation of an additional railing on the lower portion of the walkway leading up to Dockers.
      iv. Grounds Keeping – Steve distributed the parcel map for the marina. Steve reported being contacted by a grounds committee member of the Harbour Towne Condominium Association (HTCA) concerning weeds in the riprap surrounding the marina. Julie reported that in the past the Dockhands had pulled weeds in this area but had not done so recently. It is possible that the marina association could partner with the HTCA with regard to applying a weed emollient as they are in the process of performing this on their property.

7. **Other**
   a. It was approved that we will keep the current format of our meetings, but will publish notice, an agenda, and an invitation to members who wish to submit/speak to agenda items.
   b. Steve will be meeting with Jennifer Harris of Dockers to debrief how the summer went and will provide a report at the January meeting.
   c. Unanimously approved an exemption of the 2015 annual dues on one slip for Dave and Linda in gratitude for their 8 years of service and leadership to PKMA.

DeVona Gaynor, PKMA Secretary/Treasurer
Minutes Unanimously Approved January 25, 2015