

**Changes are in bold.**

Approved on Jan. 17, 2019  
Admiral Heights Improvement Association Board Meeting  
Sept. 5, 2018

Called to order: 7:32 p.m. by President Scott Gibson at Jim Burdick's house

**AHIA board members in attendance:** Norm Crews, Martha Thorn, Maria Lebow-Little, Gibson, John Leupold, Mario Schiappacasse, Burdick, Rachel Breen, Grant Garcia and Derek Lotfi.

**Not in attendance:** Bo Conroy. One vacancy.

**Treasurer's Report:** As a result of the email, AHIA has received about a \$1,000 in dues (most from PayPal). AHIA has about \$6,000 or \$7,000 on hand. About \$2,700 will be going out. The CD is for \$12,000.

**Events:** The block party moved to Sept. 23. Lebow-Little will take care of the tent and chair rentals. Leupold will send out the email.

The general membership meeting was moved to Oct. 9.

Gibson will email Ed Cherneski about the tailgater.

**Discussion about dock on Williams Drive:** The new dock will cost \$40,000 - \$50,000. The high figure leaves more "cushion" for "unpredictables."

We were talking about doing something similar to the "pool bonds." Assuming the dock can be built for \$40,000, we would be short \$2,300.

"How low are we willing to go in terms of financial reserves?" One answer would be to cover a year's worth of expenses in case membership drops.

One concern is we're not drawing in enough income to replace the funds "in short order." We're limited by what we're willing to spend.

Suggestions for the cushion ranged from \$4,000 to \$6,000. The final decision was to keep \$4,500 in reserve and contribute \$7,500 to the Williams Drive dock. This would leave a shortfall of \$5,000 that could be raised through Go Fund Me or a community outreach program.

Historically, dues have been around \$6,000 although last year we finally reached our goal of \$9,000 in dues.

Our nondiscretionary expenses amount to about \$6,000. These include insurance, lawn mowing, newsletter, electricity & water. Income above \$6,000 can be used for events & "fund restitution."

**Goal:** Our goal is to have a fully detailed plan by Oct. 2, one that the general membership can vote “yes” or “no” to. Leaders from the Boat Club & AHIA will have to be ready to sell the proposal.

Burdick proposed that we keep \$4,500 in reserves. Breen seconded the motion. The motion was carried. This means our contribution will be \$7,500. The deficit between what we’re contributing and what we need to contribute is \$4,800.

**More discussion:** How did the Boat Club come up with \$3,700? It was based on 2019 revenue, a one-time inclusion of kayak rack dues, and anticipation of low operating costs because the dock will be out of commission.

What is the \$4,500? That’s the amount that the Boat Club gave us to maintain community properties. AHIA isn’t counting on that as either our or the Boat Club’s contribution.

If the Boat Club gives us a check for \$27,700, what happens if we go over or under budget? If we go under budget, the “seed replacement money” will be put into a fund. Where is that fund? Is it with the Boat Club or AHIA? Neither. It would be in an escrow account.

What happens if we come up \$5,000 short? If we don’t have enough money, we will have to cut the scope of the project. Who should make that decision? The Boat Club is putting up two-thirds of the money, but we’re the property owner. Board members decided they would be more comfortable giving the Boat Club AHIA’s contribution and let that organization make the decisions.

The risks of a long term lease were discussed. AHIA would lose \$1,800 per year income from the property. AHIA would also be “beholden” to dues to pay the nondiscretionary bills.

Giving the dock on Williams Drive to the Boat Club was discussed. A motion to do this was made and then withdrawn.

**Approved counter-proposal: The AHIA Board agreed with the Boat Club on a budget of \$40,000 for the dock and proposed the following split of the expense:**

**AHBC Contribution: \$27,700**  
**AHIA Contribution from Savings: \$7,500**  
**Fundraising: \$4,800**  
**Total: \$40,000**

**This would leave AHIA with \$4,500 in savings to use for unexpected happenings such as fallen trees, storm damage, etc. The \$4,500 that AHBC “donated” to AHIA in the past isn’t included in anyone’s contribution.**

**AHIA would like AHBC to serve as the project manager. AHIA will give AHBC the \$7,500 plus the raised amount up to \$5,000. Any amount more than \$5k will be placed in escrow for future repairs/replacement.**

**AHIA already has a \$100 contribution and will kick off a Go Fund Me Page at the membership meeting. AHBC will be responsible for any shortfalls that occur during the construction due to scope creep or actual prices above estimates. Shortfalls that are due to insufficient initial funds may be renegotiated as scope reduction. Unused funds will go into an escrow account.**

**AHIA agrees to a convenience lease for 20 years. The association also agrees that AHBC payments should be set aside for eventual replacement. Payments will be deposited into a jointly held escrow account. Money in the escrow account may be used for mutually beneficial expenses such as dock replacement or structural repair (e.g., stringers, pilings), tree work in excess of \$1,000, and safety related expenses.**

**Payments will be \$1,600 in the beginning and then escalated by 3% every other year.**

**The AHBC will remain responsible for regular upkeep of the dock, including decking, landscaping, etc. The Grounds Committee and AHBC will jointly present a property report to the general membership at the spring meeting.**

**Fundraising:** Leupold is checking out the Go Fund Me program cost. Depending on what he finds out, it could be launched at the October meeting.

**Newsletter:** Since the meeting date was changed, the newsletter deadline was changed too. It's now Sept. 20. Board members can pick up the newsletters from Burdick's porch on Sept. 28. A synopsis about what's happening with Williams dock would be nice.

**To do:** Email Ed about the tailgate – Gibson

Take care of the rentals for the 9/9 block party - Lebow-Little

Newsletter - Burdick

Deliver newsletter – All

Contact Boat Club leadership with Williams dock counter-proposal – Gibson

Send out email with date changes for block party & meeting, meeting topic, & yard sale reminder - Leupold

The meeting was adjourned at 9:30 p.m.  
Submitted by Martha Thorn, Secretary