

**Bennett's Creek Landing Marina
Semi-Annual Meeting
Minutes
April 2, 2018**

A quorum was made of 11 members (12 slips) and 1 proxy (13 slips total represented).

Post Meeting Addendum:

As requested by Buck Tysor the following information is being included in the minutes.

The Marina Committee meetings were established to support a common purpose and objectives. The meetings should be civil discussions of issues. If an individual or individual(s) is/are unable to conduct themselves in a civil manner they are requested to leave the meeting or will be asked to leave.

Call to Order:

The meeting was called to order at 7:05 PM by Neil Wilson.

Financial Report: Pat Hillard

As of 2/28/18

• Operating Account	\$ 3,887.46
• Operating Reserves	\$ 7,032.90
• Replacement Reserves	<u>\$62,998.23</u>
	\$73,918.55

UPA (Debbie Pitzer) reported that a check for \$1,219.50 had been received to reimburse the Marina Committee for the repairs to the pumpout station. Debbie will provide information on the current over-expenditure in Dock Maintenance. Subsequent to the meeting, Debbie provided the itemized billing information. The over-expenditure was due to completing the accumulated maintenance items as discussed in the Chairperson's Report.

Minutes from Previous Meeting:

Minutes were provided to all attendees (and reviewed in detail later during Old Business). The process for approval of the minutes was questioned. The process as previously agreed by members has changed from mailing to an electronic process. Previous minutes are approved based on the new process.

The approved process for the minutes is:

- Neil (or designee) posts draft minutes on the website and e-mails all marina owners that minutes are available for review and that review should be completed within 5 days. The e-mail will contain a link to the draft minutes.
- If comments are received, they are addressed/incorporated and the process repeated until all agree or 5 days pass without comment.

Chairperson's Report:

Neil refreshed all members on the discussion of Marina Rules, discussed general housekeeping of the pier area—specifically hoses and awareness of trip hazards, stated that a revision of Marina Rules is being prepared, and that further discussion is required for Virginia Marine Resources Commission (VMRC) permitting.

Neil discussed the need for a reasonable Replacement Reserve strategy as the estimates provided in the study by the Homeowner's Association (HOA) was unreasonably high based on previous research and information that Neil has been able to obtain. There is a written H&H study indicating that replacement would be approximately \$195K. Jeff Lynch stated that he had spoken to the Dockmaster at Decoy's and received a verbal estimate for installing a floating replacement pier of \$160K. Jim Pittman (HOA president) stated that the HOA will be funding a new replacement reserve study in 2019, so efforts to develop realistic replacement estimates will support that effort. Discussion also included estimated lifespan as the existing reserve study appears to be conservative (30 yr vs. potentially 50 yr). Developing a viable long term plan and funding strategy will be an on-going process.

Neil reviewed the progress made by using contractors to accomplish work instead of mandatory member work days. Members were generally pleased with the change and the timeliness. There was a discussion on how costs/charges were managed. Neil stated that he collects several small work items until there is sufficient work to justify a service call. The contractor provides an estimate to UPA and Neil. If the estimate is satisfactory, the work is authorized. Neil reiterated that the decision was made to use contractors vice volunteers based on limitations on members' time; any member is welcome to volunteer to fix problems identified when they are posted on the website. The worklist is available to all on the website.

Old Business:

Four Marina Committee members met with Rachel Peabody, Environmental Engineer, VMRC to discuss the status of the marina. There are several issues which are currently non-compliant. Any shadow-producing element (encroachment) must be approved (permitted). She provided details in an e-mail on 2/8/18. Approval for changes that have been made can be gained through the joint permit application process. All modifications must be removed prior to permit application submission. The objective is to submit a single application which upon approval will be good for ten (10) years.

To facilitate permit application development, each element that must be approved was discussed and decided as follows. The permit application should clearly state that the fish cleaning station is original construction (and as a result will not be included in the permit application).

Dock Boxes: A motion was made and seconded to provide 5 days (after posting on the website and notification sent) to review/comment on the existing dock box design. Upon resolving comments/concerns, the design will be submitted to the HOA Architectural Review Committee (ARC) for approval, then included as part of the package for VMRC submission.

Approved 11-0

Floating Platform: A motion was made and seconded to accept the current floating work platform (installed approximately 15 years ago), and ladder (installed approximately 3 years ago), submit the design to the HOA ARC then include in the VMRC submission.

Approved 11-0

Boat Lifts and Finger Piers: A motion was made and seconded to include finger piers and boat lifts for all remaining slips using the previously approved specifications. [Clarification: This applies to those portions of the marina in which BCL residents possess a valid Marina License Certificate].
Approved 11-0

Slip 3 Floating Boat Lift: There was significant discussion around fairness of space and options for installation of personal watercraft (PWC) Floating Docks. [Clarification: This applies to portions of the marina beyond the boundaries for which BCL residents possess a valid Marina License Certificate]. Members discussed the issue that ownership is not for the pier, only the usage of the slip. A member stated that it has been helpful to have a small boat available to service the pier; however, that was not sufficient to justify the single dock. The slip owner stated that their floating boat lift had been in place for three (3) years but nothing had been said. Other members stated that none of the Marina Rules had been followed for the original installation of the subject dock.

A motion was made and seconded to submit a plan for space for personal watercraft for each slip (19 spaces). [Clarification: There are presently only 18 spaces. A drawing depicting slip numbering is available at http://www.fobc.org/BCL_Marina/Maint_and_Equipt/Maint_and_Equipt.htm.]

Disapproved 2-7 (2 members had departed the meeting)

A motion was made and seconded to submit the previously discussed/approved items (dock boxes, floating work platform and ladder, lifts and finger piers) and address the PWC dock later.
Approved 9-0

It was recommended that representatives from the Marina Committee meet with the HOA ARC to determine what elements would and would not be acceptable.

Water needs to be turned on to the marina. Based on last freeze date of April 15, UPA was requested to arrange water restoration on or after April 15.

A motion was made and seconded and unanimously approved to adjourn at 9:25 PM.