

**DRAFT  
HAMILTON COVE HOMEOWNERS ASSOCIATION  
MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
DECEMBER 2, 2023**

The meeting was called to order at 3:30 PM by President Norris Bishton. The following directors were present in person or by Zoom:

Norris J. Bishton, Jr.  
Martin Curtin  
Bart Glass  
Richard Kirschner  
Mike Owens

Because of a shortage of time the meeting was continued to December 9, 2023 10 AM by Zoom. All directors were present at the resumed meeting.

**APPROVAL OF MINUTES**

The minutes of the Board meeting of June 10, 2023 were approved.

**EXECUTIVE SESSIONS**

Mr. Bishton reported that the Board did not meet in Executive Session since the last meeting.

**ELECTION OF OFFICERS**

Upon a motion duly made and seconded the following motion was adopted unanimously:

RESOLVED that the officers are elected:

President	Norris J. Bishton, Jr.
Executive Vice President	Bart Glass
Vice President and Secretary	Martin Curtin
Vice President and Treasurer	Richard Kirschner
Vice President	Mike Owens

**INSPECTOR OF ELECTIONS**

Upon a motion duly made, seconded and unanimously adopted Stu Baron was thanked for his work this year as Inspector of Elections and was reappointed for the upcoming year.

**COMMITTEES**

Upon a motion duly made, seconded and unanimously adopted the following committees were appointed for the coming year:

ARCHITECTURAL COMMITTEE

CHAIRPERSON MARTIN CURTIN  
BART GLASS  
MIKE OWENS  
BEN BURKHALTER

LITIGATION COMMITTEE

CHAIRPERSON BART GLASS  
MARTIN CURTIN  
MIKE OWENS  
[It was noted that as a Superior Court Judge, Richard Kirschner is precluded from participating in litigation matters.]

BOATING COMMITTEE

CHAIRPERSON BART GLASS  
MIKE OWENS  
MARTIN CURTIN

GYM COMMITTEE

CHAIRPERSON MIKE OWEN  
RICHARD KIRSCHNER  
MARTIN CURTIN

LANDSCAPING AND GROUNDS COMMITTEE

CHAIRPERSON MARTIN CURTIN  
BART GLASS

SOCIAL COMMITTEE

CO-CHAIRPERSON JULIE GLASS  
CO-CHAIRPERSON MARIA REYES

DIRECTOR AND OFFICER DUTIES

Mr. Bishton reminded the members of the Board of the following resolution adopted in 2006 and still in effect:

WHEREAS the Directors of the Association are also Officers of the Association,  
and

WHEREAS Officers of the Association must communicate with each other and occasionally meet with each other while performing their duties as Officers as distinct from their duties as Directors in dealing with the day to day problems of the Association, and

WHEREAS the Officers must meet from time to time to obtain information for the Board of Directors, such as meeting with contractors to review bids, and

WHEREAS the Officers must meet from time to time to obtain and review evidence of Rule violations or in connection with matters that may be considered in executive session

Now, therefore, it is

RESOLVED, that three or more Officer may meet or communicate with each other from time to time in order to perform their duties as Officers without such meeting or communication being considered a meeting of the Board provided that such meetings or communications are not for the purpose of discussing Board matters or for reaching agreement on Board matters, and

FURTHER RESOLVED the Officer may meet or communicate on all matters that may be considered in executive session according to law without said meeting being a meeting of the Board provided that the subject matter of any such meetings or communications is reported at the next Board meeting following the meeting or communication as is required for matters considered in executive session.

## BUDGET

Prior to the meeting Mr. Bishton provided the Board with a memo detailing the Association's financial condition and proposing a budget for 2022. Mr. Bishton stated that the by law the Annual Disclosures including the budget were required to be made available to Owners no later than 30 days prior to the beginning of the year and that the Annual Disclosures contained the proposed budget. .

The Board discussed the proposed budget. The Board determined that there was no way to predict insurance costs when insurance renews in March 2024. The proposed budget raises assessments the maximum amount in anticipation of a steep increase in fire insurance costs.

RESOLVED, the budget as proposed is approved. A copy of the budget is attached.

## COMMUNICATION

The Board discussed improving communication with the Owners. The Board will hold an information meeting every two months on a Saturday morning by Zoom. The meeting will be on

a single topic for one hour. Speakers will be limited to three minutes if necessary. This will not be a formal Board meeting.

#### ACCESS TO OWNER LIST

The Association has received a request to view and copy the Owner List. CC Section 5225 requires as follows:

A member requesting the membership list shall state the purpose for which the list is requested which purpose shall be reasonably related to the requester's interest as a member.

No purpose was stated in the request. The request was denied.

#### EXECUTIVE SESSION

The Board did not meet in Executive Session.

There being no further business before the Board, the meeting was adjourned.

December \_\_\_\_\_, 2023

\_\_\_\_\_  
Martin Curtin, Secretary

<b>PRO FORMA BUDGET</b>	<b>2024</b>
<b>CLASS 1</b>	<b>\$1,620</b>
<b>CLASS 111</b>	<b>\$1,090</b>
<b>Assessment</b>	<b>\$3,596,400</b>
<b>Preferred Mooring Fees</b>	<b>\$41,100</b>
<b>Full size vehicle parking fee</b>	<b>\$11,520</b>
<b>Second Cart Parking fee</b>	<b>\$13,740</b>
<b>Rack Storage Fee</b>	<b>\$2,700</b>
<b>Boat Storage Fee</b>	<b>\$5,400</b>
<b>Vending Machines</b>	<b>\$3,000</b>
<b>Class III Assessment</b>	<b>\$78,480</b>
<b>Verizon Lease</b>	<b>\$19,000</b>
<b>TOTAL INCOME</b>	<b>\$3,771,340</b>
<b>Auto Expense</b>	<b>\$15,000</b>
<b>Bank Charges</b>	<b>\$2,000</b>
<b>Computer Support</b>	<b>\$500</b>

Dues and Subscriptions	\$2,000
Freight	\$3,500
Functions And Meetings	\$2,500
Golf Course etc. supplies	\$500
Insurance, general	\$1,668,796
Insurance, group health	\$160,000
Insurance, workers comp.	\$100,000
Janitorial Supplies	\$18,000
Internet Site	\$4,000
Landscaping/Groundskeeping	\$50,000
Accounting	\$16,000
Legal and Professional	\$20,000
Mooring Fees	\$85,000
Office	\$10,000
Pest Control	\$10,000
Pier and Dock	\$40,000
Postage	\$1,000
Reproduction and copying	\$5,000
Repairs and Maintenance	\$120,000
Fire Alarm System	\$10,000
Supplies	\$33,000
Licences and Permits	\$1,500
Payroll Taxes	\$60,000
Payroll	\$960,000
Property Taxes	\$13,000
State Taxes	\$3,000
Telephone	\$15,000
Uniforms	\$3,000
Utlities	\$300,000
Transfer to Reserves	\$350,000
Provision Fed Tax	\$3,000
<b>TOTAL EXPENSES</b>	<b>\$4,085,296</b>
<b>NET INCOME</b>	<b>-\$313,956</b>

