

**TALL SHIP ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date:** November 8, 2011

**Place:** Conference Room – Maintenance Building

**Present:** Barry Stuart, Lexter Essex, Rob Routman, Kathy Stanton, Carol Rolf, Frank Patterson (Tall Ship BOD)  
Paige G. Lee, Geig Lee, Diane Lee (Foothills Property Management)

**Guests:** Harold Capitola and Bob Stojetz

**I. Call to Order:** 9:00 AM

**II. Introduction of Guests:** B. Stuart introduced the guests: Harold Capitola of 110 Frigate and Bob Stojetz of 214 Clipper.

**III. Approval of Minutes for October 11, 2011 Meeting:** B. Stuart stated that the minutes had been sent to the Board of Directors for review. F. Patterson made a motion to accept the minutes as distributed. This was seconded by Kathy Stanton and the minutes were approved as submitted.

**IV. Treasurer's Report:** R. Routman gave the treasurer's report. He stated that Tall Ship has \$148,000 in the bank in the reserve and operating accounts. He discussed the budget for 2012, stating that much of it was similar to the 2011 budget. He reviewed the line items including the stucco repairs, roof, and painting. B. Stuart stated that the next Board meeting would need to address Marshall Clarke's report on the stucco repairs and Neil Cushman's roof inspection report. G. Lee spoke of the need for gutter repairs.

R. Routman discussed the grounds contract people requiring extra time to do the irrigation repairs as well. G. Lee felt they need more guidance in what they do. He suggested developing a comprehensive landscape plan. L. Essex agreed with this and noted that there was only a small window of time to plant this year, before cold weather.

Other budget items discussed included the state elevator inspections, fire extinguisher inspections, and chimney inspections. G. Lee is getting quotes on the chimney inspection.

F. Patterson made a motion to accept the new budget for 2012 with the changes. L. Essex seconded this. All members voted to accept the new budget.

**V. Engineering and Property Manager's Report:**

A. Forensic Engineer Update – Quotes on #09 Stack- Marshall Clarke of MCA Architecture, Inc. reported on the window project. He stated he had obtained quotes from four companies for repairing the damage and replacing the bay windows for stack 109, 209, and 309. He felt this would serve as a prototype to see what cost could be expected in replacing other windows. The bids were as follows:

\$21,233 Southeastern Wall Systems (from Lexington)

\$27,458 Summit

\$31,310 Foothills Company

\$38,159 Zorn Company

Clark recommended the Board use Southeastern Wall Systems. He was very familiar with their work and felt they would do a good job. He noted that the Board needed to be aware that there would be extra cost in removing and replacing the window treatments of each owner, since professionals would need to be used. This would not be part of Southeastern's contract.

He said that Southeastern would use aluminum clad windows and they would come as a manufactured unit. Clarke noted that lots of planning would still be necessary. Windows would have to be measured and ordered. He felt this could take several weeks. He said that an owner would have plywood in place after the old window is removed and prior to the new one being installed. This should not take over two to three days. Clarke felt that the second and third floor windows would not be in as bad shape as the first floor.

Clarke noted that Southeastern did not mark up this price. He would do it for cost right now, just to keep his employees working. Clarke reminded the Board, that the purpose of doing this stack is to learn what's involved and to see the cost. He recommends that Tall Ship do at least twelve bays at a time on the back walls. Then they could prioritize and do so many per year. He suggested adding two allowances for rot and gutter repair of \$1000 each.

Discussion ensued about how to pay for the repairs and a possible color change. P. Lee wondered if there would be a cash flow issue. C. Rolf made a motion to go with Southeastern. Do stacks 7,8,9 and 10,11,&12. This will be paid with a special assessment as needed. There were three votes to accept this: C. Roff, K. Stanton, and F. Patterson. There was one opposing vote: R. Routman.

M. Clarke indicated that his firm wanted to serve Tall Ship long term to help with projects and bids. To have figures for budgeting, his firm would charge ten per cent each time for each project.

Clarke did add that he would like for the landscaper to remove the shrubs and bushes at the units where the work would be performed.

Clarke discussed the roof inspection made by Neil Cushman. Cushman found some blisters. He said for GAF to respond to a warranty claim, there had to be an active leak. Cushman did not recommend replacing the metal roof, just recoat it.

Clarke discussed work needed on the gutters and downspouts. He felt this did not need to be bid and suggested that Foothills do this work. K. Stanton noted that there was rotten fascia at her building that needed replacing and that it needed a gutter.

- B. Painting Quote – The painting contractor used prior times was Pirkle Painting. The quote he submitted for Ketch, Square Rigger, and Cutter was higher than previous years and would be over budget. P. Lee will get a specific scope of work for the painting and get some other quotes. R. Routman noted that Pirkle had originally under bid on his quotes and that he has a larger scope of work now. C. Rolf suggested waiting on the new quotes and discuss at the next meeting. B. Stuart agreed.
- C. Updated Reserve Analysis – This will depend on the new quotes received.
- D. Gutter Repair – This was covered in (A) above.
- E. Window # 105 – B. Stuart stated this had been completed.
- F. Concrete Step at Frigate Building – G. Lee said this repair could be done for \$750. F. Patterson made a motion to accept this price. K. Stanton seconded this and the motion passed.

## **VI. Existing Business:**

- A. Wireless “HOT” at Tall Ship – Nothing more has been done on this.
- B. Trimming Requests – Childs (Unit 336) B. Stuart has been trying to get in touch with him, but does not have a working phone number.
- C. Goldsmith Records – Old records have been received and are currently being stored at Foothills. C. Rolf suggests that the new Board look at getting them in some order.

- D. Nominating Committee – C. Rolf stated that six people will run for the Board of Directors and four would be elected. The Board determined that the Secretary would vote the proxies. Foothills will mail the information about Annual Meeting, proxies, and biographies to the owners. Foothills and C. Rolf will collect the proxies. The inspectors of election will be H. Capitola, K. Stanton, and R. Routman.
- E. Satellite Update – It was suggested that the new Board of Directors look at the information on the web site to see if it needs updating.
- F. Chimney Cleaning – G. Lee had a quote of \$2,400 to do this. The Board Felt this was a good price.
- F. Interior Pest Treatment – Orkin - A letter about pest control will go out in the packet of information about Annual Meeting.

**VII. New Business** – G. Lee mentioned that Blue Ridge Security would be doing their yearly inspections on Nov. 28, 29, and 30<sup>th</sup>.

G. Lee mentioned the lighting situation at the end of the steps and dark stairways and feels that this needs to be looked at in the future.

**VIII. Ad Hoc Committee Report: Property Management:** Transition Issue and or Problems - There are a few issues that are still being resolved.

**IX. Adjourn:** K. Stanton made a motion to adjourn. This was seconded by F. Patterson and the meeting adjourned.

