

# TALL SHIP ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

**Meeting Date:**

November 8, 2022

**Call to Order:**

B. Stuart called the meeting to order.

**Present:**

Frank Aaron, Gary Crumbley, Starr McKinney, Barry Stuart (BOD)

Geig Lee and Diane Lee (FPM)

Guest: Sylvia Stuart (229), Susan and Tom Harnett (234), Craig Shuman (217)

**Questions & Comments from Owners/Visitors:****Approval of Minutes:**

F. Aaron motioned to approve the October minutes after amending. G. Crumbley seconded this motion and the motion carried.

G. Crumbley reviewed and discussed the following issues:

Removing the gutter of stucco at Clipper and possibly installing a piece of trim at Clipper.

Water heater repairs ongoing at the 3<sup>rd</sup> stack of Ketch building. Unit 131 has installed a dehumidifier.

Parking lot lighting-Awaiting Duke.

**Treasurer's Report:**

F. Aaron reviewed the October financial. There were no pre-payments for assessments in October. 86 units have prepaid, leaving 34 units still owing as of October 31, 2022. Premier loan balance as of October 31, 2022 is \$607,979.27. October payment was \$18,082.00. Enough funds in assessment account to make roughly 4 payments.

The balance of the Operating account as of October 31, 2022 is \$206,722.30

The balance of the Capital account as of October 31, 2022 is \$61,485.14.

The balance of the Bad Debt account as of October 31, 2022 is \$100,000.00.

The balance of the Assessment account as of October 31, 2022 is \$40,575.15.

There was 1 new owner fee paid in the month of October.

Delinquencies were discussed. F. Aaron motioned if payments are not paid by December 1, a lien will be filed. G. Crumbley seconded this motion and the motion carried.

F. Aaron motioned to change the late fee for assessments to \$50.00 or 1% of delinquency, whichever is

greater of the 2. G. Crumbley seconded the motion and the motion was unanimous. Motion carried. Will need to updated handbook.

**Engineering & Property Manager's Report:  
Project Updates:**

**Stucco Update-** G. Lee stated we are close to removing the scaffolding. It will then be moved over to Clipper bldg. Facia on front of Clipper, West side, has damage. More repairs are needed at Clipper and Schooner. Stucco will be on going repairs with stress cracks. F. Aaron stated the columns look good.

**Floor Painting-** Painters are at Clipper building today and will finish second floor tomorrow.

**Parking Lot Lighting-** Completed.

Mailbox lighting has been adjusted; G. Lee will check intensity at dark. G. Lee working on getting a quote to replace the flooring with a low maintenance, non-slip flooring.

**Elevator-** Door operators are installed.

**New Repair & Maintenance Issues-** Condensate vents/pipes look bad due dust and debris. Will be cleaning all areas. Pipes will need to be stubbed down to ground to prevent staining of the walls.

Crawl space trim will be wrapped with synthetics and painted.

Stairs-check storage space stairs. Some doors are dented and rodents can get in.

M. Harnett mentioned the uncovered water meters. Plumbers need to discuss with sub-contractors the safety issues for uncovered meters that may have leaves covering them.

**Landscape Report: Current projects-**

2 trees removed at Cutter. Looking at possibly more. Tree South coming November 9 to look at trimming cost and pricing the removal of trees.

Need to look at budget for quotes on landscape maintenance. G. Lee working on quotes for front and back of all building's cleanup down to the trail. The worst are Sq Rigger and Cutter. Need to remove vines in bushes and cut small trees, but large trees need to be removed. G. Lee can cut up smaller ones (not remove), \$60/hr. roughly 2 hours for work.

G. Lee is working on quotes for mulch. G. Lee stated left corner of Schooner (101) drain swell needs some work. Crepe Myrtles trimmed, 4 will be trimmed and more if work is acceptable. F. Aaron mentioned the most visible area is Tall Ship Drive and all the plants need to be removed and replaced with grass (will need minor grading), will help with drainage issues. 17 stack up hill is the worst problem. Leave bushes around transformer and bring in some new sod, BOD will need to approved this.

G. Lee to send previous landscape information to BOD.

**Parking:** No fines and no towing currently.

**Old Business:**

Janitorial; F. Aaron stated that (120) is in violation of a cardboard box, but cannot fine until a cardboard fine is in the handbook, but need to let owners know we can fine for tenant's leaving behind. No other issues currently.

**Occupancy Issue:**

There is currently noting in the Bylaws or Master Deed regarding maximum occupancy. It does state in the renter's rules, 2 adults per bedroom for renters only. This has been in the renter's rules since 2010, but nothing about owners. This can be added to the Bylaws with a 51% majority.

F. Aaron motioned max occupancy to 6 people. S. McKinney seconded motion and the motion carried.

S. McKinney mentioned that there is nothing in the rules regarding the limitation of animals. Need to add to renter rules. S. McKinney motioned 1 dog per unit for renters. F. Aaron seconded the motion and the motion carried.

Need to update the handbook immediately to include these. Let Brian Greer and KK know.

**2023 Budget:**

F. Aaron reviewed. Need to manage expenses, passing on to 120 owners and get revenue from them. Increase capital contribution to build revenue. New quarterly payments increase from 2022 levels of \$975 to \$1080 in 2023. Likely to end this year at \$73,000 and end 2023 at \$96,200.

Clean up expense- \$33,000 for front and back of buildings on landscape. Elevator will do full maintenance and repair.

Look to increase regimes 6%, to 8%. F. Aaron says to hold to 8% increase. Will run numbers again to get more into Cap. Contrib.

F. Aaron motioned to accept budget with changes and regimes at \$1050. G. Crumbley seconded the motion and unanimously passed.

**Adjourn:**

F. Aaron motioned to adjourn the meeting. S. McKinney seconded this motion and the motion carried.