

TALL SHIP ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: June 12, 2012

Place: Conference Room – Maintenance Building

Present: Barry Stuart, Lea Allison, Lester Essex, Frank Aaron, Carol Rolf, Barbara Nykaza (Tall Ship BOD)
Mike Foster and Diane Lee (Foothills Property Management)

Guests: Harold Capitola

- I. **Call to order:** 9:00 AM B. Stuart called the meeting to order.

- II. **Introduction of Guests:** B. Stuart stated that Harold Capitola was the guest present.

- III. **Approval of Minutes for May 2012 Meeting:**
Frank Aaron made a motion to accept the minutes as written. This was seconded by Lester Essex and the minutes were approved as submitted.

- IV. **Treasurer's Report:** Frank Aaron presented the treasurer's report. He noted that expenses are right in line, however, there is a problem with the revenue side. He stated currently the Association is 27% in arrears in payments of regimes and assessments. He felt that cash flow is in good shape right now, since little money has been expended on the window project at Frigate. Tall Ship currently has slightly over \$111,000.00 in the operating account and \$147,970.00 in the reserve account. After discussion, it was felt that Foothills Property Management should send notices and call each of the delinquent accounts to check on payment. If these are still delinquent next month, then legal action will be considered. The invoices for the July, August, and September quarterly regimes will be mailed by Foothills Property Management next week. These invoices will include late fees for delinquent accounts. Aaron explained that KKPOA is dealing with delinquent fees also and have offered a repayment plan to owners. The Board decided not to offer this option at this time, since Tall Ship needs the money now.

Mike Foster of Foothills presented the financial planning spreadsheet. He agreed with F. Aaron that if the delinquencies are not brought current, this will soon be a major cash flow problem. He noted that the painting scheduled to start this week has been delayed due to the rain, but should start immediately. In doing the painting and replacing the ropes for the panels, L. Essex requested that the replacement rope be mildew resistant. M. Foster noted that P. Lee had been working on the rope selection.

B. Stuart shared a letter that he had received dealing with questions regarding the bow window project. C. Rolf asked him to respond to the letter for the Board.

V. Engineering & Property Manager's Report:

- a. Bow Window Project: B. Stuart stated that the scaffolding was up. The first windows would be delivered on July 3th and work would commence on July 9th. F. Aaron noted that the painting project was approved 90 days ago and that steps should be taken to move this work forward as the buildings needed to have their appearance improved.
- b. Painting Progress – Discussed with the financial planning. B. Nykasa asked about the insurance claim on the railing near the Post Office. Foothills will check on this.
- c. Gutter Repair: Foster thought this was complete, but would check with G. Lee.

VI. Existing Business:

- a. Square Rigger Water Meters - L. Allison stated that mulch was down. B. Stuart noted there was a sink hole under the meter. It was noted that the meters belong to KKUS.
- b. Janitorial Contract - M. Foster of Foothills told the Board that bids were being solicited for the janitorial contract. He currently has a quote from T&M Services of Seneca for \$5500 per month. This is twice as much as the current contract. Both are based on thirty man hours a week. Foster is expecting a quote to come in this week from Jan Pro. He feels that their price will be similar to the T&M price. The Board was not happy with the janitorial work, but concerned about the increasing the budget at this time. B. Nykaza felt the trash rooms needed attention since they smelled and looked bad. C. Rolf asked if the trash rooms could be pressure washed. She felt this should be a priority. It was stated that Clipper had not been mopped in two months. F. Aaron suggested meeting with the current janitorial contractor one more time to see if some of the problems could be resolved. It was agreed that F. Aaron, B. Stuart, and G. Lee would attend the meeting.
- c. Landscaping – M. Foster of Foothills presented three landscaping quotes. Currently we pay MerryScapes \$1,500 per month. The new quotes are as follows: Evergreen Landscaping \$2,580 per month; S&S Landscaping \$3,800 per month; and Holiday Landscaping \$3,885 per month. It was noted that MerryScapes contract is currently month to month. F. Aaron mentioned the possibility of some or all Keowee Key contracting with the same landscaping company. L. Allison felt that Tall Ship should not make any changes right now. F. Aaron agreed to put any decision on hold for a month.

B. Stuart stated the mulch was down now.

VII. New Business:

- a. Lockbox – Door at Unit 240 - B. Stuart had a letter from First Choice Realty asking about putting lockboxes on Tall Ship doors since there was one at unit 240. It was agreed that Foothills would call the owner of unit 240 and ask him to have his realtor to remove the lockbox.
- b. Car Wash – B. Stuart noted that the car wash is inaccessible now. It will be capped off and nonexistent within the next two weeks. Stuart noted that the car wash is not on Tall Ship property.

VIII. Adjourn:

L. Allison made a motion to adjourn. This was seconded by C. Rolf and the meeting adjourned.