

TALL SHIP ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: April 10, 2012

Place: Cherokee Room – Activity Building

Present: Barry Stuart, Lea Allison, Lester Essex, Frank Patterson, Frank Aaron, Carol Rolf (Tall Ship BOD)
Geig Lee, 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 a guest present.

- II. **Approval of Minutes for March 2012 Meeting:**
Frank Patterson 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 Disbursements for the month were low and in order. He stated the balance in the operating account was slightly over \$75,000 and the reserve account was just over \$125,000. Aaron stated that nothing had been paid out of the reserve account in March. L. Essex asked what the next expense would be. G. Lee stated that it would be to pay for starting the window replacement at Frigate building. F. Aaron stated that some would be spent for painting the rails.

- V. **Engineering & Property Manager's Report:**
 - a. Bow Window Project: G. Lee stated this project should start soon, based on the delivery schedule of the windows.
 - b. Painting Progress – 3 Buildings - G. Lee noted that the painter had scheduling conflicts, but he would speak to him about finishing the job.
 - c. Gutter Repair: Lee noted that there had been a hold on this until the pollen stops.
 - d. Bathroom Windows – Ketch – Lee said the problem with the window at 231 was due to the joint in the stucco not having been maintained. He will do additional moisture test and will start a preventative program. Lee has already met with a stucco representative and received some ideas on maintaining the expansion joints. Lee noted that he will be doing a moisture test on an end wall leaking at units 140 and 240 and will report back at the next meeting.

VI. Existing Business:

- a. Satellite/Cable Update – B. Stuart noted that he has left a message on this, but there is nothing new to report right now.
- b. Square Rigger Water Meters – G. Lee said that Keowee Key did a little to repair the landscaping. He will have the landscapers do a little more.
- c. Lamp Post Tops (8) – Lee noted that this project was in process and the posts should be installed this month.
- d. Pet Issues – B. Stuart has not heard of any more problems. He has received e-mails from owners thanking the Board for addressing this issue.
- e. Janitorial Contract – G. Lee has discussed problems with the contractor. He handed out janitorial job specifications for the Board to review. Lee feels there should be an actual schedule for accountability. L. Essex felt that cleaning the stairways quarterly was not sufficient. Lee noted that he checks them on every visit for spills and stains. C. Rolf asked about the mopping and was told that it started yesterday. L. Allison stated that it looked good. H. Capitola noted that the ash tray at his building has disappeared. L. Allison said one could be taken from her building, since there are no smokers there.

VII. New Business:

- A. Owner's Request for Ramp – Yawl Building – L. Allison said she has a small aluminum grocery cart ramp that the owners can use. Allison feels that handicap ramps should be provided. B. Stuart noted that Tall Ship does not have funds to provide them at this time. F. Patterson felt that if the owners in Yawl are willing to pay for the ramp and take responsibility for it, he would be in favor of it. Lee noted that anything permanent would have to be approved. H. Capitola noted that handicap ramps were discussed a few years ago, but found that KKPOA and OSHA regulations made it cost prohibitive at that time.
- B. Wood Bees – F. Patterson mentioned a problem with wood bees. Lee noted that they usually last about four weeks. He said that spraying is usually not effective.

VIII. Adjourn:

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