

TALL SHIP ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: May 8, 2012

Place: Conference Room – Maintenance Building

Present: Barry Stuart, Lea Allison, Lester Essex, Frank Aaron, Carol Rolf (Tall Ship BOD)
Paige Lee, Geig Lee, Diane Lee (Foothills Property Management)

Guests: Harold Capitola and Sylvia Stuart

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

- II. **Introduction of Guests:** B. Stuart stated that Harold Capitola and Sylvia Stuart were the guests present.

- III. **Approval of Minutes for April 2012 Meeting and Special Called Meeting:**
Frank Aaron made a motion to accept the minutes as written. This was seconded by Carol Rolf and the minutes were approved as submitted.

- IV. **Treasurer's Report:** Frank Aaron presented the treasurer's report. He noted that Tall Ship is on budget in expenses. However, regimes and assessments are behind in payments. Hopefully, they will come in shortly. He stated the balance in the operating account was over \$120,000 and the reserve account was \$138,000. Aaron stated that nothing had been paid out of the reserve account in April. Aaron felt the cash flow was in good shape until May and that August and September will be low. G. Lee and P. Lee both felt that June will have more expenses and will be tight. Aaron also told the Board that the process of filing liens had been started on two delinquent accounts. Late fees were discussed. C. Rolf made a motion to apply late fees monthly per the master deed at 1% of the past due balance. This was seconded by F. Aaron and the motion passed unanimously. This charge is to be included on the quarterly invoice mailed to owners.

- V. **Engineering & Property Manager's Report:**
 - a. Bow Window Project: P. Lee said that Marshall Clarke of MCA Architecture had delivered the contracts and that he has them for the President's signature. Lee stated he had spoken with the window supplier and requested a letter from Andersen windows showing the discount amount. C. Rolf asked when construction would start. G. Lee felt it should start in about six weeks, based on window delivery and weather.

- b. Painting Progress – 3 Buildings - G. Lee said the hand stair rails at Cutter and Square Rigger were complete. The exception was the one damaged by the auto. G. Lee stated that pressure washing was scheduled for this Thursday. L. Essex voiced a concern of the pressure washing chemicals damaging the cars. Lee stated that only detergent would be used and should not hurt cars.
- c. Gutter Repair: G. Lee has repaired the gutters at all the buildings except Clipper and Frigate. He needs feedback if anyone else has gutter problems. H. Capitola said that his building needs some repairs and Lee agreed to check on it.
- d. Bathroom Windows – Ketch – Lee said the windows at Ketch have been repaired. He noted that the end of Yawl is leaking and the stucco inspector has been out. He proposes resealing the expansion joints. He felt this would need to be an ongoing maintenance project for all the end walls. F. Aaron asked if this was related to window installation and Lee said no. F. Aaron made a motion to stop the leak at the 40 stack at the Yawl building at the end walls by resealing the expansion joints, as proposed. L. Essex seconded this and the motion passed unanimously.
- e. Landscaping - Landscaping was discussed by the Board. The consensus was that the property did not look as well as expected. Weeds and overgrown bushes, late mulching, and other unsightly areas prompted them to have Foothills get quotes from other landscaping companies and bring to the next Board meeting.

VI. Existing Business:

- a. Square Rigger Water Meters - L. Allison noted that piles of mulch had been placed there. G. Lee said he would check this after rains to see if a border needed to be placed down. It was noted that the meters belong to KKUS.
- b. Janitorial Contract - The Board was not happy with the janitorial work. The duties of the contractor were discussed. It was felt that a minimum of thirty hours per week was needed to do the job properly. Cleaning the entry steps and the lights was discussed. G. Lee had given the Board a proposed janitorial specification sheet for their review. F. Aaron made a motion that Foothills secure janitorial contract quotes for the Board. This motion passed unanimously. The problem of having light bulbs on hand was discussed. A storage place for them seemed to be the problem. G. Lee felt that this should be the problem of the Janitorial Contractor.

(Page 2 of 3)

- c. Owner's Request for Ramp-Yawl – After discussing this request, B. Stuart noted that currently there was no money available for handicap ramps to be

installed. L. Allison does have a grocery cart ramp available for use. L. Allison voiced her opinion that all of Tall Ship did need handicap ramps. F. Aaron felt that possibly this could be added to the budget in the future.

VII. New Business:

- a. Owner's Concern Re: KKUS Minimum – B. Stuart had an e-mail from an owner concerned about the high water and sewer minimum charge. It was agreed that this was not an HOA issue.
- b. Contractor responsibility for drapes – H. Capitola was concerned that some older and absentee owners would have problems removing and reinstalling their drapes during the bow window replacement. P. Lee noted the Foothills would offer this service to owners for a fee at the owner's expense.

VIII. Adjourn:

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