

TALL SHIP ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: October 9, 2012

Place: Cherokee Room – Activity Center

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

Guests: John Taylor and Paulette Keffas Chassin

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

II. **Introduction of Guests:** B. Stuart stated that John Taylor and Paulette Keffas Chassin were guests.

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

IV. **Treasurer's Report:**
Frank Aaron discussed the September 30th financial report. He stated that Tall Ship had slightly over \$170,000 in total funds. He noted that currently, there was one delinquency and attempts are being made to collect this.

The proposed 2013 budget was discussed. Regime fees are proposed to increase from \$697 a quarter to \$750 per quarter. In disbursements, the following are scheduled to increase: gutter maintenance, grounds contract, janitorial contract, pest control, termite contract, electricity, management, and insurance. Two additional items for this year are window cleaning and floor repairs. Assessments were discussed. The assessment is for the bow window replacement in the Schooner building. The Board preferred that this start early in 2013 and thus would need the funds earlier to pay the contractor. The Board felt that owners should be aware of the age and condition of the buildings and that maintenance must be done. The bow window project is part of a projected seven year plan to replace the bow windows in each building. Of course, this would be reviewed each year. After discussion C. Rolf made a motion to approve the 2013 budget, taking out fireplace inspections, and having a \$1000 assessment due to be paid in two parts (\$500 due Feb. 1 and \$500 due Mar. 1st). L. Allison seconded this and the motion passed unanimously.

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

a. Bow Window Project: G. Lee noted that the Frigate bow window project was coming to a close. Via e-mail, M. Clarke of MCA Architecture stated that the interiors of all the units are close to completion. The Board discussed stucco color change. It was felt that not enough money was available for this now. C. Rolf made a motion not to change colors. L. Allison seconded this and the motion carried

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- F. Aaron made a motion to ask the architect of a proposal for his fees for the next phase of the bow window project for Schooner. This was seconded by C. Rolf and the motion passed.
- b. G. Lee would like to buy a gallon of each type paint used on the buildings, brushes, and thinner to be used to spot paint places as needed. He also would need a gallon of curb paint. F. Aaron made a motion to allow this purchase of paint and supplies for touch-up of the exterior. F. Patterson seconded this and the Board unanimously approved the motion.
- c. Gutter Repair: G. Lee stated that in replacing the bow windows at Frigate, rotten fascia was found. There was an original allowance for \$6000 to do this repair, however, the contractor is quoting the work at \$22,000 for both halves of the building. C. Rolf made a motion to ask the contractor for a proposal in contract form, noting the Board rejects the \$22,000 price as being too high. She requests Foothills to obtain two more quotes for this work. This was seconded by F. Aaron and the motion passed.
- d. Roof Inspection: It was noted that the roof is still under warranty, however only the product and not the application or the installer are covered in this warranty. There are bubbles on some of the roofs, with Clipper being the worst. The problem will only be warranted by GAF if there is an actual leak (not just bubbles.) G. Lee will talk with N. Cushman, the roof inspector for more information.

VI. Existing Business:

- a. Janitorial Contract-G. Lee stated that schedules have been posted in the second floor storage room at Clipper, Schooner, Frigate, and Cutter. F. Aaron asked that the trash people not back their trucks on the pavement. The Board approved the final invoice from A+ and noted that it was for one half a month.
- b. Landscaping- G. Lee has a bid from Merryscapes for \$1,847.67 to put in some mountain laurels and azaleas. Also some mulch is needed in the Frigate courtyard.
- c. Rock Flooring: The rock flooring was discussed. It was noted that soap or pressure washing was not to be used. \$3,500 was approved in the 2013 budget for these repairs.
- d. Directors for Next Two Years: C. Rolf will contact the proposed directors for the next two years. She asked that the bylaws be amended at the Annual Meeting changing the Board from seven members to five. She noted that 51% approval would be needed to change the bylaws.

VII. New Business:

- a. Dryer Vents: G. Lee explained to the Board that now plastic accordion vents to dryers are considered unsafe and that metal vents are the accepted replacements. After discussion and review of the master deed, C. Rolf made a motion that dryer vents are owner responsibility. This was seconded by F. Patterson and the motion passed.

VIII. Adjourn:

L. Allison made a motion to adjourn, seconded by I. Essex and the meeting was adjourned.

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