

TALL SHIP ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: November 13, 2012

Place: Conference Room – Maintenance Building

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

Guests: Harold Capetello, Paulette Keffas Chassin, 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 Capetello, Paulette Chassin and Sylvia Stuart were guests.

III. **Approval of Minutes for October 2012 Meeting:**
Lester Essex 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 October 31st financial report. He stated that Tall Ship had about \$55,000 left for budgeted disbursements for the year. In the reserve budget, another payment on the bow windows was made, as well as, a payment on the selected stair system painting. He noted the cash balance is \$158,205. He said that the architect and the contractor will be paid again in November. He noted that a few owners still owe the reigme fees that were due in October. He felt that the year end cash projection should be in the \$90,0000 to \$95,000 range.

Aaron discussed the assessments for 2013. After discussion, it was agreed that one payment of \$500 would be due Feb 1st and a second \$500 payment would be due Mar 1st. The money is due early in the year to accommodate the window order for the Schooner building.

B Stuart noted comments about the 2013 budget from owners. L. Essex felt pictures of the work done at Frigate should be available at the Annual Meeting, so owners might see the extent of the needed work on the windows. All Board members felt that owners need to be able to see why regimes and assessments need to go up.

G. Lee noted that all painting is complete for this year. He would like to paint the trash room floors next year. L. Essex asked that epoxy paint be used.

V. **Engineering & Property Manager's Report:**
a. Bow Window Project: Marshall Clark joined the meeting. He reported that the final inspection had been done on Frigate and that Southeastern Wall Systems is

complete, except for removing the scaffolding. This is currently being used by Foothills Co., to do needed gutter repairs.

Clark discussed the close out documents and told the Board that he would present a final book with all pertinent information about the project, including the warranties. He will have this available at the Annual Meeting. He also noted that he will be at the Annual Meeting to answer owner questions about the project. He noted that there are three warranties that go beyond the standard one year warranty. F. Aaron asked for a guarantee from the architect and the contractor stating that the windows were installed according to the manufacture's directions and to get this prior to final payment. Clark agreed to this.

Clark recommended to the Board that they move forward with the next building, which is Schooner. He is very pleased with the current contractor's work and feels they would do a good job. He discussed the nonconformity of the windows and problems this creates. He noted the Southeastern's quote for Schooner was higher for three reasons (1) more scaffolding due to larger area, (2) window price increase for extended jambs, and (3) modifications required for seat and head board problems. F. Aaron questioned if Tall Ship would still receive the discounts and was told by P. Lee that they would. Lee noted the order date for the windows is Dec. 21st at the latest to obtain the current pricing. The Board discussed gutter and chimney repairs needed also. C. Rolf asked Foothills to get quotes for doing the chimney repairs while the scaffolding was available. P. Lee agreed to do so. Clark stated that he would like to start the contract on Schooner on Jan 1st. He noted that Schooner walls are crooked on several first floors and some second floors. He noted that several of the seat boards would fall through if sat on. He noted that all the weight of upper floor windows is load bearing on the first floor unit. At this point M. Clark left the meeting.

C. Rolf made a motion to proceed with the Schooner project and to start Jan. 1st. F. Aaron asked that the architect fees be reduced on future projects. He made a motion to proceed with MCA (architect firm) paying 10% for Schooner and to reduce payments on the next three building to 8, 7, and 6%, assuming the work is of the same scope. C. Rolf amended this to not proceed until we receive something from M. Clark prior to proceeding. L. Essex seconded this and the motion passed.

C. Rolf made a motion to approve the Schooner project. This was seconded by L. Essex. After discussion the motion passed with one dissenting vote. B. Stuart noted that this is a safety issue with rotted windows on rotted load bearing walls.

F. Aaron and L. Essex noted that we need to look at long range capital improvements including parking lots, painting, roofs, and chimneys.

VI. Existing Business:

- a. Janitorial Contract- It was noted that the current janitorial contract expires in mid January. F. Aaron felt they were doing a great job. G. Lee discussed cleaning the green algae growing on the building foundations. Pressure washing and marine shampoos were discussed. He noted that the current contract will have to be

reviewed for gas, fuel, and mileage expense.

- b. Landscaping- Sylvia Stuart would like to do some landscaping around the Post Office Box area including mulch and some new plantings. She requested \$500 to do this work. F. Aaron made a motion to approve the \$500. This was seconded by C. Rolf and the motion passed unanimously.

VII. New Business:

- a. Environmental issues: F. Aaron expressed concerns of RV's, trailers, and personal watercraft being parked at Tall Ship. B. Stuart agreed to put a notice on the trailer stating that it could not be parked in the parking lot. Stuart did remind the Board that renters have the same rights and responsibilities as owners. G. Lee will talk to Brian Greer at First Choice Rentals and ask him to inform renters about parking at Tall Ship.
- b. Landscaping: Mr. Coates (Unit 102) had sent a letter noting that the lawn service people had struck his satellite dish, requiring that it be serviced to work. He would like for this invoice to be paid. F. Aaron felt the lawn service people should pay it. G. Lee will look at it.

VIII. Adjourn:

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