

# **TALL SHIP ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date:** August 14, 2012

**Place:** Conference Room – Maintenance Building

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

**Guests:** Charles Douglas (Unit 337) & Dr. Adriana Castaneda

- I. **Call to Order:** 9:00 AM B. Stuart called the meeting to order.
- II. **Introduction of Guests:** B. Stuart stated that Charles Douglas was a guest present and L. Essex introduced Dr. Adriana Castaneda as a guest also.
- III. **Approval of Minutes for July 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. **Owner's Request for Time for Tree Removal:**  
Mr. Douglas was given time to explain his request. He explained that there had been previous request for permission to prune the trees. He feels the trees are causing problems causing a mess when the leaves fall and the roots are causing damage to the sidewalks. Mr. Douglas brought several options to the Board for consideration: (1) Continue contacting owners to get majority support for removing the trees, (2) Consider removing the trees or trimming them, (3) Remove some trees now and some later (cost being the factor), or (4) Do nothing now, but this will eventually cost more. The Board discussed this request. C. Rolf noted that per the Master Deed, the majority of owners would have to approve removing the trees. It was felt that the easiest way to get a majority of owners was at the Annual Meeting. B. Stuart said the Board could make a recommendation and have owners vote by proxy. L. Essex made a motion to contact CARE and the landscaper for advice and prices, get Board approval, and send the proxy with the Annual Meeting notice. C. Rolf asked Foothills to get prices on cost to take down and replace the trees. C. Douglas agreed to pay for some of this cost (but not more that it would cost to have the trees pruned). This motion was seconded by F. Aaron and the motion passed unanimously.
- V. **Treasurer's Report:**  
F. Aaron presented the treasurer's report. He reported a significant improvement in collections of regime fees and assessments in July and also expenses were in line with the budget. Currently Tall Ship has \$144,355 in the regular account and \$52,490 in the reserve account.

Aaron expects expenses in September will be high due to payment of painting and bow windows. Delinquent accounts were discussed. Aaron made a motion to start the process of filing liens on accounts that were 90 days in arrears. He asked Foothills to notify these owners. C. Rolf amended the motion to say any owner who is more than 90 days delinquent have the lien process started. L. Essex seconded this and the motion passed unanimously.

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

- a. Bow Window Project: G. Lee stated that nine of the bow windows have been installed and head flashings are being installed now. He is taking pictures as the work progresses and feels the contractor is doing a good job. F. Patterson agrees and B. Stuart stated that owners are happy also. Lee feels the process will go smoother now as the work progresses.
- b. Painting Progress: G. Lee stated the contractor has been paid for about one third of the work. He noted the entryways will be pressure washed and the curbs painted with a product for curbs to help prevent peeling.
- c. Gutter Repair: Lee noted that this was ongoing. He stated the gutters are undersized ; the majority of the downspouts are clogged, but he is working on them. He indicated that gutter repair will probably go over budget for the year.

**VII. Existing Business:**

- a. Janitorial Contract- B. Stuart, F. Aaron, and G. Lee met with the current janitorial contractor to express concerns of work not being done to Tall Ship's standards. Lee brought a proposal to the Board from Foothills, on a trial basis to see if our contractor could do the janitorial work to their standards. C. Rolf made a motion to use Foothill's people for a trial period from Sept 15<sup>th</sup> to Jan 15<sup>th</sup>, 2013 and to notify the current contractor that she was being given the thirty day notice of cancellation per her contract. F. Patterson seconded this and the motion passed unanimously. The Board declined to pay an extra amount charged on the current janitorial invoice.
- b. Landscaping- G. Lee presented a quote from Adger Holcombe to the Board. After discussion F. Aaron made a motion to table the landscaping action for now. C. Rolf seconded this and the motion passed unanimously.
- c. Parking- The Board discussed the right of renters in using an owner's parking space. It was agreed that a renter has all the rights of the owner in using his parking space. It was agreed to increase the cost of owner parking signs to \$25.00 to cover cost.

**VIII. New Business:**

- a. Rock Flooring: F. Aaron has contracted the people who did the rock flooring in order to get a proposal from them for cleaning and repairing the floors. He wants this information to use in budget planning.

- b. Condensate Lines: The Board discussed problems from condensate lines. Per the Master Deed it was agreed that this is not an HOA problem and needs to be addressed between the owners involved. The Board wants to encourage owners to put Clorox in their condensate lines to help prevent problems. The Clorox will clear up the mildew that collects in the lines. This information will be included in the next correspondence with the owners.
- c. Elevator Proposal: Otis Elevator had a proposal to the Board for providing air conditioning in the elevators. Due to costs, C. Rolf made a motion not to accept the proposal. This was seconded by F. Patterson and the motion passed unanimously.
- d. Speed Bumps: F. Patterson asked about the need for speed bumps near the new pool area. F. Aaron stated that if placed in the wrong place, owners would hear the bump all night.

**IX. Adjourn:**

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