

TALL SHIP ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: September 11, 2012

Place: Conference Room – Maintenance Building

Present: Barry Stuart, Lester Essex, Frank Aaron, Frank Patterson,
Barbara Nykaza (Tall Ship BOD)
Geig Lee, Mike Foster, and Diane Lee (Foothills Property Management)
Marshall Clarke (MCA Architecture)

Guests: Harold Capitola (Unit 110)

- 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.
- III. **Approval of Minutes for August 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 stated that Tall Ship was in pretty good shape. He stated Tall Ship has slightly over \$137,000 in the operating budget and \$65,844 in the reserve account. Aaron said the collections manual has been purchased and reiterated the policy adopted to file liens on any account over 90 days in arrears.

M. Foster of Foothills discussed the financial spreadsheet and noted that the low point of funds will be near the end of the year or later. Foster stated that he and treasurer, F. Aaron, are working on the 2013 budget
- V. **Engineering & Property Manager's Report:**
 - a. Bow Window Project: M. Clarke of MCA Architecture presented the Board with a summary of the progress to date. He provided a detailed book showing MCA drawings, correspondence, contract, emails, and window shop drawings. He felt the work was going as planned, with no major problems or surprises. Clarke felt that if the Board chose to do another building, the cost should be similar to Frigate. L. Essex discussed changing the color. Clarke felt it was too late to do this with Frigate, without delaying the project. He felt a color study would need to be done. He noted that it is sometimes difficult to make color changes, due to the number of owners who have to approve. L. Essex made a motion to start the preparation for offering color changes by meeting with CARE and the architect and have three choices to present to the owners at the Annual Meeting. F. Aaron amended this motion, stating that if 100% of the owners have to approve the change, then it would be dropped. The Board agreed to have C. Rolf check the Master Deed relating to restrictions. The motion passed.

Clarke stated he expects the bow window project to be complete by the end of October. F. Aaron asked Clarke if Tall Ship would wish to continue with this same contractor for future work. Clarke felt they were doing a good job; H. Capitola said they were hard workers; G. Lee noted they were doing a very professional job; and B. Stuart said the homeowners are very complimentary of the crew. F. Aaron asked Clarke to provide a letter stating the windows will be installed per the manufacture's guidelines and the architects. Clarke agreed to provide this.

- b. Painting Progress: G. Lee stated the work should be complete prior to the next Board meeting. Curbing should be finished next week. Lee noted Cutter needs the whole stairwell painted.
- c. Gutter Repair: L. Essex asked that the downspout at Clipper by the elevator be checked, since it was clogged. Also, the one in front of H. Capitola's unit needs checking.

VI. Existing Business:

- a. Janitorial Contract-G. Lee stated that Foothills will take over the janitorial contract starting Monday. He felt it would take a couple of weeks to get things sorted out and to make changes.
- b. Landscaping- G. Lee is continuing to work with the landscapers. L. Essex made a motion to spend \$850 to have someone catch up all the needed trimming. F. Patterson seconded this and the motion passed.
- c. Parking- The Board is not aware of additional problems.
- d. Rock Flooring: F. Aaron wants to budget some money for next year for repairs. He noted Frigate has a problem with expansion joints causing a trip problem. Also some buildings need work at the elevator entrance.

VII. New Business:

- a. Directors for next two years – B. Stuart noted L. Essex is scheduled to rotate off the Board. L. Allison and C. Rolf may serve another two years. It was noted that any owner may offer to serve.
- b. Block Party – B. Stuart wanted to remind everyone about the Block Party on Sat evening, Sept 29th at the picnic shelter.
- c. Irrigation system – G. Lee said that water from the irrigation system is needed for mopping the floors. F. Aaron asked him to get prices for faucets for this.

VIII. Adjourn:

F. Patterson made a motion to adjourn, seconded by B. Nykaza and the meeting was adjourned.

