

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

Meeting Date: Oct. 8, 2013

Place: Lake View Room – New Marina Pool Bldg.

Present: Barry, Stuart, Carol Rolf, Barbara Nykaza, Paulette Keffas-Chassin, Frank Patterson, Frank Aaron and Bob Stojetz (Tall Ship BOD)
Geig Lee, Diane Lee and Keri Cortese (FPM)
Marshall Clark (MCA)

Guests: Larry Maclean, Susan Moser, Virginia Sholar, Sylvia Stuart, and Harold Capitola

- I. **Call to Order:** 9:00 AM B. Stuart called the meeting to order.
- II. **Introduction of Guests:** B. Stuart welcomed the guests present.
- III. **Approval of Minutes for September 2013:** C. Rolf made a motion to approve the minutes as written. This was seconded by F. Patterson and the minutes were approved.
- IV. **Treasurer's Report:** F. Aaron, treasurer, reported that income for September was \$31,000.00 for regimes. All expenses are in line with the budget. Capitol improvements paid included \$28,500.00 to the end wall project and \$7,665.00 for Rock Art repairs. Aaron noted delinquencies were around \$2,900.00 and Tall Ship is working with one owner to get current.

F. Aaron discussed the budget for 2014. Regimes are being left at \$750/quarter and a special assessment of \$800/quarter per unit is proposed. This puts Tall Ship at \$384,000.00 with the total revenue being \$744,000.00. G. Lee discussed disbursements. He noted gutter maintenance was under budget and annual stucco shouldn't be needed next year. Fire extinguisher service was discussed, G. Lee will look into this. The non-contract elevator repair was stated by Lee to not have had many problems so he believes this number can be lowered. The Board discussed window cleaning and decided this should stay the same, once a year. Lee believes the janitorial contract should be increased to \$40,500.00 and would include adding a power washer. Electricity is slightly under but will be seeing a 10% rate increase. Water is \$1000.00 below because of the heavy rainfall and being able to eliminate irrigation. F. Aaron pointed out that more than expected was spent on legal fees. Management will go up around 3% according to Lee. Insurance is believed to be the same according to F. Patterson. Grounds Improvement should be increased to account for landscaping resulting from construction. F. Patterson questioned the amount of the telephone contract. D. Lee of Foothills will look into this. Trash removal seems high, G. Lee is looking into this. Overall,

F. Aaron says budget looks like it is in good shape and Tall Ship should be able to do another end wall this year.

F. Patterson has been speaking to Dan Dobson, a retired banker and condo owner about the financing issue. Dobson believes a poll to see how many owners would be willing to pay the total of the window replacement up front would be helpful. Patterson and Dobson believe a lot of owners would be willing to do this, seeing as how this could potentially get them closer to getting a loan. It was agreed that a time frame and specific numbers is needed.

V. Engineering & Property Manager's Report:

Engineering Report: M. Clark started by saying the windows for the Schooner Bldg. came in the beginning of October. He stated that it takes around 2 ½ months for the bow windows to come in and that windows drive the project. He also made a point to say that during the demolishing of the end walls, plenty of photographs were taken in case of litigation. End walls were deteriorating worse than the rear walls. Schooner has some structural columns that he believes need to be cut into and checked for water. Chimneys also need to be checked, Mrs. Moser stated she had water coming in her fireplace. G. Lee stated he believed it was the flu, not the chimney itself. P. Chassin asked Clark the status of the end wall project. He answered he believed the north end should be finished by the end of October. There was discussion with Clark about window pricing and different options. Four brands of windows were mentioned, Andersen, Pella, Weathershield and Jeld-Wen. It was decided to finish Schooner before starting any other projects. Clipper is the recommendation for the next project. Everyone agreed they wouldn't want to switch contractors in the middle of a building. C. Rolf made a motion that Southeastern proceed with the south wall of Schooner and M. Clark get a list of bidders for next building, with work to start in 2014. F. Patterson seconded the motion and the motion passed.

F. Aaron suggested to M. Clark to put a tarp on the dumpster to decrease staining and also a sign saying for contractor only. He also suggested that all problems should be found before the contractor leaves the site at the end of the job. M. Clark countered that each unit is inspected and signed off following completion.

Property Manger's Report: G. Lee stated there were not a lot of building repairs this month. Some downspouts were reattached and some lighting repaired. He is currently working on downspout drainage. He has done walk throughs after the heavy rains and believes the downspout drains need updating. B. Stuart asked if the elevator phone problem had been repaired, Lee said he believed so since there had been no other incidences. Lee believes it was more of a main phone system problem rather than the elevators.

VI. Existing Business:

- A. Beacon Update: P. Chassin said the Beacon is almost ready to come out. She is waiting on a few more things from people to put in.
- B. Updating Website: F. Patterson is still working on this. P. Chassin suggested there be a web administrator, suggested Patterson.
- C. Handbook Revision: F. Patterson has deferred this until he completes work on the financing issue.
- D. Procedural Rules: C. Rolf reviewed the parking rules, noting that Tall Ship can tow vehicles, but enforcement of the rules is the big issue. She noted that parking spaces are in the common area, allowing parking anywhere in this area.

A paper on meeting procedures was distributed. The Board will review this and discuss at the next meeting.

B. Stuart mentioned the roof inspection. Clipper had a lot of coating and the roof is almost down to the primer. He also said it could be recoated when the warranty is up, noting there are 5 years left on the warranty.

B. Stuart also reminded everyone of the annual meeting on December 8 at 2:00 with brunch at the club at 12.

P. Chassin asked for an update on the replacing of wood floor and repainting of a window seat at her unit. M. Clark responded that he had the replacement floor planks in hand. Clark said this would take around 4 days to complete and he would get with Chassin on a date.

VII. New Business: The owner survey had already been discussed.

VIII. Questions:

- 1) V. Sholar requested the owner survey list options of payment for owners. She prefers it be sent by regular mail and not email.

IX. Adjourn: C. Rolf made a motion to adjourn and this was seconded by F. Patterson and the meeting adjourned.

