

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

**Meeting Date:** Nov. 12, 2013

**Place:** Lake View Room – New Marina Pool Bldg.

**Present:** Barry, Stuart, Carol Rolf, Barbara Nykaza, Frank Aaron  
and Bob Stojetz (Tall Ship BOD)  
Paige Lee, Diane Lee and Keri Cortese (FPM)  
Marshall Clark (MCA)

**Guests:** Gary and Susan Moser 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 October 2013:** F. Aaron made a motion to approve the minutes as written. This was seconded by C. Rolf and the minutes were approved.
- IV. **Treasurer's Report:** F. Aaron, treasurer, reported that \$72,500.00 had been paid in regimes. All expenses are in line with the budget. Capitol improvements paid included \$63,500 to the end wall project. Aaron noted there were a few delinquencies and Tall Ship is working with the owners to get current.

F. Aaron discussed the budget for 2014. He proposed regimes be increased to \$1,000.00 for the first quarter. Second, third and fourth quarters would remain at \$750.00. Also, an \$800.00 per quarter assessment would be charged. Regimes would be due Jan. 1, Apr. 1, Jul. 1, and Oct. 1. Assessments would be due Feb. 1, May 1, Aug.1, and Nov. 1.

Aaron noted there was no significant increase in disbursement amounts. Phones and garbage were two things that were going to be looked into. D. Lee of Foothills stated she called AT&T, the current provider. It was determined that Tall Ship can not switch companies because of technical issues. Lee noted AT&T reported they were being charged based on the 2007 contract and if switched would probably have to pay more. Phones were left the same based on this. P. Lee stated G. Lee was working on garbage, for now it was budgeted the same. Aaron stated two changes to the budget. Capital Reserve Contribution fund is budgeted to have \$374,000.00 to pay for the window project and the end wall of Clipper. Also, \$5,500.00 was budgeted for rock art floor repairs. Aaron noted the Capital Continuation Contributions will collect 2% of regime fees, \$7,200.00. Transfer fees, the fee collected when a unit sells, would be put into the Capital Reserve Contribution fund. These funds would be allocated where needed.

C. Rolf made a motion to accept the 2014 budget with changes of assessment dates. F. Aaron seconded this and the motion passed.

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

**Engineering Report:** M. Clark started by saying things were going well on the south end of Schooner. He distributed a Summary Progress Report to those present. This end was found to be more rotten than the north end. Clark discussed some issues they were having with the end wall project. Each end was not built the same. There was also some water damage found. Everything was repaired. The other issue is the three windows that need to be replaced on the south end. These weren't installed correctly therefore broke as the workers were removing them. The cost for the windows is around \$885.00. The board's approval is needed for this. Clark reported the North end is complete. Porch columns have to be dealt with. Walls and windows are installed. Two items to research are chimneys and end columns. Clark reported the chimneys have some water intrusion, no rot though. Clark said they need to be pulled and resealed. It was suggested G. Lee could possibly address this in maintenance. F. Aaron agreed the chimneys look bad and need to be painted. M. Clark stated the test cutting of some porch columns revealed some rot on the first and second floors but not on the third floor. Clark would like to repair. He estimated the price for repair would be around \$1,000.00 per column. B. Stuart reported 106, (one of the test columns) is under contract and set to close November 29, 2013. C. Rolf made a motion to repair this column immediately and for the previous owner to disclose to the new owner the problem. F. Aaron seconded this and the motion passed.

M. Clark distributed a Recommendations for Proceeding letter to those present. This letter proposed moving forward with the Clipper building. The project scope included the west wing which has 12 units at the rear bow window wall and two end walls. The budget for this is \$312,000.00. The schedule is as follows:

- 1) MCA complete final documents for bidding Dec. 28, 2013.
- 2) MCA issues invitation for bid for the Board Jan. 2, 2014.
- 3) MCA receives bids for the Board Jan. 21, 2014.
- 4) MCA and the Board review and approve the selection of a Contractor in Feb. 11, 2014 at a regular TS BOD meeting.
- 5) MCA, the Board, and the selected Contractor enter into an agreement to proceed Mar. 4, 2014.
- 6) The Contractor would complete the project in seven months before Oct. 1, 2014.

A list of bidders was presented to the Board in this letter. Clark stated that 4-5 bidders is ideal. He has spoken to all the bidders and each has expressed interest in the project. The bidding process was discussed. Also, Clark explained different options the association should consider while obtaining bids. It was decided a schedule would need to be presented and this would be a basis on choosing bidder. G. Moser expressed some problems he had during the work on his unit. He asked that when deciding on a bidder, this be considered. H.

Capitola asked why Frigate wasn't finished before starting Clipper. B. Stuart answered that Clipper has window leaks M. Clark reported he would be giving a report at the Annual meeting. F. Aaron made a motion to accept M. Clark's Recommendation for Proceeding letter dated November 11, 2013 with adding East wing of Clipper and end walls of Frigate as alternates. C. Rolf seconded this and the motion passed.

**Property Manager's Report:** P. Lee presented the property manager's report. He stated G. Lee will be continuing gutter repair and cleaning. He reported Tall Ship recently had it's annual inspection of the roof system. This revealed a lot of blistering and caulking failure. He said it does not require any action on the association's part but owners should report leaks so FPM could notify GAF.

Lee reported a roof leak that continued to leak after being repaired and stained a small piece of a unit's carpet. C. Rolf reported that in the by laws it states owners are responsible to repair the damage, therefore the association is not responsible to replace all of the carpet.

VI. **Existing Business:** M. Clark reported Paulette Keffas-Chassin's floor should be repaired Thursday, November 14, 2013. He wanted to personally guarantee the floor would be correctly repaired. He stated money will be held from the contractor until this matter is handled. C. Rolf distributed a copy of the Procedural rules to those present. Everyone read and approved. F. Aaron made a motion to approve Procedural rules for BOD. B. Nykaza seconded this and the motion passed.

VII. **New Business:** C. Rolf prepared a packet for the Annual meeting. It will be mailed out at the end of this week.

VIII. **Questions and Comments from Owners/Visitors:** Unit #303 sold recently. It was noted the previous owner paid \$6,200.00 to be applied to future assessments (not regime fees). F. Aaron mentioned new light boxes would be ordered for the leisure trails. It was suggested TS do so as well at this time. B. Stuart will check on this.

IX. **Adjourn:** B. Stuart made a motion to adjourn. B. Stojetz seconded this and the meeting adjourned.