

TALL SHIP ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: January 8, 2013

Place: Cherokee Room – Activity Center

Present: Barry Stuart, Carol Rolf, Frank Aaron, Barbara Nykaza, Frank Patterson,
Bob Stojetz, Paulette Keffas-Chassin (Tall Ship BOD)
Geig Lee and Diane Lee (Foothills Property Management)

Guests: Harold Capitola

- 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 the guest.
- III. **Approval of Minutes for November 2012 and the Annual Meeting:**
F. 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 discussed the December 2012 financial report. He stated that Tall Ship had four owners delinquent in regimes. In disbursements, building repairs and gutter maintenance, were a little over budget, but overall Tall Ship was in pretty good shape. In the reserve budget, a payment of \$35,850 was added this month. He noted that Tall Ship entrance fee income was \$9,000 for the 2012 year. Aaron stated that at year-end of 2012, Tall Ship had a total of \$89,684 in the operating and reserve account. In looking at the 2013 budget, Aaron noted that insurance expense may be more than budgeted, due to a higher renewal premium. Insurance property values were discussed and the Board agreed that current values are adequate. F. Patterson felt that liability coverage is where the cost is. He felt good about the terrorism coverage and the umbrella coverage also. B. Stuart felt the fidelity coverage should be kept as it is. F. Aaron made a motion to keep the insurance coverage as it is. This was seconded by Frank Patterson and passed unanimously.
- V. **Engineering & Property Manager's Report:**
 - a. Bow Window Project: G. Lee stated that the windows for Schooner will be at Builders FirstSource by the end of the month. B. Stuart asked for a rough estimate of when owners should remove drapes and move furniture away from the window. Lee said he would ask the contractor which end of the building he will be starting on, but whenever owners see scaffolding go up, they should start moving items affected. Lee felt that with the knowledge gained from the Frigate windows, that Schooner should go smoother and faster. F. Aaron asked that the contractor be asked to keep the area as clean as possible.

The architect's counter proposal of his fee was discussed. Aaron noted that his last bill was 60% construction bidding and 40% construction administration. He felt that after Schooner, Tall Ship should look at alternate proposals for this management. C. Rolf felt Tall Ship should wait and see how Schooner goes and then try to renegotiate a better price.

Two proposals from owners at the Annual meeting were discussed. The first was the possibility of financing the window project(s). It was noted that the interest charged would increase the project even more. Also the Board would have to sign a guarantee on a loan for this. The second proposal was to do more buildings each year and perhaps make this a three-year project and get all the windows replaced sooner. C. Rolf noted that it will cost more five years from now to get the windows done. G. Lee will ask M. Clark about cost for doing the three at one time (Yawl, Square Rigger, and Cutter) and then doing Clipper and Ketch together.

- b. Gutter and roof repair: G. Lee told the Board that he had done a thorough investigation of repairs needed to the gutters. He noted that the gutter repair budget had gone over last year. Part of this was for repairing the drip edge at Yawl. He noted an overflow problem at many of the other buildings. B. Nykaza said the elevator floor in Ketch was wet from rain. H. Capitola said there was a pump in there, but Lee stated that it had to be manually switched on. Nikaza and Lee will monitor this problem. B. Stojetz asked Lee to explain the drip system for the gutters and he did so. C. Rolf made a motion to approve money to repair the gutters as needed. This was seconded by F. Aaron and approved unanimously.
- c. Other repairs: Lee said there is an ongoing issue at unit #327. He will be reflash the bottom of the chimney within the next two weeks. He also discussed the problem at unit #140 with the rotten flooring. He will have the construction foreman call and get this scheduled. F. Aaron cautioned the Board that funds will be very tight in June.
- d. Fireplace inspection: F. Aaron requested a report of the inspection sent to him. G. Lee said in the future, he would have the inspectors leave a card, so owners would know when their unit had been inspected.
- e. Trash room floors: Lee explained two ways to paint these floors. One option was to paint three coats of epoxy for \$2370.00. The second option was to paint one coat of enamel for \$1,400.00. These quotes are for all the buildings. C. Rolf made a motion to go with the epoxy quote and expense it in building repairs. F. Patterson seconded this and the motion passed unanimously. Lee did note that the new cleaning people will do some touch up painting and this will extend the life of our paint job.

VI. Existing Business:

- a. Janitorial Contract- It was agreed to leave it as it is for right now and to look at new numbers at the next meeting. Lee noted that fuel cost will drive some of this budget.
- b. Landscaping- The Board decided to wait another month and then review this. B.

Stuart noted the landscaper denied any responsibility for damaging a satellite dish.

- c. Rock art repair- H. Capitola asked when this repair would be done. F. Aaron said it was scheduled for May for the two worst ones. Capitola noted this was a nonskid product and saved on painting. Aaron noted that the floors had not been maintained in the past. There was a request for the elevator floor carpets to be cleaned and for the concrete aprons to be pressure washed due to dirt and mold. The Board agreed to do both of these.
- d. Beacon Edition- P. Keffas-Chassin is working on reviving the Tall Ship Beacon. She feels this would be a good way of communication between the Board and the owners. The first edition is due to go out near the end of January. It will be sent electronically to owners with e-mails and mailed to other owners. Putting it on the web site was discussed. F. Patterson is currently working on the web site to update it.

VII. New Business:

- a. Leisure Trail Letter from KKPOA- It was noted this letter went to all Tall Ship owners. Purpose of the letter was for communication between KKPOA and the owners. This letter was for information only and no action was taken on it.
- b. Future Project Planning –F. Aaron was concerned with projects coming up and no money to pay for them. B. Stojetz asked if the Board could get an equity line to have money available. F. Patterson noted that banks are not wanting to loan money to purchasers at places where the reserve account is low. F. Aaron noted that other areas of Keowee Key (Captain’s Walk) have spent lots of money on improvements and they look great. F. Patterson felt the new pool will help Tall Ship. F. Aaron asked G. Lee to develop a list of needed projects to improve Tall Ship and bring to the next Board meeting. Lee agreed to do so. C. Rolf asked about window washing and was told it would be done once this year after the pollen.

VIII. Adjourn:

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