

TALL SHIP ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
(DRAFT)

Meeting Date: May 14, 2013

Place: Conference Room – Maintenance Building

Present: Barry Stuart, Carol Rolf, Barbara Nykaza, Frank Aaron,
Bob Stojetz, Paulette Keffas-Chassin (Tall Ship BOD)
Geig Lee, Paige Lee, and Diane Lee (Foothills Property Management)
Marshall Clarke and Phil Campbell (MCA Architecture)

Guests: H. Capitola (110), G. Moser (206), L. Maclean (303)

I. Call to Order: 8:30AM B. Stuart called the meeting to order.

II. Introduction of Guests: B. Stuart welcomed the guests present.

III. Approval of Minutes for April 2013:
B. Stojetz made a motion to accept the minutes as written. This was seconded by C. Rolf and the minutes were approved as submitted.

IV. Treasurer's Report:
Frank Aaron, Treasurer, reported on the April 2013 financial report. Aaron stated that Tall Ship was a little over budget in building repairs and that legal fees were up. He noted that 31% had been paid on the bow window project at Schooner. He felt finances were in good shape at the end of April. He noted the projected June cash flow will be better than originally thought. He stated that Tall Ship currently had around \$17,000 in outstanding regime and assessment fees. The largest outstanding amount is to be settled in the next week, which will include reimbursement of legal fees. Currently Tall Ship has slightly over \$227,000 in funds.

Aaron told the Board of another Association at Keowee Key that had been charging quarterly regime fees of at least \$720 per quarter since January of 2004. Their concept was to consistently charge more quarterly regimes and avoid charging assessments. After the current special projects are complete, Aaron would like to see Tall Ship follow this.

- V. Engineering & Property Manager's Report:**
- a. Bow Window Project: (Deferred until report by Marshall Clarke of MCA Architecture.)
 - b. Gutter and roof repair: G. Lee stated gutters have been cleaned and repaired at Square Rigger and Cutter. These repairs involved installing a proper drip edge.

B. Stojetz reported the Clipper storage room door needs weatherstripping.

G. Moser reported the lock on the storage room door at Schooner needs attention.

H. Capitola asked about a ribbon tied to a tree near Frigate and B. Nykaza asked if some boards and a shovel left at her unit could be removed. Lee will take care of these items.

F. Aaron asked about the window washing schedule. Lee has two bids. After discussion, it was agreed to do this within the next few weeks, in June after all the pollen was gone.

Aaron also discussed the rock floor repair at the elevators. After discussion, it was agreed to go ahead with these repairs.

VI. Existing Business:

Landscaping: Lee noted that he had hauled two loads of mulch at the upper phase and needs to haul one more to the lower buildings. The plantings at the sign were discussed. Lee feels that annuals are the best option. F. Aaron agreed with Lee's recommendation to take down the large River Birch tree in front of Clipper. C. Rolf would like it replaced with an ornamental tree. P. Keffas-Chassin would like a Dogwood put there. Lee will check on some other needed tree work and will get a quote. He will also get a price on removing and replacing some dead junipers.

Rules and Rentals - H. Capitola felt rental agents for Tall Ship units need to be contacted to make sure renters are aware of the rules at Tall Ship. He is especially concerned about the use of fireplace and parking. Lee noted that the fire alarm system is very sensitive. He noted Blue Ridge Security System is repairing the monitoring system at Clipper. B. Stuart is in contact with the realtors and will make sure they are aware of the rules.

Beacon Edition – P. Keffas-Chassin reported the current edition of the Beacon went out. She noted that she would like to update some pictures for the next edition. She needs suggestions for the July issue.

VII .New Business:

Bulletin Boards – B. Stuart agreed to purchase some new ones and Lee will install them. The bulletin board at the mailboxes was discussed and was agreed that it was Tall Ship's.

Pressure wash – Lee noted the storage walkways at Frigate and Clipper had algae growing and he wanted to pressure wash it clean.

Tables at Clipper – Lee was asked to remove the worst looking table at Clipper.

Sales – L. McLean want to know if the Board was contacted if a unit was sold and was told they were. B. Stuart (President) has to sign a first right of refusal.

Chimneys - F. Aaron felt the Schooner chimneys were in need of painting and wondered if that could be done while scaffolding was up. Lee will get a price on this.

Work Order - Lee was asked to do a work order for unit 303 to paint a stain on the ceiling, since the leak has been fixed.

VIII. Special Report:End Wall Inspection and Window Status

Marshall Clark and Phil Campbell of MCA Architecture reported to the Board on their findings on the end wall inspection at the Schooner building.

M Clark gave a little history of MCA. He has worked there for forty five years and Campbell has been there forty years. Together, they are considered experts on building moisture problems. They presented a "Test Cut Presentation" booklet for all present. This was detailed showing pictures of damage to the building end wall at the east end of Schooner and presenting their findings. Simply stated, they found that water is penetrating the exterior stucco and getting to the structure and rotting the wall sheathing. (Booklet is available for review from any Board member or from Foothills Property Management.) Their recommendations included staying with the long term plan of continuing the bow window replacement project and to develop a plan to address the moisture infiltration problems on the end walls. They stated that the best and permanent solution is to remove the synthetic stucco system from the entire end wall, replace the sheathing and bedroom windows (reinstall existing bathroom windows) and install a new EIFS system that is properly installed, flashed and drainable. Alternate repairs which would only be temporary could include 1) continuing to caulk windows and stucco joints (this will only give temporary relief) and has been less than effective in the past. 2) Coating the entire end wall with a silicone elastomeric coating such as Dow "AllGuard" which should give five to ten years protection. MCA strongly recommends adding the end wall project at each building while the bow windows are being done. There was some discussion on going ahead and permanently repairing Schooner end walls, while the current project is being done.

B. Stojetz asked Clark to get some firm figures on the cost of these repairs, so owners would know what to expect. L. McLean felt there are many unknowns right now. Clark's recommendation was to replace all moisture barrier systems ASAP. Financing was discussed again and did not look promising.

F. Aaron made a motion to do a test cut on the West end of Schooner to observe problems (this end had not previously been repaired). C. Rolf seconded this motion and amended it to bring cost estimates to the next meeting for 1) temporary fixes, 2) permanent fixes, and 3) coating with AllGuard. This motion passed unanimously.

Clark discussed the possibility of litigation against the workmanship that created the problems. He did recommend Tall Ship to seek legal council, noting that this report gives Tall Ship a three year window to seek recompense.

IX. Next Meeting:

The next Board of Director's meeting was scheduled for June 11, 2013.

X. Adjourn:

C. Rolf made a motion to adjourn, seconded by P. Keffas-Chassin and the meeting was adjourned.

