

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

**Meeting Date:** June 11, 2013

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

**Present:** Barry Stuart, Carol Rolf, Barbara Nykaza, Bob Stojetz, Paulette Keffas  
Chassin, Frank Patterson (Tall Ship BOD)  
Diane Lee (FPM)  
Marshall Clarke (MCA)  
Jerry Bullard, DJ Whitus (Southeastern Systems)

**Guests:** Larry Maclean, Gary & Susan Moser, Lea Allison, and Virginia Clarke

I. **Call to Order:** 9.00AM B. Stuart called the meeting to order.

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

III. **Approval of Minutes for May 2013:** Minutes were approved as written.

IV. **Treasurer's Report:** D. Lee of Foothills Property Management presented the May 2013 financial report. She stated that income for the month of May was \$22,911. This included collection of a delinquent account and reimbursement of legal fees.

In disbursements, building repairs included repairing the light at the walkway to the leisure trail beside Frigate, purchase of CFL bulbs, replacing the battery in the smoke detector at 305,, 306, and 311, repairing falling insulation at 206 storage, and securing the louver at Square Rigger elevator shaft.

In gutter maintenance, the gutters were cleaned and a metal drip edge was installed at Square Rigger, Cutter, and Ketch.

In grounds improvements, the border on the right side of the Ketch building was repaired. Mulch was added as needed at Phase I and II. A stump was removed at the left side of the Ketch building. A capital contribution to the reserve fund of \$63,500 was made in order to pay the bow window invoices. The month ended with a total cash balance of \$152,403.00.

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**V. Engineering Report** – This discussion was deferred to the end of the meeting.

**VI. Existing Business:**

A. Janitorial contract: Foothills asked that this be removed from future agendas since the Board and owners seem happy with the current work.

B. Landscaping: C. Rolf noted that the area in front of Clipper looks good. P. Keffas Chassin asked about a quote to take down a River Birch. This was tabled until next month when G. Lee of Foothills will present the quote.

C. Beacon Edition: P. Keffas Chassin is currently working on this and welcomes input. F. Patterson requested that info on parking and trailers be included. It was also felt that info on rules for visitors and renters be included. It was asked that owners be reminded to flip their parking name tags if they are going to be away for an extended period.

D. Future Projects: B. Stuart felt that current projects must be finished before planning more.

E. Updating Website: L. Allison stated that the outdated software needs to be updated first. She and F. Patterson are working on it.

**VII: New Business:**

A. Handbook Revision: B. Stuart stated that it was last updated three years ago. C. Rolf noted that there have not been many changes. F. Patterson noted that references to Goldsmith need to be replaced with Foothills Property Management.

B. Scaffolding: G. Moser reported that someone had climbed on the scaffolding at Schooner to enter the unit. It was agreed that no one should be on the scaffolding (other than workers). Foothills was asked to send the owner a letter and Southeastern was asked to erect signs informing people to stay away from the construction site.

**V. Engineering Report:** At this time the meeting was turned over to Marshall Clark, Jerry Bullard, and DJ Whitus for their report on the Schooner project.

J. Bullard of Southeastern Systems said the flashing is being installed now and stucco would be next. He noted the completion date has been moved to the end of July. This is due to two things (1) weather delays and (2) person doing flashing had a personal emergency taking him out of the country. Bullard stated that he could have replaced him with someone else, but felt it was in Tall Ship's best interest to use this person. DJ Whitus said the flashing will take approximately 2 more weeks. B. Stuart reminded the Board that each copper section is custom fitted. Whitus said the stucco work will begin after the flashing is completed. Bullard assured the Board that they will speed up the work any way they can. Stuart and Clarke felt Whitus was doing a great job with the inside painting and staining.

Ends-Repairs and Recommendations: M. Clarke discussed the test cuts on the North and South ends of Schooner. He said there are three options: (1) fix the end walls. This is his number one recommendation. (2) Do a shortcut fix that should last another five to ten years, but does not truly fix the problem, or (3) continue to have Foothills use sealants on the cracks as leaks arise. He noted that the problem starts at the top and requires scaffolding or a crane and is expensive. He quoted the following prices for the fixes: (1) \$145,200 to fix both ends of one building; (2) Partial fix \$40,000 for both ends; or (3) Keep caulking cracks at whatever it takes (hard to price this). Clarke stated that the most cost effective way is to do the bow windows and the end walls at the same time. He recommended going ahead and doing a building as a test (he recommended Schooner, since the scaffolding is already there.) Clarke felt all the buildings would need this work due to the way they were sealed. Clarke does not like the partial wall fixes. The possibility was discussed with Bullard of keeping a building going at all times until all the buildings were complete and he agreed that he could do this. Payment options were discussed. Stuart asked Clarke to get with Bullard and get some numbers together to complete all the bow windows and end units for all the buildings. They agreed to do.

this quickly and get back to the Board. Ways to pay for this was discussed. This included increasing regimes, continued assessments, or possible bank loan(s). Bullard was asked if he was willing to enter into a long term contract that would have inflation build into the price and he said he would do so. Clarke agreed when he presented the price on completing all the units, that he would suggest the next building to be done.

All the Board felt that owners need to be informed of the seriousness and costliness of the problem. C. Rolf suggested a letter of explanation be sent after receiving Clarke's numbers. B. Stuart noted that owners who have their condos for sale are very concerned.

**VIII. Adjourn:** F. Patterson made a motion to adjourn. This was seconded by B. Stojetz and the meeting was adjourned.