

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

Meeting Date: July 9, 2013

Place: Lake View Room – New Marina Pool Bldg.

Present: Barry, Stuart, Carol Rolf, Barbara Nykasa, Bob Stojetz, Paulette Keffas Chassin, Frank Patterson, and Frank Aaron (Tall Ship BOD)
Geig Lee and Diane Lee (FPM)
Marshall Clark (MCI)
Jerry Bullard (Southeastern Systems)

Guests: Larry Maclean, Gary and Susan Moser, and Harold Capitola

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 June 2013:** F. Patterson made a motion to approve the minutes as written . This was seconded by B. Stojetz and the minutes were approved.

IV. **Treasurer's Report:** F. Aaron, treasurer, reported that collections are good. In expenses, he noted that there would be some unbudgetted repairs for facia and gutter repairs at Schooner. He reported that most of the legal expenses had been recovered and Tall Ship had received \$1500 in entrance fee income. He said that about 75% of the bow window repair at Schooner has been paid so far and cash flow projections are much better than expected at this time. Currently Tall Ship has \$140,219.00 in funds.

F. Patterson reported for the committee working on financing for the balance of the bow windows and end walls repairs. They are getting final numbers for the balance of all the needed repairs and will try to obtain a line of credit for Tall Ship to draw against to continually do the repairs until complete. Patterson stated that even with this line of credit, some assessments will be necessary. He noted they are just beginning the process with the banks to see if this type financing is available. B. Stojetz asked if all the end windows will be replaced. Patterson felt most would be, but C. Rolf noted that the contract would be written to do only as needed. Patterson said each wall would be evaluated. It was thought that each end would be around \$75,000.00. Rolf felt that this would be a five to six year project. Stuart, Rolf, Patterson, and Aaron will look at the numbers for the bank loan.

V. **Engineering & Property Manager's Report:** Deferred until architect and contractor arrive.

VI. Existing Business:

A. Beacon Edition: P. Keffas Chassin stated that she is almost there and asked for input from those present.

B. Updating Website: F. Patterson and L. Allison are working on this. Patterson stated this is a slow process. He plans to have a member side for certain information and a non-member side for all to use. He plans to use some new pictures, rental options, handbook information, rules and regulations, and satellite dish requirements.

C. Handbook Revision: Satellite dishes. Patterson said that one dish can service multiple units and that Tall Ship could not prevent owners from having the dishes. He feels there needs to be a meeting with the dish providers to update the wiring and review placement of the dishes.

G. Lee reported that gutter repairs at Ketch, Cutter, and Frigate have been completed. He reported that water was standing under Schooner, especially after the heavy rains. Due to the high moisture there has been some falling insulation at 102, 106, and 112. He noted the repairs to unit 140 are complete and all six flues have been sealed at 323/322. A window leak was repaired at unit 307. Roofing leak was completed at unit 340.

The picnic tables were discussed. One has been removed and it was felt that one more needs to go. Lee will figure the cost to rebuild the metal one verses getting one from somewhere like Lowes.

B. Stojetz discussed the problems with the gutters with the excessive rain. Lee noted that some gutters had tree foliage in them and some downspouts were clogged. Work is currently ongoing on the gutters. Maclean reported standing water under unit 102. Lee is planning on installing a 24" floor drain here and create fall away from the building.

Lee reported a problem with the Yawl elevator. A sensor had failed, but has now been repaired.

Lee reported on the River Birch at Clipper that has a root mass above ground and is susceptible to wind damage. He has a quote to have this removed. The quote was \$500 for a half day and \$1000 for a full day. F. Aaron made a motion to expense \$1000 to remove this tree and any others, in need of replacement, that this \$1000 would cover.

C. Rolf seconded this and it passed unanimously.

Aaron mentioned the need for the floor repair, with Clipper being the worse. Lee said he will know this week when they could start.

Maclean mentioned cracks in the parking lot that need to be put into future plans for repairing.

VII. New Business: Stuart discussed the new Board of Directors for 2014. He noted that Patterson, and Stuart would not be able to run again and Nykasa does not want to run again. It was noted that the makeup of the Board will change in 2014 from seven directors to five. The returning Board members are Rolf, Stojetz, Aaron, and Keffas-Chassin. This means one new director will have to be elected at the Annual Meeting in December.

Moser reported a leak in one of his bedrooms. Lee said we need to go ahead and seal the window above in 306.

Stojetz asked the cost of HVAC replacement and was told it would be in the \$4000 to \$6000 range.

Stuart mentioned a sewer odor coming from one of the units. It was thought the water in one of the traps had possibly evaporated and could be the source of the odor.

V. Engineering Report: M. Clark of MCA discussed the current status on the bow window project at Schooner. He presented an updated summary report, including pictures of the work for May and June and billings received and paid for this period. He noted that it has been hard for the contractor to finish due to the weather. Bullard of Southeastern noted the process of the work. First the copper was installed, then foam, and finally the mesh (waterproof coat). This is what they are doing now. He stated the concrete wall would be color coated and painted after the scaffolding comes down. He feels the project should be done by the end of July.

Rolf asked Bullard to have signs erected asking people to stay off the scaffolding. Aaron asked Bullard to provide the number of actual days worked on the job-site at Frigate and Schooner and Bullard agreed to provide this info. Clark felt the number of days should be similar. Clark noted that there was nothing in Southeastern's contract for the gutters. Foothills will be doing them. The quote for this was \$9812 with \$2500 allowance for rot repair. Rolf made a motion to proceed with the Schooner gutter repair. This was seconded by Aaron and passed unanimously.

Clark discussed the windows to be replaced. To match existing windows the cost is \$4500. Clark recommends taking out the transoms and putting in two windows for a cost of \$2800. He said casement windows are an option also, but height would be a consideration. Clark felt the windows should open. In the bathrooms, Clark suggested reusing the vinyl windows, utilizing proper installation. Aaron asked Clark to provide pictures of his suggestions and Clark agreed to do so.

Bullard felt it would take six weeks to complete one wall or three to four months to complete both end walls.

Clark's recommendation would be to re clad three walls with new windows. He felt staying in the same parking lot and finishing would be the most logical. He noted that waterproof sheathing must be used and rotted wood would be an allowance. Aaron stated that only one end wall could be done until financing was in place. Bullard was asked if he would commit. Bullard noted the construction industry is getting busy, but he is willing to commit, if Tall Ship will. He stated that if financing is not available, he can continue to do one building per year. The Board determined that a meeting of all Tall Ship owners was necessary to show the owners the problem and what is needed to fix it. Clark agreed to attend the meeting and explain to the owners and answer their questions. The meeting was scheduled for Sunday, August 11th at 2PM. Rolf will get with Foothills to get the letter out to the owners.

VIII.Adjourn: F. Aaron made a motion to adjourn and this was seconded by F. Patterson and the meeting was adjourned.