

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

Meeting Date: Sept. 10, 2013

Place: Lake View Room – New Marina Pool Bldg.

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

Guests: Larry Maclean, Gary & Susan Moser, Bob Plexico, Peter Stanton, and Sylvia Stuart

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

IV. **Treasurer's Report:** F. Aaron, treasurer, reported that income for Aug was \$1,822.00 and that expenses are in line with the budget. The reserve account paid slightly over \$30,000 in August for the Schooner window repairs. Aaron noted that more invoices are due on this project, along with some change orders. At the end of August Tall Ship has \$114,722.00 in funds. Aaron and Geig Lee are working on the 2014 budget. They are proposing a future \$3200 assessment (being paid in four quarterly payments of \$800 each) to cover these extra expenses. The budget will be reviewed in more detail at the next Board meeting.

Committee Report: F. Patterson reported on all the places that he had contacted in an attempt to obtain financing for Tall Ship for a line of credit. So far he has not been able to obtain this, but has one more source to talk with. B. Stuart had also spoken with someone, but also with no results yet. P. Keffas Chassin thanked Patterson for all his work. C. Rolf stated that Tall Ship needed to set up more reserve accounts in the budget, per the master deed, even if they are set up with zero amounts. Patterson noted that in talking with banks, many wanted Tall Ship to have at least 5% in reserves.

- V. **Engineering Report:** The Schooner window project was discussed. B, Stuart stated there would be a four week lead time for the windows. F. Aaron noted that scaffolding was up. Aaron made another requests for the number of days worked on Frigate and Schooner. He was very concerned that this had not previously been supplied as requested. Aaron felt Tall Ship could benefit from learning to do the windows more quickly each time, thus bringing the price down. He was concerned with two weeks of no activity. He noted that Anderson Windows would not finance their windows. Aaron noted that he would accept price increases due to inflation.

Property Manager's Report: G. Lee discussed a storm drainage problem at Schooner. He indicated that some minor grading should keep dirt run-off out of the vents. Lee described some minor repairs made in August including flood lights, the rope at the flag and repairing some storage room doors.

B. Stuart and B. Nykaza reported a cable wire running behind Ketch to Yawl, noting it had been there several days. Lee will get it removed.

VI. **Existing Business:**

A. Beacon Edition: P. Keffas Chassin stated that she was currently working on The Beacon. She expects this issue to center around Tall Ship's financial situation. F. Patterson stated he would provide her a summary of information on the loans. P. Lee has agreed to provide warranty information and care and cleaning information on the new windows. The Beacon is expected to go out the third or fourth week of October.

B. Updating Website: F. Patterson is still working on this.

C. Handbook Revision: It was suggested that the renter's form be revised to include a tear-off part to be placed in the renter's vehicle. This would help with parking issues – to know who was parked in what spot. P. Keffas Chassin asked the wording about timeshares be removed, since this did not apply to renters. Some Board members wanted local realtors that rent units at Tall Ship to be responsible for maintaining this renter's form. B. Stuart noted that some realtors will not do this citing privacy issues.

VII. **New Business:** P. Keffas Chassin reported that her floor, which was damaged with the window replacement, still had not been repaired. She had spoken with Southeastern and was told the replacement flooring had been ordered. She also needs her window seat painted with white enamel paint.

Carol Rolf noted that new positions will be available on the Board of Directors for 2014. This information will go out in early November with the info on the Annual Meeting.

An owner at Tall Ship has asked for her railing to be repainted, since it is peeling. G. Lee had checked it and agreed that the previous paint job was not adhering well. \$388 was approved for the painting.

Procedural rules: C. Rolf wanted to get some ideas on handling meetings, making sure they were following Robert's Rules of Order. She would like to put together a booklet stating how owners can get info from the Board or from Foothills. She asked for ideas to be e-mailed to her.

Stuart reported that he had reserved the Lakeview Room at the new Marina pool building for the Annual Meeting and for all of next year's Board meetings. He noted the room was in high demand and wanted to secure it for Tall Ship meetings.

VII. Questions and comments from Owners/visitors: G. Moser asked about rules regarding parking and penalties. After discussion, F. Aaron made a motion to have the President appoint a committee to address parking rules and report back to the Board in 60 days (at the November meeting). This was seconded by F. Patterson and passed unanimously. B. Stuart appointed C. Rolf as chairperson of the committee, naming Rolf, Gary Moser, and himself as the committee.

Larry Maclean asked about a possible tax credit on the new windows. The Board agreed to check on this.

Peter Stanton was concerned about extra trash and noise caused by renters. After discussion, F. Aaron made a motion to have the President appoint a committee to look at the possibility of a surcharge to be paid by renters. F. Patterson seconded this and the motion passed unanimously. Stuart appointed F. Aaron chairperson on this committee. The committee included Peter Stanton, Paulette Keffas Chassin, Frank Aaron and Barry Stuart.

Larry Maclean was concerned that Tall Ship get competitive bids on replacement windows. Stuart noted that the Board got competitive bids on Frigate and Schooner and will do so on all future buildings. F. Patterson noted that not many contractors are able to do the EFIS work that Tall Ship needs. F. Aaron would like for M. Clark of MCA Architecture to provide the true cost of the windows purchased. He would like to save the owners any money that is possible.

Barry Stuart reminded those present of the upcoming social night on October 12th. He will be sending out a flyer.

Sylvia Stuart gave a report for the landscaping committee. She noted some ant problems at the mailboxes. She stated the some of the plants purchased were not doing well and possibly she could get reimbursed for them. She would like to have some trees taken out at Schooner and replaced with shrubbery. G. Lee noted that the time to plant would be October or November, but prior to December. A Japanese dogwood or crepe myrtle were two of the trees discussed. While discussing landscaping, G. Moser stated that some limbs need trimming at the stairs leading down to the Leisure Trail.

F. Aaron discussed changing the billing cycle for regime fees, so that it staggered from Keowee Key's billing. It was felt this could be discussed at the Annual Meeting, but wait until 2014 to change.

VIII. **Adjourn:** C. Rolf made a motion to adjourn. This was seconded by F. Aaron and the meeting was adjourned.