**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: October 14, 2014

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

**Present**: Carol Rolf, Rob Routman, Paulette Keffas-Chassin, and Bob Stojetz

(Tall Ship Board of Directors)

Geig Lee, Lisa Bisuel and Diane Lee (FPM)

**Guests**: Barry Stuart (#229), Gary and Susan Moser (#206), Harold Capitola (#110),

Marshall Clark (MCA)

1. **Call to Order**: 9:00 AM C. Rolf called the meeting to order.
2. **Introduction of Guests**: C. Rolf welcomed the guests present.
3. **Approval of Minutes for September 2014**: R. Routman made a motion to approve September minutes and B. Stojetz seconded the motion.
4. **Treasurer's Report**: D. Lee reported on the current financial situation. She stated revenues and expenses were in line with the budget. Tall Ship has a total of $157,958.00 in the operating account, $80,944.32 in the building reserve, and $13,601.00 in the long range reserve account. C. Rolf and R. Routman asked for D. Lee to email them the balance owed on the loan monthly.

**Delinquencies and payment plans:** D. Lee reported on delinquencies. Currently, one unit is in foreclosure. R. Routman made a motion for D. Lee to contact a lien attorney to see if he can pursue action on Tall Ship’s behalf to get a deficiency judgment. P. Keffas Chassin seconded this motion. D. Lee also reported one unit is delinquent on the $500.00 payment plan. The Board agreed to proceed with a letter.

1. **Engineering & Property Manager’s Report:**

**Bow window and end wall project:** M. Clark reported the bow window work in Clipper 2 is on schedule. Work should be completed by the end of October.

**Termite infestation**: M. Clark reported termite damage on the west end wall of Frigate and active termites. He stated repairs can be made while people remain in the units. Beams and columns need to be replaced as well as repair to the wall. Marshall estimated the cost at $72,000.00 with an allowance of $6000.00 to repaint the inside wall. M. Clark asked the Board for a change order on the repair. This work will extend the repair time by 3 to 4 weeks but the contractor still hopes to be done by end of the year.

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**Orkin and possible termite bond:** D. Lee stated Tall Ship has a contract with Orkin Pest Control but this contract does not cover repairing damage from termites. This would require a termite bond. However, Orkin did go ahead and treat the termites. After treatment, Orkin reported no live activity. The Board asked D. Lee to get a certified letter from Orkin stating the findings after treatment. C. Rolf asked D. Lee to get quotes for a termite bond and present them at the next meeting.

**Change orders for Marshall:** R. Routman made a motion to approve change order #1, this was seconded by B. Stojetz. M. Clark also asked for an additional change order for rotted wood allowances. R. Routman made a motion to approve change order #2, this was seconded by P. Keffas Chassin. The Board asked M. Clark to attend the annual meeting and show the pictures of the severe rot damage at units 106 and 305. M. Clark agreed to attend.

**Staging for next phase:** South Eastern has asked for 15 spots in the parking area of the Yawl building to serve as the staging area. The Board agrees, however trucks cannot block driveway and may need to unload in the road. C. Rolf feels letters should be sent to owners that will lose spots explaining they have no right to a certain parking spot.

**Other repair and maintenance issues:**

Step repair to leisure trail: G. Lee discussed the pros and cons of both metal and wooden handrails. The cost of metal handrails would be $4500.00 plus $400 to $500 for painting.

The cost of wooden handrails would be $1800.00. R. Routman was concerned about how long would wood last compared to concrete or metal. G. Lee recommended using wood handrails. R. Routman stated Care would need to be involved with any decision.

R. Routman made a motion to approve concrete steps with wooden rails, with color submitted to CARE. This was motion was seconded by B. Stojetz. G. Lee will bring a recommendation for the lighting with a set cost to the next board meeting.

**Reimbursement for work done for owners**: G. Lee discussed with the Board a new policy regarding repairs for individual owners. Due to owner’s not paying the bills in a timely manner, Foothills will bill the Homeowner’s Association for the repairs requested and authorized by the Board of Directors. The Homeowner’s Association will then bill the owners.

**Landscape plan:** G. Lee would like to move forward with the mulching in front of the buildings, beside the sign, and the parking lot area. In December of this year the plan is to re landscape Clipper, Frigate, and Schooner Buildings. P. Keffas Chassin made a motion to approve moving forward with the mulch. B. Stojetz seconded this motion.

VI**. Existing Business:**

**Bank Loan and Payment Advances:** C. Rolf stated she would like for the principal to be paid down on the loan when possible.

**Web site:** The Tall Ship website is up and looks great.

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**Budget Approval:** The Board discussed the 2015 Proposed Budget. After further review and changes, R. Routman made a motion to approve the budget as amended. This motion was seconded by B. Stojetz.

**Tree removal at Yawl Building**: The Board has agreed the large oak tree will not come down unless needed for scaffolding.

**Handbook:** B. Stuart reported the handbook is coming along and when completed it will be on the new website.

**Report concerning realtor meeting**: C. Rolf met with realtors at First Choice Realty last month and discussed prices, etc. Carol feels we do not need realtors at the November meeting.

**Annual meeting preparation**: D. Lee reported the packets for the annual meeting have been mailed out to owners. C. Rolf asked that all members of the Board participate at the annual meeting.

VII**. Questions and Comments from Owners\Visitors:** G. Moser voiced a concern regarding damage done to the Frigate floor by the contractors. G. Lee responded to his concern and said he had spoken with South Eastern about the damage and feels they have been responsive to request. G. Moser requested for the Tall Ship’s reserve study to be added to the website. C. Rolf stated she feels there should be a policy in place regarding units that are for sale. R. Routman made a motion to approve notification of the new written policy that was adopted, to owners concerning sales of units. P. Keffas Chassin seconded this motion.

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

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