

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

**Meeting Date:** Jan. 14, 2014

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

**Present:** Carol Rolf, Frank Aaron, Bob Stojetz, Barry Stuart,  
and Rob Routman (Tall Ship BOD)  
Paige Lee, Geig Lee, Diane Lee and Keri Cortese (FPM)  
Marshall Clark (MCA)

**Guests:** Harold Capitol, Bob Plexico and Barry Stuart

- I. **Call to Order:** 9:00 AM C. Rolf called the meeting to order.
- II. **Introduction of Guests:** C. Rolf welcomed the guests present.
- III. **Approval of Minutes for December 2013:** F. Aaron 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 \$70,825.00 had been paid in regimes and assessments. The Capital Continual Reserve account currently has \$18,500.00. Aaron reported \$4,059.00 had been paid for Schooner window repair and just under \$50,000.00 was still owed on the Schooner project.

Aaron stated the Current Reserve fund had \$100,156.00 in it as of the end of December. He reported TS is in good shape except for the annual stucco inspection and the termite control. Everything else was either right at the budgeted amount or under. Aaron noted there were around \$5,000.00 in delinquencies which isn't bad compared to where TS has been. He stated there were \$75,000.00 in prepaid regimes/assessments for 2014. Aaron reported TS was in better shape at the end of this year than was expected.

## **V. Engineering & Property Manager's Report:**

**Engineering Report:** M. Clark presented the engineering report. He stated that in regards to the Schooner building, Southeastern Wall Systems was paid through the end of October. He stated the bill for December needed some adjustment to add a change order for windows and a rot allowance of \$5,000.00. Clark then went on to tell the Board he had the final bills, accounting and close out documents, along with the approved bill to close out Schooner.

Clark continued by talking about one of the new projects involving the columns. He distributed pictures to those present of what he found from the "test cuts". Some were completely rotted and others were not. Clark explained how water gets into the columns. He

had two recommendations. The first, which was for the ground floor, was to get a price for each column, per floor. It would include cleaning the paint off the column, caulking to seal the joint and deck coating with waterproof polyurethane. This, said Clark, would stop the leaks. It would have to be monitored to take care of any maintenance. The second recommendation was for the second and third floors. This would include cutting a reasonable sized hole (12x12 or 16x16), inspect each column and put back a vinyl access door. This way it could be easily maintained. Clark hopes price is reasonable enough to do all columns when doing the buildings. F. Aaron asked if the polyurethane would match the floor and Clark replied yes. On floors that have tile, the tile would be removed and an edge would be made instead of replacing tile. The Board discussed the propositions. He estimated the price would be less than \$1,000.00 for recommendation #1 and \$2-3,000.00 for #2.

Clark then discussed the second new project involving the chimneys. He said the project would include cutting the chimney at the bottom of the flashing, add a metal drip edge and paint. Clark concluded saying when we know the exact prices for these, TS could decide what they wanted to do concerning both new projects.

Clark then went on to say he had drawn up bidding documents that would go out Thursday, 1/16, upon approval. Clark distributed copies of the bidding documents to those present. He reviewed the bidding contractors as Southeastern Wall Systems, Watertight Wall Systems, Landmark and Zorn. He stated Landmark and Zorn would offer more supervision on the job site, which he knew was important to TS. While Southeastern and Watertight were specialty contractors who specialized in walls. He noted the Board would get to view any subcontractors used. The bidding would include the rear and end walls of the West side of Clipper. Columns, etc. would be add-ons. The base bid will include the roof. He stated he will be asking the contractors to hold their prices for 45 days. Clark also added that windows would not be included in the base bid. There would be 2 or 3 options for windows. The bids would be due February 4, 2014. The work would begin early 2015. Would lock contractors in for 2 years of work. Clark stated once bids are in, meetings between the contractors and TS BOD would take place. F. Aaron made a motion to move forward with the bidding process with the bid package presented. R. Routman seconded this motion and the motion passed.

**Property Manager's Report:** G. Lee with Foothills Property Management discussed other repairs. He reported there were some downspout drainage problems that were repaired. Also some work on the windows at Cutter and Yawl was completed. The elevator shaft in the Ketch building had water in the pit and that was repaired. Lee stated no new leaks have been found with the exception of one. F. Aaron mentioned that the grocery carts are in very bad shape. H. Capitola, who was present at the meeting, said he had purchased wheels and could try to repair. It was agreed that if Capitola couldn't fix, a donation from Ingles/Bilo would be looked into. G. Lee stated in other maintenance issues, he believes a frost proof spicket between Frigate and Cutter would be beneficial to TS and should be considered.

**VI. Existing Business:** C. Rolf stated she would have to check with Frank Patterson on the progress of the website and handbook. He was working on it during his stint on the Board. She suggested P. Keffas-Chassin perhaps taking this task over. In other existing business, the parking committee had met. Rolf hoped to have more information at the next meeting. Rolf reported that the owners survey was coming along. She had received suggestions of questions to include that the BOD felt were beneficial. F. Aaron suggested they not go out until the bids come in in February. That way, this information could be added as well. All agreed they should wait.

**VII. New Business:** Dish antennas were discussed. It was reported there are a large number of dishes going up without permission. Currently, the policy is to have a form filled out from Foothills and returned with consent. There is a specific provider, Central Satellite, who has been approved by the TSBOD. The problem is, the dishes provided can not handle more than 5 units. R. Routman suggested looking into getting a stronger dish to handle supply to more units which would cut down on the amount of satellite dishes on and around buildings. He will head a committee to research this and report back at the next meeting.

In other new business, G. Lee had been looking into alternative trash removal. He currently was looking for a way to find out the requirements on trash removal. The BOD agreed they would like to continue with 4 day trash pick up and on holidays/Sundays that fall on the pick up days. F. Aaron believed Lee should talk to KKPOA so that they are aware TS is looking at other options.

Concluding new business, R. Routman reported he had been looking into community association networks on the web. He found a wealth of information, including some banks on the west coast that may be worth looking into. If he decides to pay the \$124.00 membership fee, the BOD stated they would reimburse him if it was something beneficial to TSHOA.

**VIII. Questions and Comments from Owners/Visitors:** H. Capitola complimented the BOD saying they were doing a great job.

**IX. Adjourn:** F. Aaron made a motion to adjourn. R. Routman seconded this and the meeting adjourned.