**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: August 12, 2014

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

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

 (Tall Ship Board of Directors)

 Geig Lee and Diane Lee (FPM)

 Marshall Clark (MCA)

 Jerry Bullard (Southeastern Wall Systems)

 Hank Hanff (Web designer)

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

 Lester Essex (#219), Stephen Neubeck (#217), Robert Plexico (#310),

 Pauline Gauthier (#209)

1. **Call to Order**: 9:00 AM C. Rolf called the meeting to order.
2. **Introduction of Guests**: C. Rolf welcomed the guests present.

**III. Approval of Minutes for July 2014**: Minutes were revised to correct R. Routman listed as making a motion. R. Routman approved the minutes as amended and B. Stojetz seconded the motion.

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**IV.Treasurer's Report**: Frank Aaron, Treasurer, reported on the current financial situation. He stated revenues and expenses were in line with the budget. Tall Ship has a total of $221,000.00 in the operating account, the building reserve, and the long range reserve account. Aaron reported that the insurance cost by year end will be almost $58,000. This is due to the additional coverages that have been added to the original policy including building and ordinance coverage and for storage of materials on site for the construction. He noted the first bill for the rock art repair has come in and another will be invoiced soon. He stated the parking lot crack repair had been paid. Aaron feels that Tall Ship needs to keep the interest expense on the loan as low as possible and pay all we can, prior to Premier paying. He feels Tall Ship needs to keep $100,000 in reserve. R. Routman noted the reserve study will be updated and must conform with what Tall Ship told Premier. C. Rolf said we would check with Premier to see it any changes are needed.

Aaron discussed delinquencies. One owner has brought his account current, but five others need to do so. After discussion, Aaron made a motion to locate and employ an attorney to send out cure letters for all accounts over 90 days old. This motion was amended to pay up to $1000 for this service. This will be for three owners. Motion passed and Foothills was instructed to work with the attorney on this.

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Foothills had an invoice from MCA that needed to be paid. F. Aaron made a motion to pay this out of the assessment account. This was seconded by B. Stojetz and the motion passed.

L. Essex stated the crews doing the stucco were doing a great job on the columns. He had a concern that the railings were not level. M. Clark explained the rails are parallel to the slope of the deck and are not meant to be level.

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

**Bow Windows and End Wall Project:** M. Clark discussed the possibility for cost overruns on the contract. He stated the only problem would be more unforeseen rot. He noted that it would cost less to fix it now while the scaffolding was already up, than to wait until later to repair. F Aaron felt money for these repairs could come from the regime fees.

Clark stated that Clipper I (West) was almost done and Clipper II (East) has started. Southeastern is ahead of schedule. On Clipper II all the bow windows had to be reframed since they were out of alignment. Clark said this is unique to this building. Due to having to replace all the rotted studs, the window allowance may be over. He noted that the interior walls are crooked also. Clark and the Board discussed the column repairs including patched areas and painting. Clark agreed to be responsible for making the columns look the same. F. Aaron asked Bullard of Southeastern to make sure replacements are on site prior to removing windows. He also wanted owners to be aware that the process is very dusty. Clark agreed to revise the schedule regarding scaffolding. C. Rolf asked that scaffolding not be erected until they are ready to start work.

**Reitz Repairs:** C. Rolf asked about the repairs needed at Unit 311 Frigate. The bottom of the bow window needed repainting and a can of paint on back porch needed removing. Bullard will check on this.

**Property Manager’s Report:** G. Lee with Foothills Property Management discussed drainage issues at the Frigate courtyard. After rain the courtyard fills with water and the mulch floats away. Lee feels it is time for a permanent fix with a masonry basin. He said this might be above the $700 limit threshold for repairs and asked permission to do the repair. B. Plexico agreed with Lee that it needed to be done. F. Aaron made a motion to approve the repair. This was seconded by R. Routman and the motion passed.

Lee discussed the building repairs of around $1000 done in July for a variety of things including drainage problems, light bulb replacements, repairing gravel borders, removing bags of clippings, smoke alarm batteries, and installing river rock at water meters.

He discussed the findings of the insurance inspector in relation to the stairwell to the Leisure Trail. There is a short area at Frigate that needs to be demolished and replaced with either crossties (pressure treated wood) or concrete and steel. Rolf asked how long this would take and was told three to five days. The wood would cost less, but would not last as long. Some members felt the wood was more aesthetically pleasing. Rolf asked Lee to wait until next month and to get definite prices to do each.

Lights were discussed. H Capitola noted a light hanging from a tree needed to be removed. G. Moser noted that some places are very dark. He will bring a list of these to the next meeting. Page 2 of 4

**Web site:** Paulette and Hank Hanff discussed the work on the web site. Hanff agreed the site needed to be built from the ground up and updated. The Board discussed the value of making some of the information password protected, but decided to leave all the information open. F. Aaron made a motion to hire H. Hanff for $225 to set up the web site and to maintain it for $10 per month. This was seconded by P. Keffas-Chassin and the motion passed.

**Handbook:** A committee was formed to work on revising the handbook. P. Keffas-Chassin, Steve Neubeck, and B. Stuart will help with this revision. It was agreed that the new parking rules need to be added to it.

**Budget**: F. Aaron and G. Lee will present this at the next meeting.

**Summit Systems Lawsuit Update:** Since Summit Systems has filed for bankruptcy, P. Keffas-Chassin made a motion to tell attorney Goldsmith not to pursue the lawsuit. Others agreed that even with new information, legal remedies would not be advisable. This motion passed unanimously.

**Parking Issues:** G. Moser agreed to put signs on improperly parked or long term parked cars, being stored at Tall Ship. He will make KKPOA aware of the situation and see ifsecurity can call and get names of owners of the vehicles**.**

**New Business**:

**Annual Meeting Preparation**: C. Rolf will get the information together for the Annual Meeting. It is scheduled for Sunday, Dec. 14th at 2 PM. She noted F. Aaron will present the budget, R. Routman will discuss the reserve study. P. Keffas-Chassin will discuss the web site and the Beacon. B. Stojetz will discuss the property Tall Ship owns. C. Rolf will discuss the lawsuit, and M. Clark will discuss the construction project.

Officers will be elected for the New Year. F. Aaron has another year B. Stojetz has another term available. C Rolf rotates off at year end. P. Keffas-Chassin and R. Routman will remain and B. Stuart has agreed to run.

**Gas Grills**: Due to an owner question relating to gas grills, the Board stated that gas grills are allowed for owners, however a renter must have an owner’s permission to use them. They may be used on the balcony but not in the kitchen.

**Block Party:** B. Stuart wanted to remind everyone of the Tall Ship block party scheduled for Sept. 27th.

**Bank Loan “Event of Default”:** C. Rolf discussed the reasons the loan could be considered in default. These include 1) Not paying on time, 2) Default in the covenants, which includes maintaining insurance and maintaining financial reports, 3) Making sure their original information to obtain the loan was correct, 4) Default in any of the agreements between lender and borrower, 5) Maintain and enforce regime fee and assessment fee payments, 6) No bankruptcy or judgments against the association. 7) No dissolution of the Association, 7) Maintain the governing documents and do repairs as needed.

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Directors and Officers insurance coverage was discussed**.** It was agreed to increase this amount with the new insurance year. C. Rolf asked F. Aaron to include this increase with the new budget he is preparing.

R. Routman asked the Board if they wanted him to pursue financing with Popular Bank. He was told not to continue this at this time.

**Adjourn**: F. Aaron made a motion to adjourn. This was seconded by P. Keffas-Chassin and the meeting adjourned.

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