**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**(DRAFT)**

**Meeting Date**: September 9, 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, Lisa Bisuel and Diane Lee (FPM)

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

Peter Stanton (237), Robert Plexico (310), Hank Hanff (Web designer),

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 August 2014**: C. Rolf made a motion to amend August minutes and all approved.
4. **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 $203,318.00 in the operating account, the building reserve, and the long range reserve account. A discussion ensued on how much needs to be in the account at year end and it was decided that $85,000.00 would be a sufficient amount.

The Board had a discussion of how to pay current bills totaling 100,000.00. F. Aaron made a motion to pay $60,000.00 out of the operating account and borrow the remainder $40,000.00 from bank loan. P. Keffas-Chassin seconded the motion and it passed unanimously.

**Delinquencies and payment plans:** F. Aaron reported on delinquencies. Currently, there are 6 units totaling $20,397.00 beyond 90 days delinquent. Of the 6 units, 1 has agreed on a payment plan. The Board has voted to start legal action when accounts reach the 90 day delinquency period. P. Keffas-Chassin made a motion to send 2 owner’s a letter and to file a lien on the 3 remaining units. This was passed unanimously.

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

**Bow Windows and End Wall Project:** M. Clark stated the Clipper West Project is almost complete. He expects to sign off on everything today after the last check is complete. M. Clark stated rot repair did exceed the budget. C. Rolf asked if we can make up the overage on the next contract and M. Clark agreed to try.

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**Clipper 2:** M. Clark reported the scaffolding has been completed on Clipper 2, windows have been delivered and demolition has begun. M. Clark noted there is an issue with the columns and they will start to repair them from the 1st floor and then move to the 2nd and 3rd. The schedule for completion for the column work is the end of December. F. Aaron stated the railings are being damaged by the workers climbing over them. M. Clark will talk with J. Bullard to have the worker’s put drop cloths down to protect the railings. C. Rolf said the railings are on the agenda to be painted after project is completed. C. Rolf asked Geig to bring paint estimates to the next meeting and the board can decide who will pay for the painting. P. Keffas-Chassin suggested we do the painting on a case by case basis. G. Lee agreed to assess the rails at the end of the project.

**Reitz repairs:** Reitz repairs have been completed.

**Property Manager’s Report:** G. Lee with Foothills Property Management discussed the repairs that have been completed. The lights on the walkway of Ketch and Yawl have been repaired, unclogged a dehumidifier, replaced bulbs in basement, removed and disposed of plants at the Clipper building, trimmed trees at Square Rigger, cleaned all gutters, cleaned all elevator carpets.

Landscaping: G. Lee reported the plans are to re mulch the upper 4 buildings on West side of Clipper and he will be working with the landscaping committee to get a price.

Walkways: G. Lee has received prices for concrete steps as well as wood steps. The wood price was just $600.00 under the concrete price, G. Lee does suggest using concrete. F. Aaron asked if the color of the concrete could be altered and G. Lee said it can be tinted.

**VI. Existing Business:**

**Bank Loan and Payment Advances:** C. Rolf and R. Routman reported Tall Ship is on track for a 12 year repayment plan.

**Web site:** H. Hanff presented the new website. This website is very easy to navigate and clean. F. Aaron made a motion to add the approved minutes to the website, P. Keffas-Chassin and B. Stojetz seconded the motion.

**Handbook:** C. Rolf will be rewriting the master key policy. The Board went over Tall Ship Association’s responsibilities such as doors and lights. The section regarding smoke alarms will be revised as well.

**VII. New Business:**

**Carlos Luria Letter:** Foothills was asked to submit a letter to the owner of Tall Ship #316 requiring the a\c unit to be serviced before turning to the on position. G. Lee has inspected the unit and it is in the off position at this time.

**Budget:** F. Aaron reviewed the 2015 Budget with G. Lee’s input. The goal to go into reserve II by year end is $117,000.00.

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R. Routman made a motion to repeal earlier vote to pay $60,000.00 out of the operating account to pay the bills from the assessment account. F. Aaron seconded the motion.

**VIII. Questions and Comments from Owners\Visitors:**

P. Stanton voiced a concern of a tree on the back of the Yawl building and also cleanup of the same area. G. Lee agreed and will look into getting the area cleaned up.

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

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