

# TALL SHIP ASSOCIATION BOARD OF DIRECTORS

## MINUTES OF MONTHLY MEETING (DRAFT)

**Meeting Date:** October 11, 2011

**Place:** Cherokee Room - Activity Center

**Present:** Barry Stuart, Lester Essex, Rob Routman, Lea Allison, Kathy Stanton, Carol Rolf, Frank Paterson (Tall Ship BOD)  
Paige G. Lee, Paige Geig Lee III, Diane W. Lee (Foothills Property Management)

**Guests:** Sylvia Stuart and John Taylor

**I. Call to Order:** 9:00 AM

**II. Introduction of Guests:** B. Stuart introduced the guests: Sylvia Stuart, of 229 Square Rigger and John Taylor of 318 Clipper Building. Also present was the new management company, Foothills Property Management, with Paige G. Lee, Geig Lee, and Diane Lee present.

**III. Approval of Minutes for September 13, 2011 Meeting:** B. Stuart noted that the minutes of the previous meeting had been sent out. He asked for additions or corrections. Since there were none, he stated the minutes were approved as submitted.

**IV. Treasurer's Report:** Rob Routman gave the treasurer's report. He stated that Tall Ship has \$108,000 in reserves and this is sufficient to pay the painting contracts. Also, \$35,000 in prepaid assessments have been paid. Routman felt that cash flow should be fine. He discussed liens that had been placed on delinquent owners. He and Foothills will work on this in the coming month. B. Stuart noted that there was some improvement in delinquencies since last month.

Routman discussed the new budget for 2012 and felt that it should be very similar to the 2011 budget. He felt that landscaping funds might be increased for extra plants. B. Stuart discussed adding funds to it for chimney inspections. Previously this was an every other year expense, but is overdue. It was noted that the HOA would pay for the inspection and any needed repairs would be the responsibility of the owner.

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

- A. Painting quote - Pirkle - 3 buildings - G. Lee stated that he had not received the painting quotes yet. The three remaining buildings are Cutter, Square Rigger, and Ketch. R. Routman would like to see these finished prior to cold weather. Lee asked permission to accept the Pirkle quote if it was under \$35,000. L. Allison made a motion to allow this. It was seconded by R. Routman. The motion carried.
  
- B. Forensic Engineer Update - Window Replacement-#109 - B. Stuart indicated that Marshall Clark experienced personal and professional issues preventing him from having the quotes available. Clark is developing the specs to replace three windows at 109 stack and also repairs to the gutters on one side of Frigate. G. Lee will follow up on these quotes.
  
- C. Updated Reserve Analysis - B. Stuart noted that this will depend on item B, which is not yet available.
  
- D. Gutter Repair - J. Taylor offered an observation that some type of roll type leaf protection is needed. P. Lee stated some of the problem might be with the attachment and the gutters not being properly hung. R. Routman noted that gutters were in the budget and perhaps that number might need to be increased. C. Rolf suggested that timing was important in cleaning the gutters and should be done in Fall and Spring.
  
- E. Window - #105 - B. Stuart stated that a home inspection found a window at #104 needed a pane replaced and also a rotten sash. It was determined this was an HOA responsibility and they were waiting on a quote to come in. G. Lee agreed to follow up on this.
  
- G. Concrete Step at Frigate Building - B. Stuart explained that there was a danger of falling at this step and Goldsmith had been getting quotes. P. Lee said that Foothills would get quotes also for comparison. L. Essex felt repairs should proceed. G. Lee shared some observations from his inspections. He noted that some stakes had rotted out at Ketch and Yawl and needed repair. He felt this was an eyesore and needed replacing. Discussion ensued as to the best way to repair this. R. Routman made a motion to give G. Lee permission to replace a 50 foot section that you can see from the road for up to \$150. This passed unanimously.

Discussion followed about other repairs. R. Routman stated that \$20,000 was budgeted for the year for general repairs. He felt that

repairs needed to be made as they were seen. G. Lee explained that Foothills uses a work order system to keep track of what repairs were being done and when. There was some discussion of landscaping and sprinkler repairs. P. Lee said he would make sure the landscaping service knows that landscaping and sprinkler work need to be billed separately. Discussion followed about sources of water for irrigation, possibly running water lines or using hoses. It was noted that the water to the car wash has been turned off for the winter.

J. Taylor observed that there were some stains on the river rocks. He suggested that they be pressure washed and then stain added to the sealer to hide the dirt.

## **VII. Existing Business:**

- A. Beacon Articles - B. Stuart stated that there would not be Beacon articles this month.
- B. Wireless "Hot" at Tall Ship - F. Patterson is obtaining quotes. He hopes to obtain cheaper rates for owners and be available to renters also.
- C. Trimming Requests:
  - 1. Childs - Unit 336 - B. Stuart asked Foothills to send a letter to Childs asking for a status update on his trimming request.
- D. Goldsmith Records - F. Patterson has picked up nine boxes of records from Goldsmith. These will be given to Foothills. The Board talked of the possibility of maintaining Tall Ship records electronically. L. Allison felt the Board would need to go through the records and identify which records would be kept this way. L. Essex was concerned that the records be recorded so that it would be easy to retrieve the information when needed..
- E. Water/Mold Unit 201 - Update - Most of the work is being done now. B. Stuart indicated that Carol (of Goldsmith) will follow through on this.

## **VIII. New Business:**

- A. Sliding Door - Unit 116 Update - B. Stuart said this has been taken care of.
- B. Interior Pest Treatment - Some owners have requested interior pest treatments from Orkin. C. Rolf made a motion to have Foothills send a letter to all Tall Ship owners telling them to notify Foothills if they have a specific infestation, so interior treatment can be scheduled.

- B. Stuart asked that this letter be enclosed with the annual meeting packet to be mailed in November.
- C. Nominating Committee - B. Stuart appointed Carol Rolf as chairman and asked Kathy Stanton to serve on the committee. She agreed. B. Stuart said he would help them.
- D. Satellite Update - B. Stuart said the Board will look at what's on the website and review it at the next meeting.
- E. Chimney cleaning - K. Stanton asked if chimneys are owner liability or an HOA responsibility. R. Routman said this was owner liability. The HOA is providing the inspection in order to help the owner get a better price. C. Rolf made a motion to have all the chimneys inspected up to \$55. B. Stuart asked Foothills to get a quote for this. P. Lee felt that it would be wise to coordinate the inspections with any cleaning that would need to be done.

**IX. Ad Hoc Committee Report: Property Management:**

- A. Transition Issues and/or Problems
  - 1. Electronic Payments - L. Allison had talked with Foothills about the electronic payments. Owners who previously had paid electronically were asked to contact their banks to set up online payments and have them sent to Foothills.

**X. Adjourn:**

- L. Allison moved for adjournment. This was seconded by F. Patterson and the meeting was adjourned.