

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

### **MINUTES OF MONTHLY MEETING**

**Meeting Date:** September 13, 2011

**Place:** Conference Room – Maintenance Bldg.

**Present:** Barry Stuart, Lester Essex, Rob Routman, Lea Allison, Kathy Stanton, Carol Rolf, and Carol Ackerman for Goldsmith Management

**Absent:** Frank Patterson

**Guests:** Frank Aaron, Harold Capitola, and Charles Douglas

**I. Call to Order:** 9:05 AM

**II. Introduction of Guests:** Barry introduced the guests: -- Frank Aaron, of 317 Clipper Building; Harold Capitola, of 110 Frigate Building; and Charles Douglas, of 337 Yawl Building

**III. Tree Request Presentation, Unit 337 – C.A.R.E.** allows pruning up to eight feet from the ground, but does not allow topping. Mr. Douglas, who owns 337 Yawl, wants to obtain approval to trim trees in front of the Schooner Building in the common area. Lea Allison moved as follows: If Mr. Douglas obtains permission from a majority of the owners of Schooner, Frigate, and Clipper and obtains the advice of an arborist or landscaper concerning how to trim trees, then the trees in front of Schooner may be pruned. Lester Essex seconded the motion. Rob Routman is concerned that allowing trimming in front of other units will result in multiple requests for similar trimming of trees. The Board recommended that Mr. Douglas begin by contacting Merryscapes in order to obtain the name of an arborist and landscaper. Lea Allison called the question. The Board voted 3-2 in favor of the motion. Carol Ackerman will provide Mr. Douglas with the permanent mailing addresses for all owners within Schooner, Frigate, and Clipper.

**IV. Approval of Minutes for August 9, 2011 Regular Meeting and August 25, 2011 Special Meeting:** Rob Routman moved to approve the minutes for August 9, 2011, as amended, Lester Essex seconded the motion, and the Board unanimously approved the motion. Lea Allison moved to approve the minutes for August 25, 2011, as amended, Lester Essex seconded the motion, and the Board unanimously approved the motion.

**V. Treasurer's Report:**

Current Financial Situation – A lien has been placed on the property of all unit owners who owe over 90 days in condo fees. We have \$79,000 in replacement reserves and \$29,000 in operating reserves. We are ahead for the year in reserves. Painting can continue, including the exterior gang windows. Frank Aaron asked about doing something to collect from delinquent owners. The Board will consider taking further action at the next meeting when the new management group takes over.

**VI. Engineering & Property Manager's Report:**

- A. Canvas & Painting Update – Finished and paid.
- B. Forensic Engineer Update – Window Replacement -- #109 – To be included in the engineer's report.
- C. Updated Reserve Analysis – Included under Treasurer's Report.
- D. Gutter Repair – To be included in the engineer's report.
- E. Window -- #105 – Window is ordered.
- F. Floodlight at Frigate – Repaired.
- G. Concrete Step and Frigate Building – We are still waiting to get additional bids.

**VII. Existing Business:**

- A. Landscape:
  - 1. Drainage at Ketch –. Randy has fixed.
  - 2. Erosion at Square Rigger – Randy has installed a drainage pipe.
- B. Beacon Articles – No new articles have been submitted.
- C. Wireless "Hot" at Tall Ships – Frank Patterson is working on this.
- D. Light Post Replacement – Done.
- E. Trimming Requests – Done.
- F. Electronic Record Storage – Frank Patterson will pick up the records from Goldsmith and deliver them to Foothills Management.
- G. 2011 Major Capital Projects – No longer an issue.

**VIII. New Business:**

- A. Sliding door – Unit 116 – Unit owners have the responsibility to fix problems with sliding doors and Carol Ackerman will so notify the owner of Unit 116.
- B. Future pruning of trees – Rob Routman moved to amend the Tall Ship Association Rules, Regulations, and Restrictions by amending the Landscape Policy, Guidelines & Procedures, Tree Pruning, by adding the following new section: 8. No pruning shall be permitted more than 25 feet from any exterior wall to the trunk of the tree. Lea Allison seconded the motion. The Board voted 4-1 in favor of the motion.
- C. Car wash area – Harold Capitola requested that the water be shut off for the car wash area. The area will be removed once construction starts on the new pool and building.

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

- A. Transition Issues and/or Problems – Rob Routman asked Carol Ackerman to obtain a printout of a history of all financial accounts and records. Goldsmith will write three checks on September 30 to Tall Ship Association to close out banking accounts. All automatic payment accounts will need to be transferred to the new accounts.

- X. Adjournment:** Kathy Stanton moved for adjournment and Lea Allison seconded the motion which was unanimously approved by the Board. The meeting was adjourned at 10:49 AM.

**Respectfully submitted:** Carol Rolf, Secretary