

## **TALL SHIPS ASSOCIATION BOARD OF DIRECTORS**

### **MINUTES OF MONTHLY MEETING**

**Meeting Date:** February 8, 2011

**Place:** Conference Room, Maintenance Building

**Present:** Barry Stuart, Lester Essex, Rob Routman, Carol Rolf, and Carol Ackerman, representing Goldsmith Property Management

**Absent:** Lea Allison, Frank Patterson, Kathy Stanton

**I. Call to Order:** 9:11 AM

**II. Introduction of Guests:**

**III. Approval of Minutes of January 18, 2011, Regular Meeting, and January 26, 2011, Special Meeting:** Lester Essex moved that the minutes be approved, Rob Routman seconded the motion, and the motion was unanimously approved.

**IV. Treasurer's Report:**

A. Current Financial Situation – The February financials will not be available until later in the month, so the report was deferred until the next meeting.

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

A. Canvas & Painting Update – Lester Essex moved to have Lonnie Pirkle finish the work at Yawl Building at an estimated price of \$24,010, contingent on Pirkle delaying payment until March, 2011. Lonnie Pirkle will be asked to make sure the concrete paint contains sealant. Rob Routman seconded the motion, and all members voted in favor.

B. Window (109) – On a motion made by Lester Essex, seconded by Carol Rolf, the Board voted to replace the window in Frigate, 109, in accordance with today's building code standards, using the quote from Dan Peters with labor costs of \$3,600, a window cost estimated at around \$3,000, and including the installation of flashing. Rob Routman recused himself. The forensic engineer recommended that any future window replacement should include provisions for drainage and weep holes.

C. Updated Reserve Analysis -- The analysis will be delayed until the next meeting after February financials are delivered from Goldsmith Property Management.

## **VI. Existing Business:**

A. Rentals – Form – The Board reviewed the updated rental form. Carol Rolf moved to approve the Rental Form, seconded by Lester Essex, and unanimously approved by the members with the following additions: #2 – Add the following sentence: “Please use the parking lot at the marina next to the Tall Ships.” #6 – Add the following sentence: “All pets must be leashed and all renters shall clean up after their pets at all times and in all locations at the Tall Ship property.” #9 – Revise as follows: Charcoal grills may not be used anywhere on the Tall Ship property. Grills are available at the picnic pavilion with a reservation or at the shuffleboard court.”

B. Landscape – Mary Williams is working on a priority list of what needs to be done around all of the buildings. Mary will prepare plans to add more colorful plant materials around the buildings. Mary will prepare a budget for any work beyond her current contract for presentation to the Board.

C. Beacon Articles – Barry Stuart is awaiting completion of all articles for the Beacon.

D. Wireless “Hot” at Tall Ships – Frank Patterson was not available to make his report on wireless installation at Tall Ships so it was delayed to the next meeting. Rob Routman moved that we renew the web site contract. Lester Essex seconded the motion and it was unanimously approved.

E. Snow Removal – Snow melt is now located at each building and there is a shovel in the trash rooms. Marina Villas has asked the Tall Ships Association to join them in a letter to Kevin McCracken requesting that our parking lots be treated as secondary roads, and that KKPOA plow an access way to allow emergency vehicles and provide residents with ingress and egress.

A. Grocery Cart – Replacement – Report is deferred until March.

## **VII. New Business:**

A. Kitchen Vents – A discussion took place on installing vents in each unit that would vent to the walkways. Each owner could decide whether to install the vent, but the outside vent design would be subject to approved standards. Lester Essex will bring a proposal to the Board to consider at a later meeting.

B. Gutter Maintenance – The Board requested that Carol Ackerman obtain a quote for cleaning of gutters in all buildings.

**Adjournment:** Carol Rolf moved for adjournment, which was seconded by Rob Routman and unanimously approved. The meeting was adjourned at 11:01 AM.

**Respectfully submitted:** Carol Rolf, Secretary