

TALL SHIP ASSOCIATION BOARD OF DIRECTORS

MINUTES OF MONTHLY MEETING

Meeting Date: May 10, 2011

Place: Conference Room – Maintenance

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, Tricia Ostendorff

I. Call to Order: 9:02 AM

II. Introduction of Guests: Barry Stuart introduced the guests: --Tricia Ostendorff of Goldsmith Management; Frank Aaron, of 317 Clipper Building; and Harold Capitola, of 110 Frigate Building

III. Approval of Minutes of April 12, 2011 Regular Meeting: Lester Essex moved to approve the minutes, seconded by Lea Allison, and unanimously approved.

IV. Treasurer's Report:

A. Current Financial Situation – After payment for work in progress, for which we have committed funds, we have about \$30,000 plus left in reserves.

V. Report on Goldsmith Meeting: Tricia Ostendorff of Goldsmith Management discussed being able to reduce management fees back to \$2,400 per month for this year, which is a contract for \$28,800. This would require reduced time at meetings for Carol Ackerman to one hour per month. Barry Stuart appointed a Committee consisting of Lea Allison (chair), Lester Essex, and Frank Patterson to look into selection of a management company based on necessary accounting and other services and report back to the Board in June.

VI. Engineering & Property Manager's Report:

- a. Canvas & Painting Update – Mr. Pirkle is behind in completing work on the Frigate Building, but feels he can finish within three weeks. Work remaining is canvas installation and some painting.
- b. Forensic Engineer Update – Marshall Clark, of MCA Architecture, is willing to complete a study and inspection of the stucco and rotting windows at Frigate Building and propose a maintenance program for the \$10,000

approved by the Board in April, but he would charge an additional \$2,500-\$4,000 for test cuts and repairs. The Board discussed whether Tim Thigpen, of Summit Systems, who has been doing stucco repairs for over eight years, could complete the repairs from the test cuts. Lea Allison moved to approve up to \$4,000 payable to Summit Systems to conduct test cuts and repairs as instructed by MCA Architecture. Lester Essex seconded the motion and the motion was unanimously approved.

- c. Updated Reserve Analysis – We are obtaining necessary information, especially on stucco repairs, in order to complete the analysis.
- d. Gutter Cleaning – Work on gutter cleaning should start this week. The gutter guards will be removed and we will receive a credit for the time it would take to replace the gutter guards.
- e. Window Replacement -- #109 - We are trying to coordinate a delivery and installation time to install the window on unit #109..

VII. Existing Business:

- a. Landscape:
 - 1. Irrigation – The irrigation system at Cutter has been repaired.
 - 2. Erosion at Square Rigger – KKUS will not fix the eroded area at Square Rigger until we fix the area where water is coming down and causing erosion. Carol Ackerman will obtain a quote from Merryscapes to make the repair, which must be approved by C.A.R.E.
- b. Beacon Articles – Frank has submitted two articles and Barry and Sylvia Stuart have an article. Carol Ackerman will also submit an article.
- c. Wireless “Hot” at Tall Ships – Frank Patterson is still investigating this.
- d. Kitchen Vents – Any changes to buildings to permit kitchen vents will require homeowner approval in accordance with the condominium documents and approval by C.A.R.E.
- e. Unit #130 Inspection Report-Unit Closed – The sale on unit #130 was completed and title transferred on 4/29.

VIII. New Business:

- a. The wooden tops on light fixtures along the steps between Square Rigger, Cutter, Ketch, and Yawl are rotting, and Carol Ackerman has received a

proposal to replace the wooden tops at a cost of \$100 each. Carol will look further into making the repairs at less cost.

- b. There has been a complaint on trash pickup. Some bags are being dragged. There is also a problem with a dog defecating in Yawl Building, which is being looked into. Carol Ackerman will discuss these problems with those who manage trash removal.
- c. Carol Ackerman will obtain a proposal from Merryscapes to catch up on landscape maintenance. There may also be a drainage issue around Ketch Building that Carol Ackerman will look into.

Adjournment: Lea Allison moved for adjournment and Lester Essex seconded the motion which was unanimously approved. The meeting was adjourned at 10:45 AM.

Respectfully submitted: Carol Rolf, Secretary