**TALL SHIP ASSOCIATION ANNUAL MEETING**

**DECEMBER 8, 2019**

**LAKEVIEW ROOM**

**Call to Order**: R. Heffelfinger motioned to begin the annual meeting at 1:55 p.m. J. Cruz seconded this motion.

**Proof of meeting notice:** O. Borys presented the notarized proof of notice showing that proper notice had been mailed to owners. O. Borys declared a quorum with eighteen owners present and thirty-one proxies.

**Introduction**: O. Borys introduced the 2019 Board of Directors. They are as follows: Olimpia Borys, Jaime Cruz, Roger Heffelfinger, Frank Aaron and Barry Stuart as acting Secretary.

**Board Member Reports:** O. Borys summarized accomplishments made throughout the year. They are as follows:

* An email has been established for owner communication.
* A new cleaning company was hired.
* Landscaping- Phase I has been completed in the front of buildings, still working on rear.
* The repair on the long steps has been completed.
* Cutter and Square Rigger fronts have been painted with the replacement of tarps.
* Reviewed insurance coverage to make sure the buildings were covered enough for replacement.
* Elevator upgrades including new carpet and new “eye” on doors.
* The Board developed a parking committee to obtain recommendations.
* J. Cruz stated each building has been evaluated for the access ramps.
* A process was established for contractor rules and remodeling request.
* The handbook has been updated and will be updated yearly.
* Stone steps were removed at the Clipper area. Replacement is being evaluated.

**Treasurers Report: Explanation of Accounts:**

Identified and explained how the Operating, Capital and Special Assessment accounts are funded and used. Account balances of each are recorded in the monthly minutes, which are posted on the Tall Ship website for all owners to view. Also, Tall Ship Association financials are audited annually, and copies of the audit are available to any owner upon request.

**2019 Financial Highlights:**

Through October, which is the most current month financials are available for, operating expenses are at same level as last year and expected to be on budget for the total year. On the capital side, $175,000 of the $288,000 budget has been spent. The main budgeted projects which funds have been disbursed for are the Long steps ($47,500), Painting & tarp replacement for Cutter & Square Rigger ($41,500), Landscaping ($37,600), and Elevator replacements & upgrades for all 7 elevators of solid state control panels, optiguard door light screen sensors, and carpet ($39,600). The roof seal coating project budgeted at $91,000 has been deferred, and will be part of the overall roof replacement project budgeted to start in 2020.

Delinquencies have been well managed throughout the year thanks to ongoing collection efforts from Foothills. There was only one 30 day delinquent account at the end of October, and there were several months in 2019 with no delinquent accounts.

**2020 Approved Budgets:**

Reviewed the Board approved Operating, Capital and Special Assessment 2020 budgets.

Operations are budgeted to break even. The primary source of revenue is regime fees, which are budgeted at $396,000 for the year. For each owner this is a regime fee $825 per quarter, an increase of $25 per quarter from last year. The budgeted disbursements for the year are $395,635. Budgeted disbursements are up $12,000 from last year, primarily due to an increase in insurance premiums to bring property coverage up to current replacement cost values.

Capital is budgeted at $226,600 for the year and $971,100 for the next 5 years. The main capital project in 2020 is the roof replacement project, budgeted at $174,000. This project will start with the Clipper building in 2020 and continue for 7 years until all existing 35 year old metal roofs are replaced with shingle roofs. Other 2020 budgeted capital projects are Parking lot sealcoating ($10,000), Painting of railings and floors for Yawl & Ketch ($26,700), and Access ramps ($15,900). The beginning year (Jan 1) capital reserve account balance is estimated to be $375,269. The ending year (Dec 31) account balance after funding from operating account contributions and new owner transfer fees, and budgeted capital disbursements is estimated to be $256,969.

The Special Assessment fee for owners who have not optionally prepaid will remain at $895 per quarter.

**Maintenance:** G. Lee discussed maintenance issues ongoing. Spot painting will begin in the Frigate building next month. The painting cycle will be every 4 to 5 years. Stucco repairs to columns will be done in the future. Any request for repairs should be emailed to [info@clemsonhousing.com](mailto:info@clemsonhousing.com).

All remodeling request are kept at Foothills Property Management.

**Election of Incoming Directors:** The following persons have been nominated for directors for the two open Board positions:

Frank Aaron

B. Stuart

V. Sholar moved to close the nominations and elect by acclimation. J. Christenson seconded this motion and it passed unanimously.

A motion was made to elect members by acclimation. This motion was seconded and the motion carried.

**Owner Questions:** Mr. Guertin asked how many accounts are in arrears. Currently, there is one unit 30 days past due.

Paulette Chassin thanked the Board for all their hard work.

J. Christenson discussed parking issues and asked that the Clipper building be power washed due to slime buildup.

Several owners mentioned landscaped areas in need of attention and dead trees on the property. G. Lee asked that owners take a photo of the areas and email to [info@clemsonhousing.com](mailto:info@clemsonhousing.com).

**Adjourn:** B. Stuart made a motion to adjourn. C. Guertin seconded this motion and the meeting adjourned.