**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: October 10, 2017

**Place**: Lake View Room – New Marina Pool Bldg.

**Present**: Roger Heffelfinger, Frank Patterson, Rob Routman, Olimpia Borys and Barry Stuart (BOD)

 Diane Lee and Geig Lee (FPM)

**Call to Order**: B. Stuart called the meeting to order.

**Approval of Minutes**: O. Borys made a motion to approve the minutes from September 12, 2017.

F. Patterson seconded the motion and the motion carried.

**Treasurer's Report**: R. Routman discussed the financial report at length. Currently, the cash on hand is $30,296.96. Reserve balance is $386,312.44. The Assessment account balance is $185,832.80. Six assessment payoffs have been received in this quarter.

R. Routman made a motion that the bad debt account be adjusted to reflect $63,100.00 additional transfer to bank that was made at time of conversion to a permanent loan. O. Borys seconded this motion and the motion passed unanimously.

**Liens and Delinquencies**: R. Routman moved to begin foreclosure on Unit 107. O. Borys seconded this motion and the motion passed. The Board agreed that Tall Ship would pay the foreclosure attorney’s fees and property can then be sold (subject to paying off mortgage). Foreclosure has begun on Unit 117. Unit 321 is in bankruptcy and has been surrendered.

The Board discussed the proposed 2018 budget at length. After further discussion, R. Routman made a motion to approve the operating budget as amended. F. Patterson seconded this motion. The motion passed unanimously.

**Tom Shirley’s Report:** Tom Shirley, from the Greenworld Company, reviewed the landscaping report and presented 2 proposals. His recommendations include reworking the entry area, sign area and the street view. G. Lee mentioned, the landscaping should blend in with the natural settings as seen throughout Keowee Key. Total cost of landscaping proposal is $22,395.00 and consist of the following:

$15,000.00 plantings

$4,200.00 river stone and boulders

$2,700.00 steps

Bridge and irrigation (cost unsure)

Design cost (unsure)

A motion was made to approve the Tall Ship sign and two proposals presented. O. Borys motioned to approve the contract for Tall Ship sign and entry planting, garden path, Frigate focal planting, bridge, allowance for irrigation and bridge for $2,500.00. This motion was seconded by R. Routman. The motion passed unanimously.

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**Engineering & Property Managers Report:**

**Other Repair & Maintenance Issues:** G. Lee stated spot painting is ongoing at the Frigate as well as some exterior railing painting.

**Column Repair**: G. Lee stated the column repair is scheduled and a check has been received from the insurance company.

**Owners Request Unit 114:** G. Lee discussed a request from Unit 214 regarding 3 separate leaks that have occurred. The owners of Unit 114 would like for the Board to reach out to Unit 214 requested documentation of the repairs. B. Stuart will compose a letter to Unit 214 and mail out per master deed.

**Janitorial Contract:** The Board discussed the current janitorial contract versus the online contract. B. Stuart agreed that the website needs to agree with service performed. G. Lee will develop new specs and submit to Board of Directors.

**Existing Business:**

**Handbook Revision:** O. Borys is revising the handbook.

**Beacon:** O. Borys stated all information is due by Friday 13, 2017.

**Cruz remodel request:** The remodeling request response has been sent to owners along with sound dampening requirements.

**New Business:**

R. Heffelfinger mentioned a tree hitting the window in Unit 326. G. Lee stated he will have the tree service take a look.

**Adjourn:** F. Patterson made a motion to adjourn. R. Heffelfinger seconded this motion and the meeting adjourned.

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