**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

October 13, 2020

**Present**:

Olimpia Borys, Jaime Cruz, Jerilyn Schaller, Barry Stuart (BOD)

Diane Lee (FPM)

**Guests:**

Gary Crumbley (204)

Susan Harnett (234)

Dale Blazek (215)

**Call to Order**:

O. Borys called the meeting to order.

**Approval of Minutes**:

J. Schaller made a motion to approve the September minutes as written. B. Stuart seconded this motion and the motion carried.

**Treasurer's Report**:

D. Lee reviewed the September budgeting at length. 68 units have prepaid the assessment, 52 units still owe. Premier loan balance is $1,268,991.43. The new prepayment amount for October is $23,948.72.

The balance of the Operating account as of September 30, 2020 is $128,739.55.

The balance of the Capital account as of September 30, 2020 is $436,077.41.

The balance of the Bad Debt account as of September 30, 2020 is $100,000.00.

The balance of the Assessment account as of September 30, 2020 is $73,241.77.

The delinquent report as of September 30, 2020: 3 owners are currently 30 days late on regimes.

Budget meeting will be held October 19, 2020 at 10:00 a.m.

**Engineering & Property Manager’s Report:**

**Roof update**

J. Cruz stated he is awaiting 2 additional quotes. G. Crumbley also has 2 contractors to look at the job. J. Cruz will send information on the scope of work to the contractors for review.

J. Cruz stated additional rip rap is needed between Sq. Rigger and Ketch as there are erosion issues.

**Landscaping**

J. Cruz stated he will be meeting with the arborist tomorrow to discuss trimming, reforest and improving views. O. Borys asked that they look at the tree located near her unit, she prefers to save it if possible. G. Crumbley stated he’s had an arborist look at 3 pine trees behind his unit and feels some should come down. TS 314 also has a tree that the arborist will inspect, if indeed trees needs to come down, a request will be submitted to CARE.

The Board received a proposal from GreenWorld Landscaping. This will be discussed at the budget meeting. After discussion, the Board approved the Leisure Trail Plantings located at the Frigate Steps for a fee of $6,992.00. J. Cruz moved to authorize this portion. J. Schaller seconded this motion and the motion passed.

**Parking and Ramps**

The Board discussed the new parking regulations. J. Cruz stated his goal is to guarantee owners 1 reserved spot. The Board discussed trailers being allowed in assigned spots overnight. The Board agreed that trailers have to be movable, require a guest tag, and no overnight trash or contractor debris can be left in trailer. Owners are responsible for informing contractors.

J. Cruz, D. Blazek and G. Crumbley, agreed to be members of the architectural review committee. After a renovation request is approved, they will do a walk thru with owner/contractor to look at the work being done and will give the contractor a copy of the approval, showing what is expected. Building permits are required for structural, plumbing and electrical work.

**Access ramps**

J. Cruz stated the access ramps for the 1st phase have been completed. The ramp located between Cutter and Square Rigger is being discussed now. The handrail will need to be modified at a rough cost of $21,000.00. Cruz will bring the contract to the budget meeting on Monday to vote on.

**Old/Ongoing Business:**

**Janitorial & Trash services- Updates/Issues:**

The Board will discuss the Clemson Cleaning proposal at the Budget meeting.

**Unit 306 Permits/Carts**

Owner obtained needed permits. For future reference, per the Tall Ship master deed only 4 adults are allowed to live in a unit.

**New Business:**

**Annual Meeting Planning**

The annual meeting will be held in the Keowee Room located at the event center. Notices of the meeting will be emailed to owners the 1st week of November.

**October Beacon**

O. Borys stated the beacon will be late coming out, owners should expect it by the end of the month.

Borys will continue to publish the Beacon for now.

**Handbook update**

O. Borys has added several pages which update parking, paint colors and annual inspection of smoke alarm information.

**Unit 125 Invoice**

The Board discussed an invoice for Tall Ship 125. After discussion, all agreed the owner should contact his insurance company.

**TSA Email Address Handover**

O. Borys noted that since she will be rotating off the Board for next year, that the Board will need

for someone else to monitor the Tall Ship association email site. The new Board will decide who

will do this.

**Harrassment/Annoyance Complaints**

The Board has been notified of harassing behavior by one unit’s occupant. The owner will be

notified and asked to remedy the situation.

**Name Plates**

If owners would like to retrieve their name plates, please contact Olimpia Borys. Any unclaimed plates will be discarded after the end of October.

**Questions and Comments from Owners**

1. Landscaping at Ketch needs attention
2. Lighting out at stairs to Leisure Trail by Visitor parking.
3. Ketch – handrails needed for safety
4. Follow up procedure – for work orders and landscape requests

The new Board will work on this.

**Adjournment**

B. Stuart motioned to adjourn the meeting and J. Cruz seconded the motion.