**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**NOVEMBER 10, 2015**

**Meeting Date**: November 10, 2015

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

**Present**: Barry Stuart, Bob Stojetz, F. Aaron, F. Patterson and Rob Routman (BOD)

Paige Lee and Diane Lee (FPM)

**Guests**: Sylvia Stuart (#229), Harold Capitola (#110), Marshall Clarke (MCA)

**Call to Order**: 9:00 AM B. Stuart called the meeting to order.

**Introduction of Guests**: B. Stuart welcomed the guests present.

**Approval of Minutes for October 13, 2015**: R. Routman made a motion to approve the minutes from October 13, 2015 as written. F. Patterson seconded this motion and the motion passed.

**Treasurer's Report**: F. Patterson presented the current financial situation to the Board for discussion. Currently, there are 2 units in foreclosure, 3 units have liens filed, 1 unit in bankruptcy and 2 units awaiting liens to be filed.

F. Aaron suggested changing the bylaws regarding delinquent accounts. He feels for any delinquent account, owners should loose privileges to vote or park and the Board should take ownership of delinquent properties. F. Aaron also mentioned a plan to authorize fines should be developed. R. Routman will get an attorneys opinion.

The Board discussed the wall repair bill for Unit 201. After discussion, F. Aaron made a motion to file a lien as soon as 90 day period is up.

The Board discussed the bank loan. So far the amount borrowed is $2,142,034.00 and the interest paid is $63,721.00. The Board would like a list to be made of things accomplished by the reserve study.

The Board asked that the 2016 budget discussion be moved to the end of the meeting.

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

**Bow window and end wall project:** M. Clarke reported that the project is moving along well and work at the Ketch building is complete. Scaffolding has begun at Square Rigger and work should be completed by October 2016. M. Clarke stated he is submitting a change order for the repair of termite damage at columns and end walls of the Ketch building. The total cost for the Ketch building is over $818,000.00.

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**Invoice approval:** M. Clarke presented the Board with the invoices from MCA totaling $2,958.33 and SE totaling $83,438.82 due currently for approval. After discussion, Aaron made a motion to approve the payment of $83,438.82 to the contractor and approve the architecture payment of $2,958.33 to MCA. F. Patterson seconded this motion.

M. Clarke presented the Board with the change order for the 5 column repairs and 2 end wall repairs totaling $24,080.00. F. Patterson made a motion to approve this change order. F. Aaron seconded this motion and the motion passed.

**Other repair and maintenance issues:** G. Lee discussed the current maintenance and repairs that have been completed or is on the schedule. There have been multiple crawl space doors replaced, depending on the weather the painter should arrive in the next few weeks to complete the painting. A rail at the side entrance of Frigate is rusted through and will be removed and refabricated. A roof leak repair was attempted but unsuccessful. GAF is sending a roofer to repair this leak. G. Lee stated the leisure trail steps will be repaired and funding out of the reserve account.

**Landscape report:** The Board discussed landscaping and agreed that the entry of Schooner needs work. G. Lee stated he has received a proposal from the landscaper to remove half of the azaleas on the left side and add plantings at the roadway entrance for $880.00. After discussion, R. Routman made a motion to approve the proposal. F. Aaron seconded this motion and the motion passed.

F. Aaron asked G. Lee if the sprinkler system is completed. G. Lee responded that work is complete at the lower units however, the weather has been an issue on the completion of the upper units.

B. Stuart mentioned leaves have been building up on drain areas. G. Lee will mention this to the landscapers.

**2016 Budget:** G. Lee presented the proposed 2016 budget to the Board. In disbursements, building maintenance will remain the same. Gutter maintenance should see a savings since several trees have been removed. Painting will increase slightly. Lighting will remain the same. Roofing inspection is a set amount, fire alarm inspection will remain the same. Irrigation maintenance will remain in the budget due to a potential need after construction. Elevator inspection cost will see a slight increase. Window cleaning will slightly increase due to partial buildings being cleaned in the past. Grounds is a set contract. After a brief discussion, grounds improvement will be increased. Janitorial and janitorial supplies will remain the same. Pest control will remain the same and the termite contract will increase to $1,500.00.

In utilities, the electricity will remain the same. Water and phone will remain the same. Fire alarm is on contract but does have extra cost due to resetting the fire alarm panels and changing batteries. Trash removal will remain the same.

In administrative, management will remain the same. Legal fees and postage will be changed. Social committee will remain the same and the website may change. Insurance includes a 3% increase but will remain the same.

Grounds improvement will increase, rock art repairs will see a slight increase. Parking lot repairs may increase.

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After further discussion, the Board agreed that regimes will remain the same at $750.00 a quarter. R. Routman made a motion to approve the amended budget as discussed. F. Patterson seconded this motion and the motion passed.

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

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