**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**(draft)**

**Meeting Date**:

November 11, 2020

**Present**:

Frank Aaron, Olimpia Borys, Jaime Cruz, Barry Stuart (BOD)

Diane Lee, Geig Lee (FPM)

**Guests:**

Kevin Botsford (305)

Thomas Harnett (234)

Dale Blazek (215)

Virginia Sholar (322)

**Call to Order**:

O. Borys called the meeting to order.

**Approval of Minutes**:

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

**Treasurer's Report**:

F. Aaron reviewed the October budgeting at length. 69 units have prepaid the assessment, 51 units still owe. Premier loan balance is $1,200,688.29. The new prepayment amount for November is $23,742.91.

The balance of the Operating account as of October 31, 2020 is $135,798.56.

The balance of the Capital account as of October 31, 2020 is $429,088.43.

The balance of the Bad Debt account as of October 31, 2020 is $100,000.00.

The balance of the Assessment account as of October 31, 2020 is $76,955.39.

The delinquent report as of October 31, 2020: No delinquencies.

**2021 Operating Budget:**

The Board reviewed the 2021 annual budget at length. Total disbursements will be $408,200.00.

**Capital Expenditure Budget:**

Total expenditures for 2021 will be $291,908.00.

Roofing may be updated, awaiting 5 additional bids.

G. Lee stated the placards and sign installation will be expensed in signage. $75,000.00 has been budgeted for landscaping but Lee is concerned about money needed for maintaining the landscaping. Mulch will be done this year if needed.

G. Lee discussed 3 decks that have experienced spongy siding. One will be repaired at the end of November.

B. Stuart made a motion to approve the budget as discussed and amended.

F. Aaron seconded this motion and it passed unanimously.

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

**Roof update**

The new 2021 Board of Director’s will decide on roofing bids.

**New Repair & Maintenance Issues**

G. Lee discussed ongoing maintenance items:

* The painters have 1 more day of work left to complete Yawl.
* Replacement of 10 parking lot lights.
* Unit 306 leak. Flashings were sealed, and damage inside will be repaired.

**Landscape Report**

Unit 118, Carol Rolf has requested a tree outside her window be cut down. This is located on the bottom floor of Clipper.

T. Shirley has the authority to move forward with his landscaping plans.

**Parking and Ramps**

J. Cruz discussed violations and enforcement of visitor spots. Visitor spaces are for:

* Contractors
* Day care personnel
* Residents visitors
* Realtors

F. Aaron made a motion for 3 warnings for violators, then tow. B. Stuart seconded this motion and the motion carried.

**Access ramps**

O. Borys stated she has received a lot of positive feedback on the ramps. Ramps for Cutter and Sq. Rigger are starting today and should be completed by next week.

**Old/Ongoing Business**

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

O. Borys feels janitorial crew have been doing a good job.

**2021 Handbook approval**

F. Aaron made a motion to approve the 2021 handbook. J. Cruz seconded this motion and the motion carried. Handbooks will be distributed prior to the annual meeting. O. Borys will continue to do the Beacon in January.

**Annual Meeting Planning**

Meeting will be held at the Event Center in the Keowee Key room.

O. Borys projects the following topics to be discussed:

* Parking
* Trail clean up
* Better carpenter bee control
* Trash room door
* Access ramps
* Condo sales/prices
* Landscape improvements
* Total # of sales and average pricing
* Elevator improvements
* Dryer vents (owner responsibility)

**TSA Email Address Handover**

J. Cruz will be handling the email account for now. He indicated this may change with the new year.

**Unit 306 Carts**

A new cart is needed and owner should be billed for purchase.

**New Business**

D. Blazek discussed fire alarms and all agreed this is a priority. Owners should contact FPM so that they can contact Priority One to check.

V. Sholar asked how the handbooks are furnished. The BOD furnishes the handbook to new owners as well as a welcome packet.

T. Harnett asked for a copy of Tall Ship’s general insurance policy. This is provided to owners by Bill McLean.

**Adjournment**

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