**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

February 12, 2019

**Place**:

Lake View Room

**Present**:

Olimpia Borys, Roger Heffelfinger, Loretta Dandrea, Frank Aaron and Jamie Cruz (BOD)

Geig Lee, Diane Lee (FPM)

**Guests:**

Barry and Sylvia Stuart (229)

**Call to Order**:

O. Borys called the meeting to order.

**Approval of Minutes**:

F. Aaron made a motion to approve the January 8, 2019 minutes. J. Cruz seconded this motion and the motion carried.

**Treasurer's Report**:

**Budget Report:**

R. Heffelfinger discussed the current January 2019 financial report.

R. Heffelfinger reviewed the items paid in January. The Operating account balance as of January 31, 2019 is $89,490.76.

The Capital account balance as of January 31, 2019 is $429,329.26. Some bigger scale projects are budgeted for this year including Long Steps replacement, Clipper roof coating, and Phase III landscaping.

The Bad Debt account balance as of January 31, 2019 is $100,000.

The Special Assessment account balance as of January 31, 2019 is $42,372.07.  The bank loan balance as of January 31, 2019 is $1,895,882.00. There are 51 units who have prepaid their special assessments, and 69 who are paying their special assessment when billed quarterly. The next prepayment window is April 1- 20, 2019.

**Liens and Delinquencies:**

R. Heffelfinger reviewed the list of delinquent accounts. There are 4 units whose accounts are 60 days past due. One of these delinquent accounts is a unit purchased at a foreclosure sale last year. Tall Ship’s attorney has been involved in efforts to collect the past due balance on this account and represented Tall Ship Association at a recent hearing on this matter before an Oconee County Judge.

After discussing the delinquent accounts, R. Heffelfinger made a motion, in accordance with Tall Ship’s delinquency policy, to send each of the 4 units whose accounts are 60 days past due a 15 day payment demand letter. If the past due balance along with the late fees, and any collection attorney fees are not paid in full within 15 days, the unit will have a lien placed on it. F. Aaron seconded this motion and the motion carried.

**Engineering & Property Managers Report:**

**Other repair and maintenance:**

G. Lee discussed maintenance issues such as a roof leak at Units 311 and 310. Sealer has been applied however, a 2nd coat is needed.

**Tarps:**

Anderson Boat and Canvas has submitted a quote to replace the tarps at Square Rigger in the amount of $5,800.00. Giomets should be spaced to 6‘‘.

**Roof Update:**

Custom Coating Inc. has offered a 3% discount on the original cost if 2 buildings are done at the same time. An additional 1% if the net cost is paid within 10 days. A quote for 2 buildings in the amount of $169,500.00 per building has been submitted. J. Cruz suggested hiring a consultant to review all roofs. O. Borys stated G. Lee and J. Cruz can work together and select a consultant. Recommendations should be brought to the Board next month or by email.

**Elevator Upgrade status:**

G. Lee reported the optiguards have been installed and carpet is being replace this week.

**Long Steps to Leisure Trail:**

G. Lee met with T. Shirley and discussed the landings, railings and lighting. The stairs will be closed about 3 weeks hopefully beginning the 2nd week of March. O. Borys will notify owners.

**Landscaping Maintenance:**

Maintenance on Phase III is beginning. R. Heffelfinger asked that tree removal get bundled in with this. A maple tree at the Square Rigger will need to be removed.

**New Business:**

 **Website Domain Renewal:**

O. Borys has renewed the domain and will meet with Hank to make some changes and add online forms.

 **Design Review 316:**

 Peter Cole has asked permission for the following remodeling request:

1. Removing carpet and tile.
2. Removing popcorn ceiling.
3. Update baths
4. Remove kitchen cabinets.

Additional information will be sent to J. Cruz.

 **Janitorial & Trash services:**

**Review of CC meeting:**

The Board discussed complaints and issues with Clemson Cleaners. Everyday items seem to be ignored for special items such as mailbox cleaning, etc.

**Loose Trash options:**

Trash liners will now be used in trash bins.

**Design Review:**

O. Borys stated she has made some changes to the application.

**Handbook:**

F. Aaron made a motion to approve the handbook. J. Cruz seconded this motion and the motion carried.

**Adjourn:**

F. Aaron motioned to adjourn the meeting. J. Cruz seconded this motion.