**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

February 13, 2018

**Place**:

Lake View Room – New Marina Pool Bldg.

**Present**:

Roger Heffelfinger, Judy Kovacs, Frank Patterson, Olimpia Borys and Barry Stuart (BOD)

Sylvia Stuart (Guest)

Diane Lee, Geig Lee (FPM)

**Call to Order**:

B. Stuart called the meeting to order.

**Approval of Minutes**:

F. Patterson made a motion to approve the minutes from the January 9, 2018 meeting. R. Heffelfinger seconded this motion and the motion carried.

**Treasurer's Report**:

R. Heffelfinger and D. Lee discussed the financial report at length.

Heffelfinger then reviewed the account balances. Operating account balance is $69,529.00.

**Liens and Delinquencies**:

4 units are delinquent in the amount of $38,571.00. This balance creates a strain on all owners and must get resolved.

The Board discussed changing attorneys to handle the foreclosure proceedings. After discussion, F. Patterson made a motion to change to attorney to Dan Draisin for Tall Ship Association. O. Borys seconded this motion and the motion carried. B. Stuart reminded the Board that by SC Realty Law,

The Board cannot discuss sales contracts until after the sale closes.

**Bank Loan:**

Assessment loan balance is $2,390,363.00 as of the end of January 2018. Currently, 39 owners have prepaid the assessment loan. R. Heffelfinger has prepared prepayment windows with a good-through date on payoffs. He will publish this information on the website. He also would like to make owners

aware of standardized fees associated with prepayments. They total $200 for processing, wiring the

Funds and a new amortization schedule.

**2017 Audit report planning:**

D. Lee stated she is in the process of closing out the year of 2017 and giving the accountant the information for the tax return and audit. R. Heffelfinger wants to look at the long range study

And modify as needed.

**Engineering & Property Managers Report:**

**Column Repair**: G. Lee reported the column repair is underway and the structure is secured.

Unit 238 has reported a large crack on the porch.

**Janitorial Contract:** G. Lee discussed the janitorial duties at length. Currently, Foothills maintenance personnel spend 40 hours a week up at Tall Ship. 20 hours are spent on the upper levels and 20 hours at the lower levels. Specifications of work change every season. Power washing breezeways is done once a year. F. Patterson felt the signs need pressure washing.

G. Lee discussed the painting needed at Tall Ship. Lee suggest starting the painting cycle with the railings. Risers, steps and floors will follow. G. Lee asked for approval to get the tarps made as a capital improvement expense so the painting can start in the spring. Painting would begin with the railings of the upper units and replacement of the tarps.

O. Borys made a motion to allow Foothills to begin painting and tarp allowance approval of $18,000.00 and move forward with painting all the metal surfaces and replacing the tarps. R. Heffelfinger seconded this motion and the motion passed unanimously. Balconies are the owner’s responsibility. Owners may contact Foothills directly to request balcony painting. S. Stuart asked that the trees get trimmed before painting.

O. Borys mentioned the can lighting in walkways need upgrading. G. Lee will investigate this further.

**Clipper crawlspace work:** G. Lee reported light grading has been completed. A poly barrier has been laid after the mold was remediated and 4 new dehumidifiers have been installed. Lee suggest replacing the foundation vent wells and installing insulation. The access panel needs to be left open and the sprinklers need to be eliminated close to the building. R. Heffelfinger made a motion to approve replacing the insulation and repair the floor for $3,000.oo. J. Kovacs seconded this motion and the motion passed.

G. Lee stated an inspection was done in the crawlspace of Unit 112 Frigate. The insulation was down however, Foothills will secure it. There were no signs of mold.

**103 Power/water off:** A complaint was received regarding a strong smell coming from unit 103. B. Stuart and G. Lee will conduct an inspection.

**204/304 Water Issue:** The Board reviewed the history of water leaks that have occurred and found that Unit 304 was not negligent. It was noted that this is not an HOA issue and should be handled by the respective owners.

**Landscape report:** G. Lee reported that the majority of plantings are done. O. Borys felt the trail needed to be extended about 50”. Lee will relay this info to the contractor. Additional lighting is needed on the path to illuminate the steps. The Board requested that Tom be invited to the next meeting. G. Lee will inspect a leaning tree for removal.

**Existing Business:**

**Master Deed and Bylaws review:** The Board tabled until the attorney can review.

**Beacon:** O. Borys stated the next Beacon will be out in April. All agreed the previous Beacon was very informative. Borys noted that she was approached about the possibility of placing an

ad in the Beacon and felt this was not the purpose of the Beacon and refused at this time.

**New Business:**

O. Borys stated complaints have come in regarding a dilapidated fan on an owner’s deck. This is an eyesore and violates rules. The Board will notify the owner to remove the fan immediately.

The Board would like to see the water meters marked with the corresponding unit numbers.

B. Stuart agreed to follow up with Keowee Key on this.

**Adjourn:** O. Borys motioned to adjourn. Heffelfinger seconded. Motion carried