**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: February 9, 2016

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

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

 Lisa Bisuel and Diane Lee (FPM)

**Guests**: Olimpia Borys (#303), Doug & Barbara Click (#212), Sylvia Stuart (#229) and 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 January**: G. Moser made a motion to approve the minutes from January as written. F. Patterson seconded this motion and the motion passed.

**Treasurer's Report**: R. Routman presented the current financial statement to the Board for discussion. The operating account has a balance of $52,247.53. The assessment account has a balance of $120,086.22. Currently, there are 7 delinquent accounts. 1 unit has been foreclosed on by the bank, 1 unit is in bankruptcy and 3 units are in the lien process. The remaining 2 accounts are expected to be paid. The Board discussed the foreclosed unit and after discussion, R. Routman made a motion to write off the non-enforceable debt totaling $7,812.00. G. Moser seconded this motion and the motion passed.

The Board discussed the unit in bankruptcy. After discussion the Board of Directors agreed for D. Lee to forward any information received on this unit to R. Routman. R. Routman will seek an attorney’s opinion on the account.

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

**Bow window and end wall project:** M. Clarke reported that the project is moving along well at the Square Rigger building. He estimates that the project is ahead of schedule by 3 weeks and should be completed by the end of May. M. Clarke stated that interior work is in progress and the exterior work may be delayed a week due to the cold weather. M. Clarke stated work should begin at the Cutter building mid-April. Contracts will be brought for the Cutter building at next month’s meeting.

M. Clarke discussed the column repairs needed and recommends having the work done while the scaffolding is in place. After discussion, the Board asked that Marshall submit an estimate for repairing the walkways and columns. The Board will make a decision at the next Board meeting based on the estimate.

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**Invoice approval:** M. Clarke presented the Board with the invoices from MCA totaling

$8,468.88 and SE totaling $154,147.68 due currently for approval. After discussion,

F. Patterson made a motion to approve the invoices. G. Moser seconded this motion and the motion passed.

**Other repair and maintenance issues:** D. Lee discussed the current maintenance and repairs. In the month January, Unit 303 was inspected for leaks in the attic.

**Existing Business:**

 **Beacon:** The Board thanked Olimpia Borys for the fantastic job on the Beacon.

**Master Key:** B. Stuart stated a new master key policy is in effect. This policy will be in the next Beacon sent out in April. You may contact B. Stuart for instructions or contact Strickland’s Lock and Key in Walhalla. He stated at the end of construction the master will be rekeyed again.

**Storage room locks and keys:** The Board discussed the storage room locks and keys. D. Click suggested changing the locks on the storage room doors to lock automatically when you close the door. B. Stuart mentioned there is a master key to the storage rooms currently. The Board agrees the storage room door locks are a homeowner responsibility.

F. Patterson made a motion to pay an invoice for $82.00 from Strickland’s Lock and Key.

 This motion was seconded by R. Routman and the motion passed.

**Exterior curtains, blinds and etc.:** The Board discussed the issue with owners adding exterior shutters or curtains. After discussion, the Board decided this issue should be done in executive session.

**Boardwalk update:** B. Stuart stated there will be a pre-construction meeting held this week and he will give the Board a full report by email.

**New Business:**

**Signage:** The Board discussed the issue with signage. At this time, Tall Ship will keep the original signs.

Questions and Comments from Owners/Visitors: G. Moser mentioned a hole in the corner of the parking lot left by Charter. B. Stuart stated that he will call Charter and have it corrected.

O. Borys asked for clarification on what’s maintained and how to maintain balcony railings. She stated the bylaws are not specific on this issue.

**Adjourn:** F. Patterson made a motion to adjourn. B. Stojetz seconded this motion and the meeting adjourned. The meeting continued in executive session.

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