**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

March 9, 2021

**Present**:

Frank Aaron, Dale Blazek, Jaime Cruz, Barry Stuart, Jeri Schaller (via Zoom) (BOD)

Diane Lee (via Zoom), Geig Lee (FPM)

**Guests:**

Mike Pye (328)

Gary Crumbley (204)

Kevin Botsford (305)

Sylvia Stuart (229)

8 Owners (via Zoom) J. Schaller, S. Smith, S. Bush, B. Bailey, L. Temkin, M. Lizek, and

V. Whipple

**Call to Order**:

The meeting was called to order and guests were introduced.

**Approval of Minutes**:

* The February 9, 2021 minutes were approved unanimously by the Board.
* Executive meeting corrections and additions were moved to approve and accepted.

**Treasurer's Report**:

* Expenses are in line.
* Small building maintenance.
* No prepayments this month; 46 still owe

The prepayment as of March 20, 2021 is $22,433.59.

Assessment loan balance: $1,022,745.35

Delinquencies: one owner with 2 units

Total funds: $700,227.12

Will look at assessment balance “vs” loan payments next month.

**Capital Expenditure Forecast:**

Not much in capital expense until roofing is settled.

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

**101 Update per G. Lee:**

* Inspection scheduled for today.
* HVAC has been modified.
* Owner may remove hearth which will require a renovation request.
* Unknowns - vent covers.
* Around 2,800 lbs. of Gypcrete had to be removed.
* Will need drainage work, around $800 - $1,200, to remove standing water, could use a dehumidifier for a cost of $1,900.00 after construction is complete. Mold treatment cost is $800.00

**Project Updates:**

G. Lee discussed fireplace modifications; lots of weight is being removed during remodels. Care and County give final approval on renovations. G. Lee will modify the renovation submission form and request a copy of the permit.

G. Lee stated painting is underway on the 2nd floor of Ketch.

G. Lee met with 2 electricians to discuss the need to run conduit between Ketch and Yawl; $500 quote plus $100 splice. This will be also be done between Sq. Rigger and Cutter. Lee will call Duke to meet and obtain recommendations.

Lee discussed a unit with cracks above their door at master bedroom. Lee stated this is not a result of foundation settlement. The HOA will repair the crack.

**Deck Balconies:**

The Board discussed 2 complaints of balconies deteriorating. A visual survey will be completed however, maintaining balconies is owner responsibility. Owners may contact Foothills to request a quote to paint their balcony railings. Lee recommends replacing the tarps if needed during this process.

**Parking:**

D. Blazek and J. Cruz discussed the parking survey submitted to owners and measurements of parking area. A discussion was held on adding an additional 18 spaces. The cost would be around $85,000.00.

**Roofing:**

D. Atwell of WM Building Envelope Consultants, LLC spoke with the Board via speaker phone.

C. Waites an associate of D. Atwell was added via Zoom.

The Board discussed the update of construction agreements and documents which will be ready to go by March 22, 2021. F. Aaron voiced concernment on the last contracts discussed at meeting in February. D. Atwell stated the previous contract document did not give a clear understanding of the work. After a thorough discussion of work and specific details, D. Atwell and C. Waites left the meeting.

The Board will hold a meeting to approve the contracts and architect next week. The Board discussed the time line of work. Membership will be notified that work will begin March 22 once approved.

D. Blazek will be Tall Ship’s owner representative.

**Landscape Report:**

The Board discussed several landscaping issues. Care feels that all evergreen trees are potentially fire hazards and should be removed. This includes cypress, pine, and magnolia trees. KKPOA owns 40’ of right of way. Tall Ship will work with Care in replacement of smaller trees.

G. Lee stated the upper hillside and lower parking lots need attention; need to spend $5,000 to $6,000 this includes irrigation.

**Parking:**

An owners parking meeting was held previously and lasted about an hour. 5 owners were present and 7 via Zoom.

Violations and enforcement: 2 owners allowed other owners to use their guest tags. J. Cruz stated contractors with more than 2 vehicles continue to be a problem and should use owner’s spot. The Board agreed when the violations become repeat offenses; it’s time to fine.( A $50.00 fine per occurrence). Owners may appeal fines by submitting a written appeal to be reviewed by the Board.

**Old and Unfinished Business:**

Fire alarms or trouble signals seem to be happening more often. Priority has made 2 trips up to find that owners have either removed their smoke detectors or relocated them. Owners are reminded that the Enunciator is wired and protects everyone. F. Aaron motioned to issue a fine of $250.00 to owners violating this safety measure. This motion was unanimously seconded.

**New Business:**

G. Lee discussed issues with crack fill and whether to do before or after roofers? Will go ahead and do because will only get worse.

**Questions and comments:**

S. Smith asked why minutes aren’t posted on website. B. Stuart will check.

J. Schaller discussed parking lot #3 which is very dark, parts of it are below code. G. Lee would like to transition away from past to lights such as leisure trail uses. Should be around $35 per pole (not decorative).

**Adjourn:**

Meeting adjourned.