

TALL SHIP ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

Meeting Date:

March 10, 2020

Place:

Lake View Room

Present:

Frank Aaron, Olimpia Borys, Jaime Cruz, Loretta Dandrea, and Barry Stuart (BOD)
Diane Lee, Geig Lee (FPM)

Guests:

Jerilyn Schaller (307)
Tom Harnett (234)
Dale Blazek (215)
Kathy Stanton (237)

Call to Order:

O. Borys called the meeting to order.

Approval of Minutes:

The Board reviewed minutes from the meeting held February 11, 2020. The Board asked that the sentence stating “The logo will be added and include the 3 digit unit number in sequence” be altered to read, “The logo will be added and include the 3 digit unit number in sequence on guest only tags”. B. Stuart motioned to approve the minutes as amended. F. Aaron seconded this motion and the motion carried.

Treasurer's Report:

Current Financial Report:

Operating Budget:

Revenues: \$6,717.00 received in February for Regime Fees. \$467.00 received for payment of assessed fines.

Disbursements: Disbursements for Maintenance items are in line with budgeted amounts or contractual amounts.

Disbursements for all utilities are in line with budgeted amounts.

Disbursements for Administrative items are in line with budget and include expense for parking decals/guest tags of \$867 as a deposit for Board approved items.

The Operating account balance as of February 29, 2020: \$99,565.00.

Assessment Account:

Revenues: \$22,818.00 received in Assessments.

Disbursements: Loan Principal Payment of \$10,186 and loan interest payment of \$5,999. For a total payment of \$16,185. In February. Loan balance as of 2/29/20 is \$1,459,259.36.

Interest Rate is 4.73%

Current Ending Balance: \$77,138.62 or 4.77 months of loan payments.

Bad Debt Account:

No Revenue or Disbursements for the month.

Current Ending Balance: \$100,000.00.

Delinquent Accounts:

Total is currently \$3,080, all within 30 days and involve 3 owners who have been contacted.

Engineering & Property Managers Report:

Roof update: Daniel Atwell (Roofing consultant) discussed his design for the Clipper building, scope of work and contract. A pre bid conference will be held at the Clipper building, March 26, 2020 at 10 a.m.

Other repair and maintenance:

G. Lee discussed ongoing repairs and maintenance.

- A leak at the Cutter building.
- Securing panels to louvers.
- Crawl space issue. Determined the vapor barrier was missing and insulation was falling.
- Carpenter bee boxes are being emptied as needed.
- Decks and columns- Awaiting contractor response.

Project Updates:**Building spot painting:**

Spot painting is ongoing, currently working on railings. Rust has become apparent.

Tarp Project:

Tarps have been ordered for the Ketch building, should be arriving in 3 to 4 weeks.

Landscape Report:**Project Progress:**

- Irrigation connection still needs to be completed. Rain is becoming an issue.
- LED lights are being installed and seem to make the area much brighter.
- Mulch is currently needed at some places throughout the community.
- Several small trees will be removed and others trimmed. Branches rooting from stumps will be removed as well. S. Stuart asked that trimming be performed near her building.

Old/Ongoing Business:**Janitorial & Trash Services:**

The Board discussed extending the janitorial contract after evaluating. Items not being done will be removed from the contract, (ex. Lighting). A line item should be added to the budget next year for Janitorial Supplies such as trash bags, etc. Owners have observed outside persons putting trash in Tall Ship dumpsters. The Board would like for another trash bin to be purchased.

Parking Committee Update/Access Ramps:

J. Cruz discussed the new parking lot design. Spaces will be 9' width with angled spaces. Parking spaces will go from 75 to 85 spaces. F. Aaron feels that enforcement will definitely be an issue. Kevin at KKPOA will handle any issues with neighbors parking in Tall Ship's lot however, KKPOA will not help with towing. F. Aaron stated the Clipper building needs a walkway for the ramp. J. Cruz agreed to redesign this area. F. Aaron motioned to approve the new parking layout. B. Stuart seconded this motion and the motion carried.

J. Cruz presented the guest tag proof for approval. Guest tags will have logo on both sides with number. F. Aaron motioned to approve the guest tag proof. B. Stuart seconded this motion and the motion carried. Decals will not have unit #'s, logs will be kept for owner numbers. 2nd cars will be in unassigned spaces. A deposit of \$25.00 will be required for guest tags.

The middle lot will not have visitor space due to the lot only having 38 spaces. Visitor spaces will be located in another lot.

Format of informational signs will be like KK format. The first preference will be KK logo (if they approve it). The 2nd preference is no logo. The next step will be to design the signs. There will be 10 guest tags with no unit #.

Seal coating of the parking lots will be done after roofing possibly in July.

Clipper Additional Floor Signage:

The sign has been installed in the elevator.

KK North Trail Expansion Proposal- Fitness Center to Tall Ship:

No new information at this time.

New Business:**Fire Alarm Issues: Cutter and Schooner:**

The Board discussed issues with sensor troubles in the alarm panel. In a separate incident, a resident in the Cutter building had a small kitchen fire. Once emergency personnel arrived it was determined that the resident had removed their strobe enunciator. The owner of the condo was notified and fined.

Questions and Comments from Owners/Visitors:

K. Stanton discussed a noise complaint stemming from an owner replacing their flooring above her

unit. G. Lee will review the sound deadening material used by the owner.

D. Blazek stated 4 parking spaces at the Clipper building which are currently assigned to residents will need to be relocated during roofing.

T. Harnett asked the Board for permission to add a bench outside his front door. The Board agreed that he can have a small bench.

Adjourn:

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

At this time the meeting went into executive session.