**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

March 13, 2018

**Place**:

Lake View Room – New Marina Pool Bldg.

**Present**:

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

Bill McClean (Insurance Rep.) Jim Price (Clemson Cleaners)

Diane Lee, Geig Lee (FPM)

**Call to Order**:

B. Stuart called the meeting to order and welcomed guest.

**Approval of Minutes**:

R. Heffelfinger made a motion to amend the February 13, 2018 minutes to read, 39 assessment

prepayments have been paid instead of 40. O. Borys seconded this motion and the motion carried.

**Insurance Presentation:**

B. McClean with Bankers Insurance discussed the current policy and reviewed coverage’s. Travelers insurance holds the main condo policy. Property insurance values are by buildings, the blanket limit is $21, 497, 916, 00. This blanket is shared coverage of all buildings. Fixtures, cabinets, appliances are considered to be owner responsibility and covered in their personal insurance policy.

The Board discussed owner versus association responsibilities. The master deed document decides what is covered. G. Lee stated the master deed is not clear and could be interpreted differently. F. Patterson suggested letting Tall Ship’s attorney review the master deed for interpretation.

R. Heffelfinger stated that the total square footage needs to be acquired to make sure that adequate coverage is in place.

Directors and Officers coverage is $1 million. There is umbrella coverage for $15 million.

The deductible is $1,000.00. Sewer backup is a $50,000.00 policy. The Board asked that the window replacement coverage be removed.

**Janitorial presentation:**

Jim Price with Clemson Cleaners presented a cleaning presentation to the Board.

After discussion, the Board agreed before a decision could be made, the company would need an accurate scope of work.

**Engineering & Property Managers Report:**

**Column Repair**: G. Lee reported the column repair is underway and the base coat is on.

**Janitorial Contract:** G. Lee is working on specifications.

**Clipper crawlspace work:** G. Lee reported the work is complete.

**103 Power/water off:** A letter has been sent notifying the owner to clean up the dead bugs and debris within 30 days. If no response, G. Lee will send someone to clean up and bill the owner.

The exterminator is scheduled to follow up to ensure the bugs are eliminated.

**101 Fan removal:** F. Patterson made a motion to send a notice to the owner of Unit 101 to remove an unsightly exterior fan within 30 days. If this is not done, the fan will be removed and capped. O. Borys seconded this motion and the motioned carried.

**Landscape report:**

T. Shirley wants to meet with the Board for directions and guidance on landscaping. B. Stuart mentioned the top 3 issues currently needed such as:

1. Tallship at road to parking lots
2. Parking lots and buildings
3. Leisure trail

F. Patterson stated the Yawl sign is blocked by trees and roots maybe hurting the parking lot. G. Lee will meet with Tom Shirley to discuss the needs.

F. Patterson suggested relocating the flag to the main Tall Ship sign. Patterson will provide a replacement flag.

The Board asked G. Lee to have the No Parking Zone painted red on the curb at the mail kiosk.

**Treasurer's Report**:

R. Heffelfinger discussed the financial report at length and reviewed the account balances.

The operating account balance is $45,361.00.

The reserve II account expenses include landscaping improvements and a dehumidifier. The balance in reserve II is $381,181.00.

The assessment account balance is $77,202.00. Currently, there are 78 financers and 42 prepays. The next prepayment window will be April 1-20, 2018, and the prepayment amount will be $29,517.00.

**Liens and Delinquencies:**

Heffelfinger stated Tall Ship has hired a new attorney, Dan Draisen. Mr. Draisen will work with the delinquent accounts. Draisen recommended several different actions including a 5 day demand letter be mailed certified to delinquent owners, posting notices on doors for owner or occupant and foreclosure to follow. After discussion, F. Patterson made a motion to send a letter to owner, copy to renter and rental agent, and post on the door for owner/occupants of the 2 delinquent accounts. O. Borys seconded this motion and the motion carried.

D. Lee and G. Lee left the meeting.

R. Heffelfinger presented the Board with the Capital Reserve study asking for input on additions, deletions, or modifications. We discussed that there will likely be changes and we agreed to independently review the spreadsheet and discuss in future meetings.

F. Patterson motioned to adjourn the meeting, seconded by J. Kovacs.