**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: March 8, 2016

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

**Present**: Olimpia Borys, Frank Patterson, Rob Routman and Barry Stuart (BOD)

 Geig Lee and Diane Lee (FPM)

**Guests**: Frank Aaron (#317), Doug & Barbara Click (#212), Harold Capitola (#110),

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 February**: Approval of February minutes is deferred to next month’s meeting.

**Treasurer's Report**: R. Routman presented the current financial statement to the Board for discussion. The operating account has a balance of $32,071.95. The assessment account has a balance of $171,698.08.

In building improvements, $2,866.61 will be used for the stair repair in the Yawl and Ketch buildings and should be paid out of the reserve account for capital improvements.

The Board discussed and reviewed delinquent accounts.

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

**Bow window and end wall project:** M. Clarke reported work at Square Rigger is ahead of schedule and should be completed by mid-April.

M. Clarke submitted change order #2 to the Board for replacing rotted wood framing for a total of $20,286.88. R. Routman made a motion to approve the change order. O. Borys seconded this motion and the motion passed.

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

$8,852.52 and SE totaling $97,194.67 due currently for approval. After discussion,

R. Routman made a motion to approve the invoices and pay from the assessment account.

F. Patterson seconded this motion and the motion passed.

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M. Clarke discussed the plans for the Cutter building. Clarke stated that the drawings are complete.

At this time, M. Clarke submitted the contract from SE totaling $564,592.00 and 10% fee for MCA to the Board for approval. Clarke also submitted change order #1 to the Board for column repairs totaling $24,080.00. R. Routman made a motion to approve signing of the contracts for SE and MCA and including change order #1. O. Borys seconded this motion and the motion passed. J. Bullard will start the permitting process after contracts are signed today.

**Other repair and maintenance issues:**

**Spot Painting Needs:** G. Lee discussed the need for spot painting. After discussion, the Board agreed that the spot painting should continue. Lee suggested payment for the spot painting come from the reserve and estimates cost will be around $8,000.00. R. Routman suggested pulling money from the reserve for an extra $3,000.00 to add to the $5,000.00 already budgeted. Routman would like for the project cost to be on an assessment report.

**Wood rot under Schooner:** G. Lee reported wood rot was discovered during the termite inspection under the Schooner building. Lee stated there is also a drainage issue. After discussion, the Board agreed structural integrity is most important for Tall Ship’s immediate needs and this issue needs to be dealt with now. G. Lee, M. Clarke and J. Bullard will investigate further and report findings back to the Board.

**Existing Business:**

**Master Key:** B. Stuart discussed the storage room keys. Owner’s master keys will work the storage rooms. B. Stuart, Fire Dept., Maintenance office and Foothills Property Management have copies of the master key.

**Exterior curtains, blinds and etc.:** The Board stated a proposed draft of changes is underway and will be effective January 1, 2017.

**Boardwalk update:** B. Stuart reported the present boardwalk has been removed and the new one should be completed by April 29, 2016.

**Questions and Comments from owners/visitors:** F. Aaron stated he is concerned that funding the reserve account has stopped. Currently, there has not been a contribution since October. Aaron feels we must get back to funding this account. R. Routman agreed that the reserves are critical and that the reserve funding has been modified since the original reserve study requiring less funds.

F.Aaron reminded the Board a motion was made in the October 2015 Board meeting to address late and delinquent accounts. R. Routman will contact Sam Albergotti regarding ways to collect these.

**Adjourn:** R. Routman made a motion to adjourn. O. Borys seconded this motion and the meeting adjourned.

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