**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

April 10, 2018

**Place**:

Lake View Room – New Marina Pool Bldg.

**Present**:

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

Diane Lee, Geig Lee (FPM)

Sylvia Stuart (Visitor)

**Call to Order**:

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

**Approval of Minutes**:

O. Borys made a motion to approve the March 13, 2018 minutes as written. J. Kovacs seconded this motion and the motion carried.

**Treasurer's Report**:

Liens and delinquencies:

R. Heffelfinger distributed the financial comparison sheet for review. Numbers are slightly better this year due to the timing of collections. So far we have a gain of $52,226.00.

Operating account balance as of March 31, 2018 is $60,256.00. Reserve account balance is $403,548.00 and the assessment account balance is $95,643.00. The assessment loan balance as of March 31, 2018 is $2,275,519.00. 42 owners have prepaid the assessment loan thus far. The bad debt account balance is $70,000.00.

Currently, there are 5 delinquent accounts, 4 being collectible and the other in bankruptcy and foreclosure. This foreclosure process could take up to 6 months.

2017 Audit Report Planning:

The accountant has filed for an extension on the tax return. It should be completed by the end of June. R. Heffelfinger will be working on the assessment account and the bad debt account.

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Insurance upgrade:

The Board discussed several emails from Bill McLean. Currently, the insurance specifications include:

* Building deductible is $5,000.00 per occurrence (not per building).
* Loss of income- does not apply to special assessment (only applies to regime fees).
* The question, are values of policy sufficient to rebuild “cold shell”? Yes per the master deed- and individual owners insurance will cover the balance.
* Common elements- include foundation, roofs, exterior walls, most floors, sewer lines and pipes, common walls (no electrical included).

R. Heffelfinger will contact the insurance agent to clarify if drywall and elevator is included. Currently, the premium per year is $51,679.00. The amount budgeted is $56,000.00.

The Board discussed the following insurance changes:

* Increase liability umbrella including D&O from 15 million to 25 million. $627.00 per year.
* Loss of income for regime fees from 12 months to 18 months. $351.00 per year.
* Cybercrime coverage for 4 bank accounts. $500,000 for $911.00 or $750,000.00 for $983.00.
* Add 1 million in property coverage. $2000.00 per year.

After discussion, O. Borys motioned to purchase cybercrime insurance for $750,000.00 which is $983.00 per year and to increase loss of income from 12 months to 18 months. J. Kovacs seconded this motion. Motion passed unanimously.

**Engineering & Property Managers Report:**

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

**Janitorial Contract:** G. Lee discussed the proposed janitorial contract. G. Lee feels that we have a very conscientious janitorial staff that will perform extra items when requested. Lee will develop a scope of work all owners can understand.

O. Borys mentioned the need to replace the elevator flooring. The current flooring is worn and has a bad smell. G. Lee stated all elevators have a pit below that must be drained with a sump pump. At this time, all pits do not have pumps. Lee will get prices and present them to the Board.

**Landscape report:**

Tom Shirley of Greenworld joined the meeting. He stated he had done a walkthrough building by building about 10 days ago. Mr. Shirley presented a landscape proposal that consisted of removals, pruning, replanting and sprucing up areas. The discussion featured 3 phases: street, buildings and back area. The areas of importance include:

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* Mailbox and transformer area
* Zoysia grass at two areas. Ketch, Yawl and at the foot of the trail.
* Finish bridge area

After discussion, R. Heffelfinger made a motion to spend up to $15,000.00 for landscaping improvements. Prioritizing the 3 projects discussed and the tree removal. O. Borys seconded this motion. Work should be completed by the end of May or the beginning of Summer.

**Clipper crawlspace work:** G. Lee stated they are waiting on an insulator.

**103 Power/water off:** G. Lee stated the exterminator went in and bugs have been vacuumed up. Water has been added to the traps.

**Exterior Lighting-new bulbs:** The Board discussed using CFL bulbs and LED bulbs on the exterior lighting. The CFL bulbs are bright yellow and the LED are more soothing. After discussion, the Board decided the bulbs should be consistent building by building.

**Existing Business:**

**Beacon:** O. Borys is currently working on adding news and notes to the Beacon.

**New Business:**

**Nameplate procedure:** Lisa at Foothills will give owners information of where to obtain the nameplate.

**Marketing brochure:** O. Borys will write up the brochure complete with photos and floor plans.

**Unit 324 Request:** Unit 324 has requested to install a wooden ceiling with recessed lighting and a ceiling fan to the porch area, similar to a neighbors. A request had previously sent in to CARE and it was sent back to TS BOD for approval. After further discussion, R. Heffelfinger made a motion to deny the owner request based on current policy and bylaws. O. Borys seconded this motion.

The Board will send a letter to the current owner (unit 336) who has remodeled their ceiling asking if they had obtained a previous BOD approval.

O. Borys motioned to adjourn the meeting.

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