**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

April 9, 2019

**Place**:

Lake View Room

**Present**:

Frank Aaron, Olimpia Borys, Jamie Cruz, Loretta Dandrea and Roger Heffelfinger (BOD)

Geig Lee, Diane Lee (FPM)

**Guests:**

Barry and Sylvia Stuart (229)

Lou Nuzzi (336)

**Call to Order**:

O. Borys called the meeting to order.

**Approval of Minutes**:

The Board asked for the March minutes to be amended to remove Ketch under the Tarp replacement. F. Aaron made a motion to approve the March 12, 2019 minutes as amended. L. Dandrea seconded this motion and the motion carried.

**Treasurer's Report**:

**Current Financial Report:**

The Operating account balance as of March 31, 2019 was $87,602.13. Operating disbursements for the month were in line with budget, and favorable year-to-date compared to last year.

The Capital account balance as of March 31, 2019 was $440,815.65. There were no capital disbursements this month.

The Assessment account balance as of March 31, 2019 was $59,547.09. The loan balance as of March 31, 2019 was $1,871,429. March’s monthly loan payment (principal & interest) was $19,295, and the loan payment coverage ratio (assessment account balance/monthly loan payment) was 3.1x. Owners have the option to prepay assessments each quarter. The next optional prepayment window is April 1-20, 2019, and the prepayment amount is $27,472.

The Bad Debt account balance as of March 31, 2019 was $100,000.

**Liens and Delinquencies:**

There are no accounts this month with balances over 30 days past due. The one account from last month which was over 90 days past due has paid their account in full, after receiving another collection call from Foothills.

Unit 321 has been listed for sale. The regimes and assessments are current, however the current owner is disputing the $3,000.00 legal fee charge. F. Aaron made a motion to table this discussion until next month. R. Heffelfinger seconded this motion and the motion carried.

**Engineering & Property Managers Report:**

**Other repair and maintenance:**

G. Lee discussed ongoing and completed maintenance issues.

* Per the inspection report, Unit 111 has insulation falling.
* Units 310/311- the leaks have been stopped and a headboard replacement is currently being searched for.
* Carpenter bee traps- 36 more to be hung. Foothills is responsible for emptying the traps.
* Work on the downspout drainage is now complete. The drains have been cleared with snakes and replaced others.
* Column repairs/stucco repairs- G. Lee will be meeting with J. Bullard next time he is in the Upstate to review. During this meeting, all 7 buildings will be inspected and G. Lee will present a quote for repair to Board.

**Spot painting:**

Spot painting is in progress. Clipper, Square Rigger and Cutter building floors will be pressure washed and painted this year after the tarp installation.

**Tarps:**

Anderson Boat and Canvas has ordered the tarps and they should be arriving soon. Tarps will be replaced at Square Rigger, Cutter and should take about 4 days per floor..

**Roof Update:**

G. Lee stated he will email copies of the roof proposal to the Board.

**Long Steps to Leisure Trail:**

G. Lee stated the permit has been approved by CARE, and lights have been ordered. The project will begin as soon as the weather permits and should be month long project.

**Landscaping Report:**

**Project Progress:**

G. Lee has contacted Tom Shirley and discussed the landscaping progress. He mentioned the following items need attention.

* Indian Hawthorns need replacing.
* Yawl building- not finished @ front right side of building, lariope needs to be changed and mowed. Any coming through the mulch will be poisoned.
* 130 Junipers need replacing, drip system will be included.
* Plants are needed at Yawl to help appearance.
* The white azaleas at Clipper need thinning.

R. Heffelfinger stated Community involvement is welcomed. T. Shirley with Green World Landscaping will begin the next phase once work on the leisure trail steps is ongoing.

**Old/Ongoing Business:**

 **Janitorial & Trash services:**

G. Lee will continue to obtain quotes for service. O. Borys and R. Heffelfinger will continue to monitor the current service for the next two weeks and see how it goes during the pollen season.

**Loose trash solutions:**

R. Heffelfinger discussed issues with the current trash bags falling to the bottom of the garbage cans. Heffelfinger suggested sizing up on the bags and replacing them once a week. Cans need sanitizing when bags are being replaced.

 **Remove Janitorial Scope Items:**

O. Borys discussed items that will be removed from the janitorial scope such as light bulbs, ice melt, and dehumidifiers.

In building maintenance, the following items will be added.

* Window cleaning. Windows will be cleaned and power washed twice a year by an outside contractor.
* Dry shampoo elevator carpets.
* Light bulbs.
* Dehumidifiers.

J. Cruz made a motion that the new proposal will not include changing light bulbs and checking dehumidifiers. The Board will modify the contract with the cleaners at the April meeting. R. Heffelfinger seconded this motion and the motion carried.

**Design Review Application Verbiage:**

O. Borys has completed the verbiage changes. The final draft will be sent by email if the BOD approves it, then added to the website.

**New Business:**

 **Contractor Cleanup Enforcement:**

G. Lee stated the owner did respond to the clean-up request. The remodel had no load bearing issues and owner did submit appropriate applications and permits.

The Board discussed holding a separate meeting to discuss the possibility of TS inspections after work is complete. G. Lee suggested revisiting the sound deadening requirements.

 **Beacon:**

O. Borys stated L. Dandrea has agreed to take over as the new editor of the Beacon. The new Beacon will be published April 15th.

**Handicap ramp:**

J. Cruz discussed the need for handicap ramps. Cruz will get a proposal together and bring to the Capital expenditure meeting. J. Cruz made a motion to allow himself to speak for Tall Ship to get information on the handicap ramps. R. Heffelfinger seconded this motion and the motion carried.

**Questions and Comments:**

L. Nuzzi (336) asked for information on Tall Ship such as what the Board of Directors do and Foothills Property Management duties. Nuzzi also asked for an explanation on the assessment repairs.

**Adjourn:**

F. Aaron motioned to adjourn the meeting. L. Dandrea seconded this motion.