

# **TALL SHIP ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date:**

May 12, 2020

**Present** on Zoom Audio/Video

Frank Aaron, Olimpia Borys, Jaime Cruz, and Barry Stuart (BOD)

Diane Lee, Geig Lee (FPM)

**Guests:**

Jerilyn Schaller (307)

Dale Blazek (215)

**Call to Order:**

O. Borys called the meeting to order.

**Approval of Minutes:**

F. Aaron motioned to approve the March 2020 minutes. B. Stuart seconded this motion and the motion carried.

**Treasurer's Report:**

**Current Financial Report:**

**Operating Budget:**

Revenues: \$24,204.00 received as of April 30 for Regime Fees.

Disbursements: Disbursements for Maintenance items are in line with the exception of elevator repairs. Elevator repairs are \$1,400.00 over budget. Currently, there are no billings for building repairs.

Disbursements for all utilities are in line with budgeted amounts.

The Operating account balance as of April 30, 2020: \$116,962.90.

**Assessment Account:**

Revenues: \$22,171.20 received as of April 30 for Assessments. 58 owners are still making quarterly payments.

The current loan balance is \$1,427,835.23.

Current Ending Balance: \$73,673.69 or 4.55 months of loan payments.

**Bad Debt Account:**

No Revenue or Disbursements for the month.

Current Ending Balance: \$100,000.00.

**Delinquent Accounts:**

3 owners are 60 days delinquent and have been contacted. Payments should arrive within the week.

**Engineering & Property Managers Report:****Roof update:**

Bids and estimates have come in. Geig discussed the scope of work at length, \$18,000.00 should be deducted on the chimney cost due to overestimating the square footage. J. Cruz stated that he feels we haven't received the best price and prefers to meet face to face with the 2 lowest bidders. Lee suggested gutter repairs be added to the allowance.

**Other repair and maintenance:**

G. Lee discussed ongoing repairs and maintenance.

- Clipper photo cell needs to be replaced. Lights are on all day.
- Clipper elevator light will be replaced.
- Currently halfway through securing elevator panels.
- Carpenter bee boxes are being emptied as needed.
- Gutters will be cleaned next week. G. Lee will be meeting with the irrigation repair person to discuss Yawl irrigation.
- Cutter and Square Rigger- Saplings will be cut and cleaned up, Ketch will be cleaned up for saplings if needed.
- Gutter repairs are needed however will wait for roof information.

**Project Updates:****Building spot painting:**

Yawl building painting: 3rd floor and half of the 2<sup>nd</sup> floor have been completed, we anticipate finishing up within the next week or two.

**Tarp Project:**

F. Aaron mentioned tarps have been removed at the Clipper building. G. Lee stated the rails have been painted and needed to dry. Lee says safety fabric can be installed if needed.

**Landscape Report:****Project Progress:**

G. Lee is meeting with the irrigation company at 1 p.m. today. Project should be completed afterwards.

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

The Board discussed an issue with the janitorial company setting off the fire alarms while pressure washing. Pull stations getting wet has been an ongoing issue and Clemson Cleaners should be notified to protect fire alarm systems with plastic while pressure washing. Owners should dial 911 and physically pull the pull station. O. Borys will add information to the Tall Ship handbook to alert owners of what should be done if the power to fire system is off.

**Parking Committee Update/Access Ramps:**

J. Cruz discussed the first draft of the rules and proposed changes to the parking areas. A discussion will be held on how to implement the new policies. 20 additional parking spaces are currently under consideration. Special needs parking will also be implemented.

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

O. Borys discussed the North Trail Expansion at length. The trail will not encroach on landscaping, they have 50' easement from the center of road. Speed bumps are a possibility if it becomes a problem.

**New Business:**

O. Borys stated the April newsletter has not been written since the previous editor has moved. Borys will resume the editor position and publish a July newsletter.

O. Borys stated the new parking rules should be mailed out with the next billing.

**Questions and Comments from Owners/Visitors:**

D. Blazek mentioned kids using banks instead of stairs. A discussion was held on how to approach this situation. Lee stated if owners know the unit numbers of the violators, we could call them and notify them of the liability.

The Board discussed non-owners of Tall Ship throwing trash in Tall Ship's trash bins. O. Borys suggested using a key code or key to access the storage area.

**Adjourn:**

F. Aaron motioned to adjourn the meeting. B. Stuart seconded this motion.

At this time the meeting went into executive session.