**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: May 9, 2017

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

**Present**: Gary Moser, Rob Routman, Olimpia Borys and Barry Stuart (BOD)

 Diane Lee and Geig Lee (FPM)

 Sylvia Stuart (Guest)

**Call to Order**: B. Stuart called the meeting to order.

**Approval of Minutes**: The board will approve the minutes from April 11, 2017 at the next meeting. The board agreed a draft watermark will be added to minutes awaiting approval.

**Treasurer's Report**: Treasurer, Rob Routman presented the April financial report. He noted that insurance and irrigation look high, but will level out in the coming months. The Reserve account balance is $338,237.64. It has decreased from last month due to spot painting payments.

**Liens & Delinquencies:** The board discussed at length foreclosures and bankruptcy options for delinquent owners.

**Bank Loan and Maintenance Advances:** Funds from the assessment account will be used to pay down the amount borrowed on the loan at conversion. The bad debt account has a balance of $120,000 and will only be used it needed. Funds if used will be put back. O. Borys discussed amending the bad debt policy. R. Routman is to revise the policy and put the updated policy in the new handbook.

Routman informed the Board that the total construction cost was $4,617,971.94. Of this amount Tall Ship paid $761,684.55 from assessments.

The board discussed cleaning of chimney and dryer vents. The board referred to the master deed that states chimneys are the owner’s responsibility.

**Single Assessment Proposal:**

* **Forum Report:** O. Borys felt the forum was well received and received positive comments. She added that attendance was great with 50 owners and 5 realtors present.
* **Statement/Invoice:** For owners wishing to prepay the assessment**,** O. Borys will post a notice on the boards at Tall Ship noting that payments must be received by Foothills by June 1st.

**Engineering & Property Managers Report:**

 **Building Repairs:** G. Lee noted that roof and gutter repairs will be expensed in near future.

 He continued that Clipper insulation in crawl space still needs to be invoiced.

Lee noted that a 5-year painting cycle should be in place and know which buildings are to be painted. R. Routman added there will always be some spot painting as well. The Board discussed painting and tarp replacement scheduled for next year. G. Lee will

explore ideas on tarp replacement.

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**Master Key Program:** The rekeying of Tall Ship units to a new master key is mostly complete. The board is pleased and over all feel the process went well.

**Satellite Dish & Wire Removal:** Satellite dishes have all been removed.Some wires are still in the process of being removed.

**Landscape Report:** G. Lee stated the juniper plants have been installed and may need a few more junipers planted in the fall. There may also be a need for three or four Mountain Laurel. At the Schooner building vines and saplings have been removed.

O. Borys made a motion to remove 5 trees, two of which are dead. The others are leaning or are too close to the building. This removal is not to exceed $2000 subject to CARE approval.

G. Moser seconded the motion and it passed unanimously.

**Existing Business:**

**Handbook Revision:** The board is working on revising the handbook. Each board member will review a section to revise. The treasure will be assigned to anything financial in the handbook.

O. Borys made a suggestion to make the Master Deed a pdf read only document. It was felt this would allow easier use of the document to locate information. The Board discussed and agreed to have HOA Attorney, Sam Albergotti, do a title search of the Master Deed and Bylaws to include up to date revisions. They would like for all the revisions to be listed on the cover page. R. Routman made a motion to allow up to $1,000 for this service. This was seconded by O. Borys and received unanimous approval.

**Beacon:** O. Borys stated she would put a reminder in the Beacon encouraging owners to reread the master deed and bylaws.

**New Business:**

**Pruning Requests**: Pruning requests were discussed**.** It was decided the managementcompany and the Board of Directors would evaluate all pruning requests in keeping with guidelines of Tall Ship and CARE.

**Dog Occurrence:** An owner made the board aware of an incident where a dog bit or scratched him. The owner of the dog will be notified and recommended to not allow the dog back at Tallship.

**Adjourn:** G. Moser motioned to adjourn. O. Borys seconded this motion and the meeting adjourned.

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