

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

Meeting Date:

June 12, 2018

Place:

Jocassee Room – Event Center

Present:

Roger Heffelfinger, Judy Kovacs, Olimpia Borys, and Barry Stuart (BOD), Geig Lee (FPM).

Guests: Sylvia Stuart

Call to Order:

B. Stuart called the meeting to order.

Approval of Minutes:

J. Kovacs made a motion to approve the May 8, 2018 minutes as amended. R. Heffelfinger seconded this motion and the motion carried.

Treasurer's Report:

Current Financial Situation:

Operating account balance as of May 31, 2018 is \$61,735.38. Several new owner fees have come in totaling \$13,500.00 year to date.

R. Heffelfinger stated 45 units have prepaid the assessment loan. The loan balance as of May 31, 2018 is \$2,162,303.00. The balance of the bad debt reserve is \$70,000.00. A new loan balance for financiers will be updated on the web site in July.

Liens and Delinquencies:

Unit 321 is in foreclosure proceedings and will most likely need to be written off. Two units are now in arrears greater than 90 days and per the policy, will have for a lien applied to the property.

There are a total of five delinquent accounts totaling \$32,451.00, the majority of which is due to the foreclosure and prior bankruptcy proceedings on unit 321.

R. Heffelfinger distributed and discussed a new letter that he proposed to be sent to delinquent owners who are greater than 90 days in arrears. The letter is sent from the Tall Ship Association (TSA) rather than Foothills, and has stronger verbiage stating that legal collection actions will

be taken if the owner does not settle the account within 15 days.

R. Heffelfinger motions that we begin using the new letter (as stated above), beginning with the current delinquent owners. J. Kovacs seconds the motion and the motion is carried.

2017 Audit Report Planning:

R. Heffelfinger has arranged for a meeting with the TSA accountant later today to review the audit report which is due at the end of the month. He will also be discussing the major delinquencies with the accountant.

Roger states that our audit planning is based on last year's budget and is therefore not entirely accurate. The BOD will need to update the plan when it performs budget planning for 2019.

Engineering & Property Managers Report:

Other repair and maintenance:

Column Repair: G. Lee reported the column repair has had several weather related delays.

Clipper crawlspace work: G. Lee stated the 120 crawlspace repairs are complete and the access hole needs sealing, but he is awaiting inspection of the space. Four dehumidifiers have been added.

103 Status: G. Lee stated all the dead bugs have been vacuumed up and pest control sprayed. No further active infestation was found, but the unit will be reentered to check again.

Elevators: G. Lee stated that the carpets in the elevators have been cleaned by Carpet Max. He has also acquired new carpet samples. The Board will select a few options for pricing.

Roofs/Water Leaks: Roof leaks were repaired at unit 325, which had some chimney flashing issues. A drip by unit 332 in the Ketch walkway was also repaired. The roof consultant that was contacted to look at the sealant bubbling issues has not yet responded. G. Lee will follow up.

Spot Painting/Tarps: G. Lee is working with a vendor to look at non-rope options to our railing tarps in an effort to reduce maintenance and painting costs. He noted that the re-ropeing adds a significant labor cost.

Sprinklers: The sprinkler systems were turned off for a period of time due to heavy rains, but have recently turned back on. The system at Frigate was turned on last week and tested. Two broken heads were found at the Frigate building and have been repaired. A subsequent problem occurred with the Schooner/Frigate system by the trail walkway which prevented the system from shutting off. The system is temporarily shut off pending repairs. G. Lee noted that the sprinkler system for these two buildings are set to go on every other day at 4 am.

Janitorial Contract: R. Heffelfinger has updated the Janitorial Specs for inclusion on the website and potentially give to a Janitorial company for quotes. The BOD previously reviewed the Janitorial Specs and are researching alternatives to having Foothills provide these services.

O. Borys motions to post the new Janitorial Specs to the website. J. Kovacs seconds it and the motion carries.

Landscape report: Weather delays have prevented the landscaping project to complete on schedule. G. Lee will contact Greenworld to obtain a resume date.

G. Lee notes that minor erosion control at the leisure trail will be needed.

R. Heffelfinger questioned the 'go forward' plan for maintaining the new landscaping. The BOD will review the needs and work an expanded grounds maintenance plan into the 2019 budget.

Existing Business:

Beacon: O. Borys stated the next issue is in July and will include updates on the Insurance. Owners will also be reminded to have adequate coverage for flood loss. There will be a lot of reminders about Policy Violations, a note about the spot painting and other maintenance projects.

Marketing Brochure: R. Heffelfinger has revised the text for the Condo/Townhome Marketing Brochure. He will send to Marketing for publishing. The goal is to have a marketing brochure with a page for each condo association including pictures. The brochures will be given to realtors and discovery packages.

316 Deck Ceiling: B. Stuart has written a letter to the owners and not yet received a response.

New Business:

Maximum occupancy: B. Stuart discussed the occupancy rules for TS condos, as KKPOA discovered some owners are advertising their space on VRBO as sleeping up to 8 people. This is currently under review by both the BOD and KKPOA.

Unit Renovations: The board discussed the need to define what constitutes structural and flooring changes. The BOD feels it needs to create a formal process for approval and inspection of renovations. A comprehensive policy will need to be defined, including but not limited to submitting plans for approval, proof of inspection, cleanup of debris in common space, and sound deadening requirements. Several units are renovating without proper approval and review.

New SC Rules: G. Lee mentioned that the state of South Carolina has passed a new law that requires all Master Deeds, By-Laws, and Declarations to be registered with the county of

origin. He stated he will verify that it has been done.

Parking Violations: O. Borys has tagged several vehicles recently parked behind the lower Mail Station, even though there is a fire hydrant there and the curb is painted red. She discusses the need to further mark the space as a fire lane.

O. Borys motions to paint 'No Parking Fire Lane' on the lower parking lot Mail Station curb. J. Kovacs seconds and the motion carries.

O. Borys motioned to adjourn the meeting. J. Kovacs seconded this motion and the meeting adjourned.