

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

Meeting Date:

June 9, 2020

Present:

Frank Aaron, Olimpia Borys, Jaime Cruz, Jerilyn Schaller, and Barry Stuart (BOD)
Diane Lee, Geig Lee (FPM)

Guests:

Dale Blazek (215)
Robert & Mary Green (133)
Thomas & Nancy Forrestal (208)
Sylvia Stuart (229)
John Taylor (318)

Call to Order:

O. Borys called the meeting to order.

Approval of Minutes:

The Board will approve the May minutes via email.

Treasurer's Report:

Current Financial Report:

Operating Budget:

Revenues: Received \$9,068. In Regime Fees and \$43 in late fees for the month.

Total Revenues received: \$9,111.07. YTD: Received 37.3% of total revenues budgeted, due to many prepaids last year.

Disbursements:

General Building Maintenance: \$138.95

All other accounts in line with budget. Paid \$150 for annual fee for renewal of property valuation.

YTD over budget in the following accounts: Painting +\$3,166 and Noncontract Elevator Repair +\$1759.

G. Lee stated around \$3,000.00 of outstanding invoices are in process for building repairs.

Gutter maintenance was completed last week, billing will be done in June. Stucco repairs will be over budget. Column and porch repairs are currently needed.

Current balance for the Operating Account: \$108,375.34

Assessment Account:

Revenues: Received \$23,375 in quarterly assessment payments and \$24,617.85 in prepayments for a total of \$47,992.85 for May. Also \$200 in prepayment fee processing.

Total Revenues in May: \$48,192.85 or 59.8% of annual budgeted amount.

Disbursements:

Loan Principal paid: \$10,515.23

Loan Interest paid: \$5,669.50

Total Loan Payment: \$16,184.73

Current balance in Assessment Account: \$105,681.81, which will cover 5 monthly loan payments.

Notes to Assessment Account:

- 1) Received 1 Prepayment in the amount of \$24,617.85
- 2) 57 owners remaining on loan payment schedule
- 3) Loan balance amount is \$1,427,835.23 at interest rate of 4.73%
- 4) Prepayment amount in June is \$24,817.95 and due by 6/19/20. This figure includes the \$200.00 processing fee.

Capital Account:

Revenues: Received 1 new owner fee of \$1,500. Interest received of \$10.21.

Total Revenue received \$1,510.21

No contribution from Operating Account in May.

Disbursements: None in May

Current balance in Capital Account: \$401,618.78

Bad Debt Account:

No Revenues or Disbursements in May.

Current balance in Bad Debt Account is \$100,000.00.

Ending checkbook balances as of May 31, 2020:

Operating Account: \$108,375.34

Assessment Account: \$105,681.81

Capital Account: \$401,618.78

Bad Debt Account: \$100,000.00

Total funds: \$715,675.93

Delinquent Report as of May 31, 2020:

\$1,486.97 is 30 days old by 2 owners in regime fees.

Engineering & Property Managers Report:

Roof update:

J. Cruz discussed his meeting with Daniel, height and access to roof is a concern. G. Lee stated he would like to get one more quote, worst case scenario being that the roof may be put off till March of next year. The roofing project may be a 9 year project instead of 7 year.

Other repair and maintenance:

G. Lee discussed ongoing repairs and maintenance.

- Stucco issues: G. Lee will be meeting with Jerry (Southeastern Wall) on Wednesday, June 10, 2020. 22 columns have been identified, only around half will be done this year. Lee expects to have the reporting's within 2 or 3 days.
- Seal coating: Lee stated all 3 lots should be done. Stenciling cost will be around \$12,250.00.

O. Bory's request the following:

- 1) Center area at Clipper should be a No Parking area
 - 2) Fire Lane only "No parking"
 - 3) Loading zone marked
- Crawlspace inspections are complete.
 - Spot painting: Bottom floor painting will begin soon.
 - Foothills will be replacing a couple of storage room doors.
 - Rear window cleaning is scheduled to begin July 6-10, 2020.
 - Entrance area has a lot of bee residue, Lee will check with window cleaners to see if they can clean this area as well.
 - Carpenter bee traps seem to be working. This is the second year the traps have been used, hopeful that by the 3rd year we can get rid of them.
 - Gutter cleaning and tree trimming are complete.

Landscape Report:

M. Green mentioned several areas in need on Landscaping. This request has been submitted via email.

- Sprouts from stumps should be removed at the Ketch building. Stump should be cut down.
- Dying tree branches overhanging at Ketch building are falling.
- Tree by the trash can is dying at top. Lots of undergrowth.
- Retaining wall at Ketch building needs work. G. Lee stated this repair will be a capital project and require funding.

S. Stuart will work with M. Green and J. Cruz to decide how much to do. M. Green volunteered to be on the landscape committee. Stuart stated Barbara Nykaza may volunteer as well.

The Board discussed an installation of a walkway leading to the Marina. O. Borys will poll owners of the 3 buildings to see if this is an interest. J. Cruz will get a guess cost together.

Parking:

J. Cruz discussed the parking restructure at length. The Parking Committee has laid out a solution to add 20 additional spaces making a total of 176 parking spots. Each unit will have one reserved space and owners must sign a parking agreement. There will be 20 visitor spots (not overnight), and 36 unassigned for guest (overnight guest and contractors). Guest must have a guest tag with unit number. Parking rules are located on the Tall Ship website and have been modified to say that every owner is entitled to one parking spot that is numbered. Owners must pay a \$50.00 deposit and sign a parking agreement. Campers, stored cars nor big trucks are allowed in parking lots. Rental vans are not allowed overnight. Violation of rules have the potential of a \$50.00 fine.

Handicap and Special needs: There will be one unassigned space and 5 access ramps throughout community.

O. Borys will email owners with information about when to apply for assigned spaces.

J. Cruz moved new parking rules be adopted and replace March 11, 2014 rules. J. Schaller seconded this motion. 4 members approved and F. Aaron abstained.

J. Cruz discussed the parking layouts at length. After discussion, J. Cruz motioned to approve the lot layout (will be modified and circulated). B. Stuart seconded this motion and the motion carried.

Signage: The quote for signage will be voted on via email.

Access Ramps: J. Cruz wants to approve the 4 access ramp plan as presented, an addendum could be added if needed. Cutter and Square Rigger will not have access ramps at this time.

Legal Review: B. Stuart will obtain a legal review on the procedure on how to assign spaces.

Violations & Enforcement: O. Borys met with Alex of Keowee Key Patrol. KK Patrol will help with parking enforcement if someone reports the violation to them. All parking complaints should be sent to J. Cruz. O. Borys suggested giving all Board members and residents the authority to tag a vehicle violating the rules. The Board of Directors will have the authority to have the vehicle towed. Any owner can call KK Security and report parking issues.

O. Borys will get an agreement drawn up with a towing company. J. Cruz will write up a policy for the next meeting. G. Lee suggested rules should be clear as to whom can be towed. Board members can have vehicle towed for violating safety, fire lanes, etc. (not for being in wrong space).

Old Business:

Janitorial & Trash services: A potential issue with having locked trash room doors is people leaving trash outside of doors. This will be monitored.

KK North Trail Expansion Proposal: O. Borys stated the expansion proposal will probably pass.

July Beacon: O. Borys is working on the July Beacon.

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Questions from owners:

M. Green asked what owners should do when alarm is going off? G. Lee would ask that owners call Foothills.

When is work completed? G. Lee stated FH's keeps up with it.

Leisure trail access: Owners will be polled.

D. Lee and G. Lee left the meeting. The Meeting was adjourned.

