**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

July 10, 2018

**Place**:

Lake View Room

**Present**:

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

**Guests:** Sylvia Stuart, Jay Schwartz (Otis Elevator)

**Call to Order**:

B. Stuart called the meeting to order.

**Approval of Minutes**:

J. Kovacs made a motion to approve the June 12, 2018 minutes. F. Patterson seconded this motion and the motion carried.

**Treasurer's Report**:

**Current Financial Report:**

Operating account balance as of June 30, 2018 is $71,964.46. New owner fees have come in totaling $15,000.00 year to date.

R. Heffelfinger stated 45 units have prepaid the assessment loan. The loan balance as of June 30, 2018 is $2,150,119.00. The balance of the bad debt reserve is $70,000.00. The quarterly Special Assessment prepayment amount for July of $29,022 is posted on the website, and is good through July 20.

The operating account had little activity in the month of June. There was an after hour call for a non-contract elevator repair that resulted in a $3,650.00 invoice. The Board discussed the issues with the elevators at length. R. Heffelfinger suggested any upgrades to the elevator system should be budgeted under Capital reserves.

R. Heffelfinger stated the bee treatment is budgeted under the contingency, after review, he feels this treatment should be budgeted under Capital reserves since it prevents future damage.

**Liens and Delinquencies:**

Unit 321 is scheduled to be sold on the Oconee County Courthouse steps on August 6th, 2018. The Board will consult with the attorney to determine the next step.

R. Heffelfinger made a motion “In the case of the foreclosure sale of Unit 321 property, the Board waives the right of first refusal”. O. Borys seconded this motion and the motion carried.

**2017 Audit Report Planning:**

R. Heffelfinger stated the 2017 audit and tax return has been completed and mailed.

**Insurance Claim:**

The Board discussed a refrigerator leak that occurred in Unit 225 on or around April 17, 2018.

The owner has filed a claim with their insurance company USAA. USAA in turn has contacted the Homeowners Association stating a claim should be filed by the HOA. After discussion,

R. Heffelfinger made a motion “Since the damaged was caused by a malfunction to the owners appliance, the claim should be filed against the owners insurance. The Board declines any liability to this claim”. F. Patterson seconded this motion and the motion carried.

**Engineering & Property Managers Report:**

**Other repair and maintenance:**

**Column Repair**: G. Lee reported the column repair is underway and should be completed soon.

**Clipper crawlspace work:** G. Lee stated the crawlspace work is complete. Dirt will be hauled in to fill in the access hole.

**103 Status:** No further active infestation was found, but the unit will be reentered in the Fall to inspect again for activity.

**Building painting:** G. Lee stated the spot painting has begun. Stairwells at both ends of Yawl have been painted. Lee has contacted two contractors on prices for tarps and awaiting replies.

**Roof consultant:** G. Lee stated Carolina Roofing Supply will be on site July 25th to assess the needs and offer recommendations.

**Elevators:** Jay Schwartz of Otis Elevator met with the Board to discuss the most critical elevator repairs needed at this time. After speaking with the elevator technician that services Tall Ship the most critical repairs are as follows:

1. Solid state starter – This will reduce maintenance cost, reduce power consumption, eliminate electrical spikes, protect the motor from damage. $4,250.00 per elevator
2. Door operator – Creates an invisible safety net across elevator entrance to prevent the door closing on someone. $13,800.00 per elevator
3. Emergency return unit – If the building loses power, this function will allow the elevator to return to the main floor preventing entrapment. $7,825.00 per elevator
4. Light screen (Optiguard) – Light sensor system which keeps door open when someone is in elevator doorway. Replaces current outdated light sensor system. Already installed in 3 elevators. $3,500.00 per elevator

**Janitorial Contract:** Janitorial duties have been posted to the website for owners to view.

**Maintenance request:** The Board discussed options for owners to submit maintenance request. After discussion, the Board would like any future maintenance request be submitted in email form. The maintenance form will be posted on the website. Renters would need to contact the owner or rental agent to submit the request. Landscape request forms are located on the website as well and should be emailed to [info@clemsonhousing.com](mailto:info@clemsonhousing.com).

**Landscape report:**

**Shirley update:** T. Shirley will begin the landscaping project next week. G. Lee requests permission to purchase 30 additional sergeant junipers and miticide for the hill across the road from Yawl. O. Borys made a motion to allow the purchase. R. Heffelfinger seconded this motion and the motion carried.

**KKPOA Grounds Committee:** B. Click recommended using an outside party for landscape clean up. After further discussion by the Board, it was decided that this may be a liability issue. B. Stuart will investigate the liabilities before a decision can be made.

**Existing Business:**

**Beacon:** O. Borys stated the next issue will be published this month. There will be reminders about Policy Violations, Boat safety, master key policy, a note about the spot painting and other maintenance projects.

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

**Marketing Brochure:** B. Stuart distributed a copy of the proof for the marketing brochure.

**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.

**New Business:**

The Board discussed an issue in Unit 117 regarding the smoke alarm being disabled and removed. After discussion, the Board decided the owner should be fined $1,000.00 and cost of replacement.

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