**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

July 13, 2021

**Present**:

Dale Blazek, Jaime Cruz, Barry Stuart, Jeri Schaller, Frank Aaron (BOD)

Diane Lee, Geig Lee (FPM)

9 owners were present by Zoom.

**Guests:**

Starr McKinney (330)

Gary Crumbley (204)

Caroline Lander (201)

Sylvia Stuart (229)

**Call to Order**:

B. Stuart called the meeting to order and guests were introduced.

**Approval of Minutes**:

The Board reviewed the Board meeting minutes from the June meeting. J. Cruz motioned to approve the minutes as written. F. Aaron seconded this motion and the motion carried. The Board reviewed the Executive minutes from the June meeting. F. Aaron motioned to approve the minutes as written. J. Cruz seconded this motion and the motion carried.

**Treasurer's Report**:

F. Aaron reviewed the financial report. Ending checkbook balances as of June 30, 2021

Operating Account: $157,812.24

Assessment Account: $54,686.89

Capital Account: $167,946.13

Bad Debt Account: $100,000.00

Total Tall Ship Funds: $480,445.26

Premier Loan Assessment Balance as of June 30, 2021: $923,409.40. Total prepaid units -77 units

Total still owing - 43 units

New prepayment amount for June 2021 is $21,675.00 due by June 20th.

There are 3 delinquencies as of June 30, 2021. Total owed on the delinquent accounts is $2,735.00.

Sales: So far this year, 14 units have closed. 5 more are scheduled to close in July and August.

Updated CapEx Forecast: The Board discussed capital expenditures. J. Cruz stated the forecast moving forward is similar to last year. Elevators are in need of a greater presence. The Board discussed modernizing the 3 oldest elevators for next 3 years and pushing back the roofing.

Cutter building will require re-roofing next year due to the roof issues.

Lender Request of Variance: Per the attorney, this cannot be done per the master deed.

**Engineering & Property Manager’s Report:**

101 update: Lee stated the final inspection was completed and passed. Landscape repairs will now be done and a vapor barrier installed. Lee recommended sealing the crawlspace and vents, then wrapping with rubber membrane.

Project Updates: G. Lee stated he has met with 2 vendors regarding the stucco repairs. One vendor had no interest in the project and the other will only do stucco and not the columns.

Unit 309 has reported a crack in the ceiling of stucco. G. Lee will check on owner responsibility versus HOA on the ceiling cracks.

A work order has been created to clean all the gutters. The cleaning will be dependent on weather.

Gutters are cleaned 3 times a year.

F. Aaron mentioned a drainage issue at Lot 1 and 2. G. Lee stated he has ordered a cap to replace the grate.

Ketch building needs some painting at the stairwell.

Deck Balconies: The Board agreed that the common area railings need to be painted first and then installing canvas on stairwells and fronts. F. Aaron stated a risk assessment will be needed before this begins.

Parking lot lighting: G. Lee discussed the proposal from Pike Utilities. After discussion, the Board stated to go ahead with Duke on the parking lot lighting on a fixed amount. The Board would prefer a contract from Duke.

New repair and Maintenance Issues:

Unit 131 Truss issue: The owner hired a structural engineer and installed a knee wall to stabilize.

Unit 314 Remodel: No record of application to renovate and contractors are still working. Permits have been pulled for plumbing and electric at Oconee. Smoke detectors and the enunciator have been removed. A motion was made to issue 3 fines for the following: $250.00 safety violation, $150.00 renovation form, $75 x 4 parking violations by contractor. J. Cruz seconded this motion and the motion carried.

Railing Protection: Wait on roof assessment.

Window Washing: O. Borys stated the window washers only cleaned half of her windows. Soapy film is still there. G. Lee will follow up and not pay the invoice until issues are resolved. An email should be sent to owners of Schooner 3rd floor units.

**Landscape Report:**

Master Plan for Future Landscaping: Stair, Landscape and Architectural Committee met and walked the entire property and marked the trees. Yellow tape means to remove. Orange needs top or trimmed. Pink is marginal.

Removing trees will help with gutters and drainage. KK is establishing a Forest committee. The Board would like to wait until this committee is established to see what they do.

Trees at Clipper and Frigate have been removed and looks good. At front of Square Rigger and Cutter there are two maple trees against the building.

S. McKinney stated there is lots of undergrowth on the Leisure Trail. She asked that management move branches and limbs.

Grounds improvements should include trimming banks, several trees touching roofs and needs trimmed. Trees 15’ need to go. G. Lee suggested waiting until Fall and Winter in order to get better prices.

**Parking:**

The Board discussed parking issues at length. There were 4 violations noted on Unit 314 recently.

F. Aaron made a motion that the HOA will replace the missing blue reserved sign and bill owner a   
$50.00 fee for replacement at no fault of the owner. D. Blazek seconded this motion. The Board voted 2 yes and 1 no. The motion carried.

Other issues: Green suggestion. Thacker requested electric charging stations be installed in the parking lots. G. Lee will check with Duke about adding a charging station at the last visitors spot and mail station. This cannot be justified for just one owner.

**Old and Unfinished Business:**

Janitorial and Trash services: F. Aaron stated the power cleaning at Clipper looks great, the steps need to be cleaned as well.

**New Business:** KKPOA Renters Info: Information on renters needs to be sent to Amy to allow renters to enter the gate.

**Zoom meeting improvements:** The Board discussed issues that need to be improved upon such as being able to hear better, possible conference phone, and resolving issues the camera and microphone.

G. Crumbley suggested doing away with Zoom and setting up audio calls with speaker phone.

**Questions and comments:**

G. Crumbley suggested visitors speak first at meetings before the meeting starts in order to limit time.

**Adjourn:**

D. Blazek motioned to adjourn the meeting. F. Aaron seconded this motion and the meeting adjourned.