**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**AUGUST 11, 2015**

**Meeting Date**: August 11, 2015

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

**Present**: Barry Stuart, Frank Patterson, Frank Aaron, and Rob Routman (BOD)

Geig Lee and Diane Lee (FPM)

**Guests**: Sylvia Stuart (#229), Gary Moser (#206), Harold Capitola (#110), Marshall Clarke (MCA)

**Call to Order**: 9:10 AM B. Stuart called the meeting to order.

**Introduction of Guests**: B. Stuart welcomed the guests present.

**Approval of Minutes for July 14, 2015**: July minutes will be distributed to all Board members for approval at the next meeting.

**Treasurer's Report**: F. Patterson reported on the current financial situation. Currently, there is 1 unit in foreclosure and 3 units delinquent. The Board discussed the bank loan and how much interest has been paid thus far this year. F. Patterson stated the budget looks good even though the window cleaning was slightly over budget.

R. Routman discussed the lien process and how an attorney may be able to help with this. R. Routman will continue to work with the attorney and report findings to the Board.

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

**Bow window and end wall project:** M. Clarke stated the scaffolding is up at the Ketch building. Demolition should be complete by the end of July and windows are on site. He stated during the demolition process rot was found with more extensive rot on end walls. Termite damage was also exposed in the master bedroom walls therefore, some studs will have to be replaced.

M. Clarke discussed repairs on the tall columns due to cracks. After discussion, R. Routman made a motion to have Marshall bring a quote per building for columns and wall repair for Ketch, Yawl, Cutter and Square Rigger. F. Patterson seconded this motion.

**Invoice approval:** M. Clarke presented the Board with the invoices from MCA totaling $8,452.39 and SE totaling $150,570.00 due currently for approval. After discussion, F. Aaron made a motion to pay $90,000.00 from the assessment account and the balance borrow from Premier. F. Patterson seconded this motion.

(Page 1 of 3)

**New Business:**

**Contractor – Structural/Remodeling – Board Approval:** The Board discussedthe process for owners having construction or any remodeling projects done at Tall Ship.

After discussion, F. Aaron made a motion for any flooring project to require some kind of sound limitation. For any acoustic renovation, anytime remodeling is done in spirit of improvements, recommend sound limitation products similar to cork or rubber not over 4 inches. Final drafts will be prepared and voted on at a later date. The Boards approval is required for any renovations or remodels.

Frank A. made a motion to form a committee to set up remodeling regulations and description of work. R. Routman and F. Patterson will serve with Frank Aaron on this committee. This motion was seconded by F. Patterson.

**Attorney Reply – Unit 201:** R. Routman is still working with the attorney, S. Albergotti on the reply.

**Other repair and maintenance issues:** G. Lee discussed ongoing work orders such as:

1. A hand rail will be installed at the leisure trail.
2. Crawl space doors will be rebuilt on completed units.
3. A repair to the walkway @ the Ketch building.

G. Lee discussed repairs needed on the elevator and suggested that the Board start planning for the repairs in capital improvements. B. Stuart suggested that Jay with Otis Elevator attend the next meeting.

G. Lee stated he will meet with M. Dahill to discuss extending the rail to the leisure trail for safety purposes.

**Fire Alarm Inspection and Problems:** G. Lee discussed the fire alarm inspection and stated several batteries were replaced at this time. During the inspection it was found that a unit in the Schooner building had disconnected the alarm during remodeling. After further discussion from the Board, F. Aaron made a motion to fine the owner $1,000.00 for removing the fire alarm system. This was seconded by F. Patterson. R. Routman made a motion to amend the previous motion to allow for proper notification to rescind. F. Patterson seconded this motion. The Board also discussed adding the rule regarding the smoke alarms to the handbook, website and Beacon. Adding a sticker to the alarms stating property of Tall Ship, do not remove was also discussed.

**Landscape Report:** G. Lee discussed the landscape report with the Board. He stated the sprinkler system is being evaluated by John McGabee. John is getting a map together and will give his report to Geig when done. G. Lee feels changes are needed in some areas.

Care is complaining about the limbs being trimmed at the 16, 17 and 18 stack The Board discussed taking the rest of the tree down as well as removing the brush.

(Page 2 of 3)

Lisa and Robin with Merryscapes entered the meeting at this time to discuss the landscaping issues. The Board discussed the improvements to the landscaping needed such as:

1. Appearance
2. Maintenance plan

After much discussion, the Board instructed Merryscapes to do 2 full days of landscaping in addition to the 4 hours a week done now. G. Lee suggested work begin on the front of Schooner and front of Frigate first. The Board then instructed Merryscapes on the plantings to add and remove. R. Routman made a motion to approve plantings and accept quote option 3 in stages as scheduled with an extra 1\2 day labor and to remove Indian hawthorns and pull out weeds at Cotoneaster. F. Patterson seconded this motion.

The Board agreed to install a sign stating “No pets on grass”. F. Patterson agreed to obtain the sign.

**Existing Business:**

**Parking Issues:** F. Patterson is obtaining signs for the parking areas. F. Aaron stated there was an incident where a truck had blocked the entrance. He suggested asking KKPOA if a hump could be installed on the roadway.

**New Business:**

**Solar Power – Duke Energy Article:** The Board discussed the pros and cons of solar power offered by Duke Energy. After discussion, the Board decided against the use of solar power.

**Adjourn:** B. Stuart made a motion to adjourn.

(Page 3 of 3)