**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: August 8, 2017

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

**Present**: Gary Moser, Rob Routman, Olimpia Borys and Barry Stuart (BOD)

 Diane Lee and Geig Lee (FPM)

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

**Approval of Minutes**: R. Routman made a motion to approve the minutes from June 13, 2017. O. Borys seconded the motion and the motion passed. R. Routman asked for the July 11th minutes to be amended as discussed. After the amendment, R. Routman made a motion to approve the minutes from July 11, 2017. O. Borys seconded the motion and the motion passed.

**Treasurer's Report**: R. Routman discussed the financial report at length. Routman asked that excess painting expense over the budgeted $5000 be taken out of reserves since we have budgeted for reserves expenditure on painting this year.

Routman asked the operating budget report be restructured so the rollover funds from the end of 2016 not show as an expense, but listed below the expense column. This will make the report read easier and show the correct expense percentages for the year. Foothills will make this adjustment.

Routman noted the reserves now are $360,781.71 after the first two quarters of the year. He stated that the next time an owner could prepay the assessment would be with the October bank payment. September 15th will be the date for the prepayment funds to be paid to the association. The Board agreed that any prepayment of the assessment would also have to include, the reamortizaton fee, the administration fee, and the wire fee to the bank.

**Liens and Delinquencies**: Routman discussed delinquent accounts, liens, and foreclosures. Routman made a motion to ask Attorney Sam Albergotti to begin foreclosure on a unit that is thirty days past filing of a lien. This was seconded by O. Borys and the motion passed unanimously. Routman also made a motion to put a lien on two other units that were over 90 days delinquent. Borys also seconded this and this motion also passed unanimously.

Projected reserves were discussed and reviewed.

**Engineering & Property Managers Report:**

**Other Repair & Maintenance Issues:** G. Lee discussed maintenance and repairs. Lee stated work is ongoing on downspout drains. There have been a couple of condensate leaks and leaking toilets. Owners were notified of repairs needed. Lee stated that a leak file has been created so that they can be tracked.

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G. Lee would like to separate gutter maintenance from gutter cleaning. He noted that cleaning happens three times a year. Lee stated that all the down spouts have been cleaned out. O. Borys and G. Moser agreed that gutter drainage is better.

G. Lee has a work order to install a new lock on Unit 212.

G. Lee discussed the need of sealing cracks in the columns and suggested contacting other stucco repair companies around the area for a possible lower cost. Lee discussed tarp cost and painting at length. Re roping is the most expensive part of the process. G. Lee will try and clean the etched glass to assess if it can be saved.

**Column Repair**: The Board asked that a letter be written to the insurance company of the owner who caused the column damage stating that payment for the repair should be submitted within 2 weeks. The Board is concerned that additional damage could occur from water intrusion.

**Master key:** G. Lee is supplying the Fire Department with the master key.

**Landscape Report:** G. Lee stated he is waiting for a proposal from Tom Shirley. Funds have been spent on saplings and crepe myrtle. Plant replacements should begin in fall.

**Existing Business:**

**Blinds/Curtain Removal:** Owner of the unit with non-conforming blinds has agreed to remove them.

**Handbook Revision:** O. Borys is currently waiting for revisions.

**Smoke Detector-Unit 306:** The Board discussed several occurrences where the fire department has responded to the smoke alarm going off. There is also issues with trash and boxes being left outside the unit. B. Stuart will speak with the rental agent concerning the issues. A letter will be sent to the owner if needed.

**Beacon:** All agreed that O. Borys did a great job on the beacon.

**Parking Regulations:** B. Stuart will respond to the owners that violated the parking regulations.

**Ramps:** Foothills and B. Stuart have received numerous comments from owners regarding the ramp being removed from the Clipper building. After further discussion, the Board agreed to do a homeowner advisory vote at the annual meeting to determine whether the units are interested in incurring a major capital expenditure to install permanent ramps. Prices will be submitted to owners as well.

**Adjourn:** O. Borys made a motion to adjourn. The motion was seconded by R. Routman and the meeting adjourned.

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