**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**: August 9, 2016

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

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

 Diane Lee and Geig Lee (FPM)

**Guests**: Paulette Keffas-Chassin (#304 Schooner), Sylvia Stuart (#229 Square Rigger), Marshall Clarke (MCA)

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

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

**Approval of Minutes for July**: O. Borys made a motion to approve July minutes from the Board meeting and special meeting. R. Routman seconded this motion and the motion passed.

**Architects Report: Bow window and End Wall Project:**

**Invoice approval:** M. Clarke presented the Board with the invoices from MCA and Southeastern Wall totaling $212,908.87 due currently for approval. After discussion, R. Routman made a motion to approve the invoices and pay SE invoices from the loan proceeds and pay MCA invoices from the assessment fund. This motion was seconded by O. Borys.

**Bow window and end wall project:** M. Clarke stated the Cutter building is essentially completed. There was a serious issue with rot at the end walls but ultimately the project went well. Final cleanup is in progress and scaffolding has been removed.

**Schooner Walkway and Frigate North End Wall Contract:** The Board discussed the emergency repairs at the Schooner walkway presented by MCA. After discussion, R. Routman made a motion to approve the SE Wall Systems contract A101 for a total of $147,195.00 and also MCA Architects contract B102 for the Schooner and Frigate project. O. Borys seconded this motion and the motion passed.

M. Clarke discussed the Frigate North End Wall Change order #1. After discussion, Clarke recommended revising the scope of work to replace the entire veneer and sheeting and to fix the leaks and inspect all studs and framing. The revised cost for this work is $54,882.00 and this includes an allowance of $3,000.00 for wood repair. The Board decided to deduct $14,500.00 from the first scope of work of $60,370.00 for SE. After discussion, R. Routman made a motion to approve change order #1 on the North End Wall of Frigate for $54,882.00 and also $5,488.00 for MCA. O. Borys seconded this motion and the motion passed. SE will finish the work on the Cutter building completely and then start the emergency repairs.

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**Column repairs:** The Board discussed the column repairs. Currently, Schooner 1st floor repairs are scheduled to be done. There are two columns showing distress at the Clipper building and two on the walkway at the Clipper building. Four columns are in need of repair at the elevator entrance @Yawl building. R. Routman will run the cost projections and discuss at the next meeting.

**Treasurer's Report**: R. Routman discussed the current financial situation. The balance of the operating account as of July 31, 2016 is $71,000.00. The balance in the assessment account is $112,656.00. The reserve account balance is $266,146.00.

The Board discussed delinquent accounts. Currently, there are three serious delinquent accounts totaling $29,000.00.

The Board discussed the Reserve analysis. In 2020, the reserve should have $40,000.00 for the long trail steps. In 2021, the parking lot should be sealed and eventually elevators will need replacing. G. Lee will obtain an estimate on how much this should cost and present it to the Board. The roof replacement is scheduled to be in 2030.

The Board discussed the 2017 budget. All agreed that Janitorial needs an increase of $1,500.00. On the landscaping contract the Board felt the landscaping needs more attention. After discussion, they decided that the landscape committee should meet with G. Lee and seek recommendations. Management contract increases were discussed.

**Waiver on Condo:** The Board discussed the policy on the Waiver of Right of First Refusal. After discussion, the policy is as follows:

Should a unit be transferred without obtaining a Waiver of Right of First Refusal, the Master Deed provides that the new owner’s title is voidable. In lieu of voiding the new owner’s title the Board may choose to apply the lesser penalty of a $250 fine. Should any of the involved parties (unit owner, closing attorney or real estate agents) be involved in a second incident of attempted sale without first securing a Waiver of Right of First Refusal, the optional fine shall be in an amount equivalent to the quarterly regime fee in effect at that time.

R. Routman made a motion to adopt this policy. O. Borys seconded this motion and the motion passed.

O. Borys voted to impose a fine on the violating unit for $250.00 in lieu of voiding the title. R. Routman seconded this vote.

**Property Managers Report:** G. Lee reported that $2,300.00 has been spent in the month of July on maintenance. Lee stated that several work orders have been completed this month.

**Bee infestation**: G. Lee stated the honey bee hive in the Ketch building has been eliminated.

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

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