**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

September 12, 2023

**Present**:

Gary Crumbley, Starr McKinney, Barry Stuart, Susan Harnett (BOD)

Diane Lee, Geig Lee (FPM)

Jim Bailey (126), Sylvia Stuart (229)

Jay Schwartz (Otis Elevator), Donna Brearley, Sandy Smith, (ZOOM)

**Call to Order**:

B. Stuart opened the meeting.

**Elevators**:

Jay discussed the state of the elevators and the upgrades needed. There are 7 elevators onsite, 2 door operators have been replaced and 5 more door operators need upgrading. All need new power units. The cost of new door operators from 2022 to 2023 has increased by 7%. The actual cost is $24,276.00. This price includes labor, parts and materials. The warranty last 12 months however, the full maintenance contract will cover most issues.

The full maintenance contract per month is $735.00. This is a set price for only Tall Ship since most have yearly price increases. Maintenance and regular service calls are covered. Billable cost includes overtime and lightening emergency call outs. After hour emergency calls are $900.00 per hour. Travel times are also billed. Non-emergency calls are $475.00 per hour plus travel. Electrical and lightening damage could be insurance claims. J. Schwartz left the meeting.

**Questions and Comments:**

J. Bailey recommended keeping all old elevator parts. G. Lee confirmed this is being done.

S. McKinney stated she would like to schedule a Zoom call October 3, 2023 with Southern Elevators to discuss quotes submitted.

**Approval of minutes:**

Gary motioned approval of minutes. Starr seconded this motion and the motion carried.

**Treasurer's Report**:

One delinquency, owing $200, lien has been filed.

The balance of the Operating account as of August 31, 2023: $209,658.19

The balance of the Assessment account as of August 31, 2023: $53,197.77

NEW Capital Reserve account balance as of August 31, 2023: $243,316

Total Tall Ship funds: $506,171.96

**Assessment:**

Total prepaid units: 91 units

Total still owing: 29 units

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

Stucco quote:Quote of $2,580.00 from Michael Moore includes 5 pairs of railings, finish, and dustless blasting on rails. $1,300.00 to $1,500.00 more for painting.

G. Crumbley motioned to approve $2,580.00 quote from Michael Moore with painting not to exceed $1,500.00. S. McKinney seconded this motion and the motion carried.

**New Repair & Maintenance Issues:**

G. Lee discussed repair and maintenance items ongoing and completed at length.

Grading is being completed at Frigate; cost will be around $1,200.00 total.

S. Stuart mentioned the light located by the hydrant at Square Rigger is dimming.

S. McKinney stated the Yawl sign is wobbly and needs to be addressed.

S. Harnett stated the rip rap is down at the Ketch building. G. Lee stated it needs mulch and soil to divert the water away from the building.

Stucco: Walls, columns, and concrete ledge repairs. Gieg is getting pricing and meeting representative today. Stucco is missing on the right side of Square Rigger elevator lobby.

 J. Bailey asked for additional signs stating “no overnight parking”

Several doors and windows will be cleaned by Foothills which were coated during recent exterior cleaning.

Frigate painting was discussed. S. McKinney motioned to go ahead and talk about doing Frigate in 3 stages with blasting and painting. All agreed to discuss by next meeting the time frame, cost and staging. G. Crumbley seconded this motion and the motion carried.

Rule violation deck blinds: Owner has been notified and the blinds will be removed by Foothills.

Walkway light fixtures: Gary has the light fixture and this will be an instant facelift for all buildings. Total to complete replacement is $966.60. The Board discussed the possibility of selling the fixtures to owners for $5.00. Geig said he could replace cheaper than repair.

S. Harnett motioned to purchase 300 to 350 6” light rings. S. McKinney seconded this motion. The Board decided to table the discussion to determine if oversized fixtures are available and have for next meeting.

**Landscape Report:**

New Issues and Items:

Landscape Report: The Board discussed tree removal. S. Harnett stated she has received a quote for Yawl and Ketch removal at $7,450.00.

Irrigation repairs: 4 controllers have been replaced due to the old equipment. This will take us over budget. S. McKinney recommended putting locks on irrigation controllers and get keys as needed for landscapers and others.

Tree in pond: KKPOA will not be removing. Tall Ship has been given permission to remove it, but doesn’t have the money.

Roofing: Ketch and Yawl: Geig recommends waiting 2 years on roofs; get Edge to quote replacing both roofs at same time.

Drainage at Ketch Entrance: Rip rap has been placed, still need to address top of parking lot. Put stone in place to get water to flow into grass and not parking lot. S. Harnett suggested using stone that is there and purchasing more if needed.

Mail Kiosk: G. Lee will address needs.

**Parking and Issues:**

The Board discussed options such as cost for signage and decals. The discussion was tabled for now.

**Old/Unfinished Business:**

Janitorial & Trash Services: No update.

Handbook will need to be completed before annual meeting.

Budget and handbook meeting: October 19, 2023.

**New Business:**

Board member replacement for F. Aaron. 5 members are required, S. Harnett will oversee the nominating committee.

G. Crumbley motioned to adjourn.  S. Harnett seconded the motion and the meeting adjourned.