**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**Meeting Date**:

September 14, 2021

**Present**:

Dale Blazek, Gary Crumbley, Barry Stuart, Jeri Schaller, Frank Aaron (BOD)

Geig Lee, Diane Lee (FPM)

**Guests:**

Sylvia Stuart (229), Susan Harnett (234), Starr McKinney (330)

**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 August meeting. D. Blazek motioned to approve the minutes as written. J. Schaller seconded this motion and the motion carried.

**Treasurer's Report**:

F. Aaron reviewed the financial report. Ending checkbook balances as of August 31, 2021

Operating Account: $150,156.79

Assessment Account: $63,298.08

Capital Account: $175,429.80

Bad Debt Account: $100,000.00

Total Tall Ship Funds: $488,884.67

Premier Loan Assessment Balance as of August 31, 2021: $843,623.36. Total prepaid units - 80 units

Total still owing - 40 units. F. Aaron motioned to pay $10,000.00 extra out of the assessment account towards the loan. D. Blazek seconded this motion and the motion carried.

New prepayment amount for August 2021 is $21,290.58 due by September 20th.

There are two delinquencies as of August 31, 2021. Total past due $875.00. Both owners stated they will send in payment.

Sales: So far this year, 22 units have closed.

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

D. Blazek stated the Leisure trail looks good however, 2 wooden rails are needed.

101 Update: Work has been completed.

Project Updates: Rear deck balconies were discussed. D. Blazek will send a notice to owners asking them to take photos of balconies so the Board can evaluate needs. Foothills can paint balconies at a cost of $550.00 per balcony. If owner wishes to replace the tarps, price will increase. If owners fail to get the balcony repainted when necessary, Foothills will paint and bill the owner.

Parking lot lighting: G. Lee has asked for quotes from Duke on lighting and the installation of charging stations. Duke is currently experiencing a high work load.

New Repair and Maintenance Issues: G. Lee discussed HVAC leakage affecting 116, 216 and 316. This repair will be expensive. Owners must keep the HVAC serviced and cleaned as this is owners’ responsibility. F. Aaron motioned to send a letter to the owner stating the Board wants to be involved in structural repairs and would like to meet with the contractor. J. Schaller seconded this motion and the motion carried.

Porch stucco repairs have been scheduled and will cost around $3,500.00 per unit. Currently waiting for stucco finish color. 5 tall stucco column repairs need repair. G. Lee will reach out to Jerry at Southeastern Wall.

**Landscape Report:**

The Landscape committee brought several items:

1. Remove tree at Sq. Rigger and Cutter that are on roofs.
2. Re Landscape Sq. Rigger and Ketch ground cover.
3. Replace landscape timbers at the end of Ketch.
4. Several buildings are in need of landscaping at the rear of buildings.

 Brush, weeds, underbrush and weeds need to be removed and cleaned away from buildings. F. Aaron asked for the junipers be removed from the hill and mulch be installed. G. Lee will have someone trim underbrush in the next couple of weeks.

F. Aaron asked for quotes on removing the trees from the roofs once the leaves fall. High priority trees will be marked yellow. The landscape committee will identify 20 to 24 trees that need cutting. Bids will be obtained for day rates.

**Parking:**

D. Blazek feels parking is a lot better. Labor Day did not have as much volume and people seem to be listening. The Board will look at new materials for reserved signs.

**Old and Unfinished Business:**

Janitorial and Trash Services:

The Board agreed janitorial and trash service is going great.

Zoom Meeting Improvements: No update.

Alarm system: Inspection of system has been completed and a list of items needing attention has been submitted. Square Rigger has no power to the panel and requires a fire watch from dusk till dawn. The part has been ordered.

The Board obtained a proposal from a different fire company to do the regular maintenance and replace some of the equipment. The cost of the monthly monitoring service will be $65.00 per building. The equipment belongs to Priority One. A copy of the Priority One contract is needed to show zones and what they are connected to.

**New Business:**

Coded locks/ Trash room doors: The Board discussed replacing locks on trash room doors to coded locks to be more convenient. Set up will be a minor inconvenience.

Pruning request: No request submitted.

Web responses: No one responded.

Green Team Recycle Proposal: A survey will be sent out to owners.

Questions & Comments from Owners/Visitors: Other methods to pay fees? Could do bank transfer. Foothills will check for options.

Smoke and cigarette butts: Owner of unit will be billed if not cleaned up.

Risk assessment: Handrail railings need to be installed per the insurance company.

Adjourn