**TALL SHIP ASSOCIATION**

**BOARD OF DIRECTORS MEETING MINUTES**

**SEPTEMBER 8, 2015**

**Meeting Date**: September 8, 2015

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

**Present**: Barry Stuart, Bob Stojetz 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**: 9:00 AM B. Stuart called the meeting to order.

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

**Approval of Minutes for August 11, 2015**: R. Routman made a motion to approve the minutes from August 11, 2015 as written. B. Stojetz seconded this motion.

**Treasurer's Report**: D. Lee presented the current financial situation to the Board for discussion.

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

**Bow window and end wall project:** M. Clarke stated work is ongoing at the Ketch building and is going according to schedule. Bow windows have been installed and project is moving along very well. M. Clarke stated the rot allowance is more on the Ketch building due to the termite damage in the #33 stack. Framing of the bow windows was removed, replaced and realigned.

**Invoice approval:** M. Clarke presented the Board with the invoices from MCA totaling $15,214.30 and SE totaling $121,205.88 due currently for approval. After discussion, R. Routman made a motion to approve the payment of $121,205.88 to the contractor and approve the architecture payment of $15,214.30 to MCA. B. Stojetz seconded this motion.

R.Routman made a motion to approve the July and August rot allowances for the Ketch building in the amount of $27,966 for July and $29,911.28 for August. R. Routman made a motion to approve termite damage allowance of $22,356.00 for the Ketch building. B. Stojetz seconded both motions.

**Column Repairs:** The Board discussed the cracking on columns and concerns on how to repair the cracks. After discussion, R. Routman made a motion to proceed to do two test columns and adjacent end walls to observe whether water is the cause of problem, one on Ketch and one on Yawl. B. Stojetz seconded this motion. M. Clarke will let the Board know when this repair will be done.

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M. Clarke discussed a new code change regarding the bow window openings. The new code states that the maximum amount the bow windows are allowed to open when less than 36’ from the floor is 4”. Marshall feels the simplest solution would be to install a safety arm that would prevent the window from opening more than 4 inches. After further discussion from the Board, M. Clarke agreed to supply and install these at no cost to Tall Ship. The Board of Directors all agree M. Clarke is to follow the code on the windows.

**Attorney Reply:** R. Routman stated the letter has been sent out and the Board agrees to assess the owner.

**Other repair and maintenance issues:** G. Lee discussed the repair of a common sewer line backup. B. Stojetz reported the latch needs to be adjusted at the Clipper trash room.

**Landscape report:** G. Lee discussed ongoing landscaping improvements. G. Lee will follow up with the landscapers on extra trimmings and plantings as well as the 2 irrigation leaks that have been reported. MerryScapes will be providing an additional 4 hours of work as discussed at the last meeting.

**Existing Business:**

**Parking Issues:** The Board discussed ongoing parking issues. The parking lots were full Labor Day weekend. R. Routman mentioned parking signs are abused and never turned around when not in use.

**Contractor – Structural/Remodeling – Board Approval:** The Board discussedaddingthe process for owners having construction or any remodeling projects done at Tall Ship in the Tall Ship handbook. R. Routman will also consult with the attorney regarding the power to fine owners.

**New Business:**

**Budget -** The Board asked G. Lee to submit the year end projection to them as well as any recommendations he would have for the budget. R. Routman mentioned his concern about the landscape and irrigation maintenance.

**Questions and Comments from Owners/Visitors:** G. Moser mentioned a large dog running free with no leash at the Frigate building. B. Stuart stated he will mention this at the joint condo meeting next week.

H. Capitola mentioned AT&T workers dug 2 holes behind the elevators and left them. G. Lee will check on this issue.

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

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