

**Minutes
Tall Ship Board of Directors Meeting
October 17, 2006
Whitewater Room, Activity Center**

Present: Virginia Sholar, Donna Federico, Barry Stuart, Mike Ferrato, Roger Heffelfinger, Carolyn Asperger, Frances Johnson and Cathy Bell of Goldsmith

Absent:

Guests: Ken & Shirley Whitley, Harold Capitola, Gary Hildebrand, Barbara, Nykaza, Anne Ross, Kitty Miller, Allan Long and Kathy Stanton

NOTE: DUE TO THE SCHEDULED DATE OF THE NEXT REGULAR BOARD MEETING FALLING DURING THE THANKSGIVING WEEK AND THE TRAVEL PLANS OF SEVERAL MEMBERS, THE BOARD DECIDED TO MEET ON TUESDAY, NOVEMBER 14 IN THE R.I.T. ROOM IN THE ACTIVITY CENTER AT 9:00 AM.

I. Call to Order:

The meeting was called to order at 9:04 AM by Virginia Sholar.

II. Introduction of Visitors:

The following visitors were present:

Ken & Shirley Whitley, owners of Unit #335
Harold Capitola, owner of Unit #110
Gary Hildebrand, owner of Unit #111
Barbara Nykaza, owner of Unit #134
Anne Ross, owner of Unit #331
Kitty Miller, owner of Unit #233
Allan Long, owner of Unit #208
Kathy Stanton, owner of Unit #237

Following their introduction the visitors were allowed to address concerns they regarding building maintenance, landscaping and trailers in the parking lot.

III. Motions Approved by E-mail:

Goldsmith received an invoice in the amount of \$24,191.93 for services rendered through August 31, 2006. A breakdown of this invoice has been provided to the Board.

Motion: The Board authorizes Goldsmith to pay the invoice to Elmore & Wall in the amount of \$24,191.31.

Moved: Barry Stuart
Seconded: Mike Ferrato

Unanimous
01.10.06E

Goldsmith received two invoices from Summit Systems for the 50% advance for the work to be done on the #06 stack in the amount of \$7,007.50 and the work done on the decks of the #32 stack in the amount of \$3,757.78.

- Motion: The Board authorizes Goldsmith to pay the invoices to Summit Systems in the amounts of \$7,007.50 and \$3,757.78. These have been approved by the Technical Manager.

Moved: Barry Stuart
Seconded: Donna Federico
Unanimous
02.10.06E

Goldsmith received three invoices from Summit Systems for the balance due on the end wall of the #01 stack in the amount of \$4,680.75, 50% advance for the work to be done on the decks on the #31 stack in the amount of \$2680.10 and the 50% advance for the end wall at the #12 stack in the amount of 5,693.50. These have been approved by the Technical Manager.

- Motion: The Board authorizes Goldsmith to pay the invoices to Summit Systems in the amounts of \$4, 680.75, \$2680.10 and \$5,693.50.

Moved: Barry Stuart
Seconded: Mike Ferrato
Unanimous
03.10.06E

IV. Reports:

A. President's Report:

1. Virginia Sholar announced that she had received a notice of approval to remove one tree in the vicinity of the 35 stack to be replaced by an 8 foot dogwood. This is to be done at owners' expense and by an approved party.

- Motion: The Board accepts the request by the owners in stack #35 for removal and replacement of the desired tree behind Ketch provided it is done in accordance with the guidelines stipulated by CARE.

Moved: Mike Ferrato
Seconded: Carolyn Asperger
Unanimous
04.10.06

2. The President also announced a return to the policy of having visitors submit their concerns in writing to the Board prior to the meeting. This is being done in an effort to keep the meetings in their allotted time frame.

B. Approval of Minutes:

With the minutes of the September 19th Board meeting having been previously distributed to the board for comment no additional corrections or additions were made.

- Motion: The minutes of the September 19, 2006 Board meeting are approved as presented

Moved: Mike Ferrato
Seconded: Barry Stuart
Unanimous

05.10.06

C. Treasurer's Report:

Donna Federico announced that her report consists of the 2007 budget and will be presented in an executive session following the regular meeting.

D. Property Manager's Report:

1. Janitorial Quote:

After reviewing the job specs and the sight, two of the companies contacted declined to quote.

Smith Janitorial Service will provide a quote. It should be submitted within a week.

A meeting was held with Jani King (not the franchise owner) and the problems we were experiencing with the franchisee were discussed in detail. He was told that based on their lack of service we were withholding the September payment. He has taken steps to try and salvage the contract. A check sheet for each building outlining the daily, weekly, and monthly specs will be on site for checking off each day. He met with the franchisee and put them on notice as well.

2. Landscape Improvement Quote:

This quote was based on the meeting with the members of the landscape committee:

- Pine Straw fronts, courtyards, and signs - \$2990
- Cut brush behind Ketch & Yawl - \$1200
- Yawl: Replace turf with Zoysia sod - \$854
- Ketch: Replace turf at left of building with Zoysia sod - \$1260
- Ketch: Fill in long leaf mondo next to sign - \$162.50
- Level out sidewalk entrance to Frigate on right side entry- \$1,000.00 - \$1,500.00

3. Items to be completed:

- | | |
|--|-----------|
| • Sidewalk between Ketch and Yawl | Completed |
| • Replace rip rap beside new sidewalk/remove debris | This week |
| • Replace rotted railroad ties on steps to leisure trail | This week |
| • 2007 Budget Review | Completed |

- Look at sidewalk edges and erosion between Cutter and Square Rigger

E. Technical Manager's Report:

1. Problems in Unit #140 – Yawl Building:

Previous leaking at the bow window after the caulking was completed has been corrected by re-caulking at the location of the leak. Apparently the original caulking was not done adequately. At this point, I am more confident now that the “complete caulking protocol may be adequate.

There has been a wet bathroom wall after the new window was installed. After re-caulking around the new window, moisture was still observed beginning to mold near the floor in the same location as before. Moisture readings and observation of problems in the tile in front of the toilet point to a toilet leak. The owner has been notified.

2. Stucco Repairs:

a. Completed:

Stack #01 end wall, exterior & interiors.

Stack #06 end wall, exterior & interiors.

Stack #32 balconies. This had a large amount of damage.

Stack #31 balconies. Much less damage than #32.

b. New Work in Progress:

Stack #12, end wall and balcony.

Stack #33, balcony was begun on Thursday, 10/12/06, and the news is good. There is no rot and the structure was made of treated wood.

Repairs should be short and sweet, mainly stucco repair, which will be done next week.

c. Still to Be Completed:

There is a total of only 4 more end walls. The order of completion is:

Stack #09

Stack #20

Stack #21

Stack #26

Columns still to be done are Yawl, Ketch and Cutter.

3. Bow Window Repairs Complete Caulking Protocol):

We have done Stacks #04, #09, #10, #11, #32 and #40. Harold Capitola has agreed to report any leakage in any of the units in Frigate, ie #09, #10 and #11. To date he has reported only leakage in his own unit. I believe Summit Systems is going to re-caulk that window as he did in Unit #140.

4. Editorial Comment:

After giving much thought to Randy Manley's proposal that we replace the crank-out bow windows with vinyl, double hung windows, it occurred to me that it might be better and cheaper in the long run to just seal these windows and remove the cranks. This might cause some objections; but

once it is done, it would be a natural feature of the units. There is still plenty of ventilation when the balcony doors are opened.

5. Unit #339 Bow Window:

I was asked to inspect the bow window seat in this unit for damage. The seat did not appear to be damaged; however, the window crank on the right side was missing, and the molding in which it is mounted is cracked. The crank on the left side was there, but was inoperable. This might be a good candidate for the above recommendation.

6. Ketch Water Leak Status:

The walkway has been replaced and old concrete removed. The necessary work remaining is removing the forms and completing some landscaping and edging.

7. Since the building end wall repairs will be winding down soon, I propose that we proceed on balconies and bow windows with one crew, Chris Browning's, who is also an employee of Summit Systems, though now part time. Chris would be willing to work 2-3 days per week on our project as he has other work of his own. The advantage here is, he does much better quality work than the other crews; and he is far more dependable and productive. The pace on the balconies will most likely be adequate, and the bow window caulking can be accelerated as necessary. The slower pace would probably work better with the Tall Ship budget and the monies allocated to the repair project. I have discussed this with Tim Thigpen and Chris. They are both OK with this plan and agree it will benefit all.

F. Other Reports:

1. Social Committee:

The last scheduled social event of this year is the Sunday Brunch at the Club prior to the annual meeting on December 10, 2006.

V. Old Business:

A. Introduction of New Board Member:

The President introduced Frances Johnson, owner of Unit #312 as the board member elected to fill the vacancy created by the resignation of Carlos Luria. She will assume the office of Vice President and will serve out the term expiring at the 2006 annual meeting.

B. Yawl/Ketch Sidewalk Repair:

This has been completed except as to the issues stated in the Technical Manager's report above.

C. Street Signs:

Mike Ferrato reported that he had discussed the possibility of adding signs giving building names to the building number signs on the poles at the entrances to the condo parking lots. The response he received from both the fire department and the Oconee County roads department was a definite "no". He was told nothing can be put on these signs.

Based on this report the Board will review the draft of a letter to the CGM seeking input and help in the maintenance of the existing signs on the opposite side of Tall Ship Dr. As this may become a budgetary item, further discussion was put off until the Board reviews the proposed 2007 budget.

VI. New Business:

- A. Draft of Letter to KKPOA Community General Manager:
As stated above, this issue will be discussed in conjunction with the proposed 2007 budget.
- B. Draft of New Tall Ship Landscape Request Form:
The draft of the proposed new form is attached as Appendix A of these minutes.

VII. Resales:

Unit 107	Frigate	Closing October 6, 2006
Unit 337	Yawl	Closing November 9, 2006
Unit 339	Yawl	Closing October 31, 2006

NOTE: Due to new privacy policies instituted by the South Carolina Real Estate Commission the selling prices cannot be divulged until after the sale has closed. Your Board will accept these policies but will keep the owners advised in some timely manner.

- Motion: The Board waives its right of first option for these units.

Moved: Barry Stuart
Seconded: Donna Federico
Unanimous
06.10.06

There being no further business, the meeting was adjourned at 10:18 AM, after which the Board went into a closed session for a briefing of legal matters and discussion of the 2007 budget. All current Board members were present for this meeting.

Respectfully Submitted,

Barry Stuart
Secretary

APPENDIX A

**TALL SHIP ASSOCIATION
Landscape Request Form**

Reference is made to Table of Contents 14 and 15 entitled Landscape Policy,
Guidelines & Procedures.

The Tall Ship Board of Directors acknowledges receipt of the following landscape
request made by:

Date and Name

Unit and Telephone Number

Location and description of tree(s), bush(es) or plants for requested action _____

Please circle the appropriate action.

- Pruning of trees
- Removal of tree(s) (subject to approval of KKPOA CARE Tree Committee and Tall Ship Board of Directors*)
- Planting of tree(s), bush(es), or plant(s)

*If KKPOA CARE Tree Committee approves tree(s) removal and requires tree(s) replacement, the cost of removal and replacement will be at the resident(s) expense. Tree(s) replacement selection will be in accordance from a list provided by KKPOA CARE Committee and subject to Tall Ship Board of Directors approval.

Approve /Disapprove Date