

Thursday, January 10, 2008

Board of Directors			Staff	
P	Linda Herold	Member-at-Large	P	Lance Mann, Yates, Wood, & MacDonald
P	Patrick Resch	Member-at-Large	A	James Mika, Site Manager
E	Lew Cox, President	Phase 2		
P	Mark Alenick, Vice-President	Phase 2		
P	Kim Rivard,	Member-at-Large		
E	Rachelle Coe, Secretary	Phase 3		
P	Don Hilt, Treasurer	Phase 3		

Meeting Attendance: P=Present, E=Excused, A=Absent

“UNAPPROVED MINUTES”
www.tallfirs.com

Homeowners Attending: Robert Pade 10-B, Kai Eng 10-D, Sylvia Schulz 16-C, Bill Meyer 17-D, Andrea Watts 19-C, Sharon Horton 19-C Peggy Karpenko 22-B, G. Jupiter 23-C, Terese Mikkola 24-C, Mick Crawford 33-D, Homeowner in 37-C, Deana & Scott Ross 41-D, Kim Smith 47-A, Arlene Park 51-A, and Phyllis Hilt 51-D.

Call to Order: 7:00 pm

Minutes of Previous meeting (December 13, 2007):

1) The month in the “Minutes of Previous meeting” section is misspelled; there s/b only one “r” in November 8, 2007.

2) The “Committee Reports” section; there are two spelling errors 1) Committee s/b spelled Committee 2) Phyllis Hilt s/b spelled Phyllis Hilt.

3) Under “Old Business”, item C should read Repairs to carports (instead of Repairs to carports).

Don Hilt made the motion to accept the December minutes as amended. Kim Rivard seconded and the motion passed unanimously.

Homeowner Questions & Comments

1) Phyllis Hilt reported that Lance Mann, James Mika and the maintenance committee walked through Phase 1....Lance suggested that the board get a rules committee together to “re-vamp” the rules and regulations in order to help identify specific enforcement policies regarding the appearance of the patio areas and decks. The Landscape Committee should also get involved and state that Tall Firs is reclaiming their “common areas”.

2) Chris King (37-C) is a new owner and needs his garage door replaced; he will

work with James Mika to get that scheduled.

3) Kai Eng (10-D) reported that approximately 2 months ago he e-mailed James regarding moss and mildew on the sidewalks and buildings. He also reported that the metal railings throughout the property are getting rusty. James Mika reported that he did receive Kai's e-mail and that the crew was working on the moss and mildew issue and that building 9 & 10 were next on the list to get done. Kim Rivard suggested that the railing issue be discussed in New Business.

4) Peggy Karpenko (22-B) reported that she needed a handle and a lock for her garage door. James Mika took list of homeowners who were at the meeting that wanted handles and/or locks for their garage doors.

5) Don Hilt extended a big THANK YOU to James' wife for the wonderful food that she prepared and everyone enjoyed after the December's Board Meeting.

General Information

James Mika wanted to let the board and homeowners know that Puget Sound Energy was going to be installing new boxes in the near future; hopefully this will lessen the occurrence of power outages at Tall Firs after the upgrades have been completed.

James Mika will be attending the Federal Way City Council next Thursday (17-Jan-08) at 7:00 pm to discuss crew hours for the Tall Firs crew when they are doing maintenance work OUTSIDE the fenced area of Tall Firs (mowing grass, etc.) and to discuss the flooding issues that are occurring at the NE corner of the property near the access road. Kim Rivard indicated that she would be attending this meeting as well.

Property Manager and Site Manager Reports

If you would like a copy of the Resident Manager and/or the Property Manager reports, please call the Yates Wood main office at (206) 268-3300.

Committee Reports

Architectural Report (Don Hilt): Lance Mann received an e-mail from a homeowner in bldg 1825 to possibly install a satellite dish....Lance re-iterated that satellite dishes cannot be placed on the roofs.

Landscape Report (Kim Rivard): Kim Rivard reported that she has received Metro Bus passes for 2008 that are valid until 12/31/08 and she will bring them to the board meetings.

The possibility of getting trash cans or dumpsters for recycling yard waste was discussed (to avoid land-fill issues, toxic fumes, and to let the homeowners utilize the garbage dumpsters for household garbage only; instead of having to

accommodate yard waste at the same time)....James Mika to research and report back to the board.

The fountain light and flag lights are not on....And the fountain is not running. Kim Rivard received a quote for the tree removal near building 1 @ \$340. Kim will provide the board with quotes and a proposal at the next board meeting.

Safety Report (Patrick Resch): Two carport lights are out and need replaced at building 1730.

Treasury Report (Don Hilt): N/A

Website Committee (Joan Lechter): Hypermart will allow a 30-day trial period. Phyllis Hilt sent an e-mail with a link to the board as a sample. There is a nominal cost of \$9.75 to maintain the website or there is a special on now that if you pay for a year in advance it will cost \$2.75 for the enhanced service. There may also be a fee associated with our being able to keep the domain name. In the future they are looking to have co-webmasters. During the next few weeks they will try to get layouts and provide printouts for the board to see in order for a decision.

Nomination Committee (Bob Pade): The Nomination Committee is a 3-person committee and the close date for written nominations is 31-JAN-2008; however, they will accept nominations @ the meeting as well.

Unfinished Business

- 1) James Mika is still working on the concrete bids.
- 2) Lance Mann reported at the last meeting regarding the cost to have membership to the Community Association Institute (CAI) but suggested the discussion be tabled until the April meeting as their will be new board members in March. The website is wscai.org
Kim Rivard makes motion to table the CAI membership discussion until the April Board Meeting. Don Hilt seconded and the motion passed unanimously.

New Business

- 1) Rules Committee established: narrowly focused to rules for patio and decks in order to provide enforcement language; basically a patio & deck rules update. Three homeowners volunteered for this task: Sylvia Schulz, Mark Alenick and Phyllis Hilt.
- 2) Unit 6-D: Don Hilt makes a motion to terminate anymore action on Unit 6-D and write-off the \$4599.00 of bad debt. Patrick Resch seconded and the motion passed unanimously.
- 3) Railings: Repair versus New. James Mika and Lance Mann to secure quotes for what railings need replaced and what railings can be repaired. All the railings

need to be evaluated and then a decision needs made on whether the project gets done all at once, or is done in phases. Kim Rivard will also take a look at the ivy that is growing over the railing next to the Manager Unit.

Don Hilt makes a motion to extend the meeting for 15 minutes, seconded and approved unanimously.

4) Auditor: Don Hilt makes a motion to use the same auditor as Tall Firs used last year, for a cost of less than \$2600; Patrick Resch seconded and the motion passed unanimously.

5) Unscheduled Repairs: Don Hilt makes a motion to approve the onsite manager to use \$2000.00 towards any unscheduled repairs in the common area without prior board approval. These repairs will be reported to Lance Mann and in turn would be reported to the board at the next board meeting. Kim Rivard seconded and the motion passed unanimously.

6) Elections: Don Hilt makes a motion that elections from now on should have an election committee in place to conduct the election. This should be a 3-member committee that is appointed by the board president to help prepare the ballots, count the ballots, establish that we have a quorum and to conduct the election. Kai Eng and Sylvia Schulz are willing to co-chair. Kim Rivard seconded and the motion passed unanimously.

Adjournment

The meeting adjourned at **8:45 P.M.**

Linda Herold for Rachelle Coe, Secretary, Tall Firs Home Owners Association

Rachelle Coe, Secretary

Lew Cox, Board President

TALL FIRS HOMEOWNERS ASSOCIATION

PROPERTY MANAGEMENT REPORT

JANUARY 10, 2008

- Drafted and mailed out the notice to the 49 homeowners whose garage doors were being replaced and advised them that the project would begin on January 2nd. The project went well, with 5 garage doors yet to be replaced.

- Submitted requests for proposals to two additional contractors for carport post repairs. The proposals should be available for board review at the February meeting.
- Advised the Comcast representative of the board's approval of the new agreement and requested a copy of the agreement signed by Comcast.
- Contacted the code enforcement officer for the City of Federal Way regarding a particular unit with issues involving the condition of the interior of the unit. The enforcement officer is willing to assist, but the owner has not provided access to the unit.
- Conducted a detailed walk-through of phase 1 with the on site manager and the maintenance committee. Maintenance issues and deck and patio violations were noted.
- Sent letters to the following unit owners regarding deck and patio area violations:
 - Unit 1-A: Two coffee tables on the patio
 - Unit 3-B: Hand truck, black plastic boxes, a blue cooler and a bag of potting soil on the patio
 - Unit 5-A: Screen door lying against the building
 - Unit 6-C: Piece of lumber and six gallon plastic jugs of oil on the patio
 - Unit 9-A: Broom, green bucket and bag of garbage on patio

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- Unit 11-A: Lumber on patio
- Unit 11-D: Levied a seventh fine (\$100) against the unit owner for continued failure to remove the freezer from the patio. Also requested removal of white vinyl baskets, a roll of plastic office floor mat, a tricycle and a birdhouse from the patio area.
- Unit 12-A: A television, garbage, buckets of dirt and cardboard boxes on patio
- Unit 12-D: Box of garbage, white plastic garbage container, blue tarp, fishing poles and plastic baskets with household items on patio

- Unit 14-A: Children's toys, a toy basketball hoop, potting bench and leather boots on patio. Patio overall unsightly appearance was noted.
 - Unit 14-B: Large cardboard box on deck
 - Unit 14-C: A fan, large plastic water bottle, blue plastic bucket, stool, lighter fluid on patio. The owner was also asked to move the large barbecue back onto the patio and off the common area and to stop leaving garbage by the front door.
- Mailed out a letter drafted by the nominating committee to all unit owners and provided them with an owner roster.
 - The files for the owners of the following units are now with the attorney's office for collections:
 - 4-A, 6-D, 17-B, 20-A, 26-D, 29-C, 34-C and 48-C
 - The owner of unit 3-B submitted in writing that her balance would be paid in full by January 20th. It is understood that the file will be sent to the attorney for collections if the balance is not paid by that date.
 - A lien is being filed against unit 42-D.
 - The owners of the following units are being sent letters advising them that liens will be filed if the balances are not paid or payment arrangements made:
 - 6-D, 8-D, 14-D and 19-A