

Thursday, June 12, 2008

Board of Directors			Staff	
P	Joan Lechter, Director	Phase 1 (E)	P	Kathleen Chafin, Yates, Wood, & Mac.
P	Dottie Manfred, Treasurer	Phase 1 (O)	P	Aaron Ledvina, Interim On-Site Manager
P	Mick Crawford, Director	Phase 2 (E)	P	Lance Mann, Yates, Wood, & MacDonald
P	Mark Alenick, Director	Phase 2 (O)		
P	Kim Rivard, President	Phase 3 (E)		
E	Rachelle Coe, Secretary	Phase 3 (O)		
P	Phyllis Hilt, Vice-President	At Large (E)		

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

Homeowners Present: Peggy Karpenko 20-B, Bob Pade 10-B, Don Hilt 51-D, Carol Young 43-C, Andrea Watts 19-C, Kai Eng 10-D, Terese Mikkola 24-C and Arlene Park 51-A.

Call to Order: The meeting was called to order by the President at 7:02 p.m.

President Rivard informed the Board of Rachelle Coe's letter of resignation from the Board due to personal reasons. The Board accepted Rachelle's resignation.

Director Mick Crawford agreed to record the meeting minutes.

Minutes of Previous Meeting: Two corrections to the Architectural Committee's report were noted. In reference to 1918-D the Committee recommended denial of the request. Second, the reference to 1928-B should be 1726-B.

MOTION to approve the May 8, 2008 minutes with these corrections SECONDED, PASSED.

Homeowner's Questions and Comments:

Kai Eng requested that the tennis courts be cleaned up.

Don Hilt reported that there has been damage to at least one car on the property.

Peggy Karpenko reported that the lock and handle has been installed on her garage door however she is unable to open it from the inside. Mick Crawford said he would look into the issue and take appropriate action.

On-Site Manager's Report: (Aaron Ledvina, Interim On-Site Manager)

Aaron Ledvina gave an oral report but did not submit a written report for the Board.

Property Manager's Report: (Lance Mann, Property Manager)

Lance Mann informed the Board that this would be his last meeting with Tall Firs as he has been promoted to Senior Vice-President at Yates, Wood and MacDonald. He then introduced Kathleen Chafin, a Senior Property Manager with Yates, Wood and MacDonald who will be assuming the responsibility of managing our account with them and she will continue to work with Lance during her transition. The Board welcomed Kathleen.

Kathleen's e-mail address is kbchafin@yateswood.com. Her office phone number is 206-268-3300. Her direct phone number is 206-268-3314. Yates, Wood and MacDonald's address remains the same 425 Pontius Ave N, Suite 203, Seattle, WA 98109 and their website is www.yateswood.com.

Property Management Report – See attached.

Financial Reports – See attached

Treasurer's Report: (Dottie Manfred, Treasurer)

Dottie spoke about the status of our reserve account at HomeStreet Bank and the need to update signature cards.

Committee Reports:

Architectural Committee: (Don Hilt, Chairman)

Request from 1726-B to install a Direct TV satellite dish, the Committee recommends approval.

James Mika approached Don Hilt asking for approval to do deck repairs to limited common areas on the property which are the homeowner's responsibility to have done. It was asked if James was a licensed contractor and the answer was "NO". This will be discussed under new business.

Landscape Committee: (Kim Rivard, Chairwoman)

A shrub is blocking the view out the window of Unit 51-C so she cannot see if someone is approaching. Since this is a maintenance issue, Aaron was directed to install one of our motion sensor lights to alert her if someone is approaching. This will be the first step to see if this addresses her concerns.

The now famous "butterfly" bush has been removed.

Rules Committee: (Inactive)

Safety Committee: (Phyllis Hilt, Chairwoman)

No report.

Website Committee: (Joan Lechter, Chairwoman)

Joan received and presented one correspondence regarding a maintenance issue.

Updating the web site continues.

Budget Committee: (Inactive)

Nominations Committee: (Inactive):

Elections Committee: (Inactive)

Old Business:

POOL FENCE: The vinyl gates need to be modified in order to lock securely. There was general discussion.

MOTION to modify the existing iron gates to fit the new vinyl fence openings in order to use the same locks and to get the pool open as soon as possible SECONDED, PASSED.

MOTION to have Aaron move the pool emergency phone so it is above the emergency shut-off valve and enclose it in a weatherproof box. If he is unable to accomplish this, to have Qwest come in and do it SECONDED, PASSED.

PRIME ELECTRIC: Their bill for recent work was significantly higher than originally estimated. Lance has requested clarification of their bill and we are waiting for their explanation before paying the final bill and he will continue to monitor.

New Business:

1726-B SATELLITE DISH installation request: There was general discussion.

MOTION to table request to install a satellite dish for Unit 1726-B SECONDED, PASSED

JAMES MIKA: Requested to be allowed to do work on limited common area decks: There was general discussion centering on him not being a licensed contractor. Kathleen stated she will provide the Board with a list of licensed contractors to accomplish these tasks.

PHASE 3 DIRECTOR NOMINATIONS: A replacement for Rachelle Coe from Phase 3 is needed. Arleen Park and Don Hilt, both from Phase 3 submitted their names for consideration for replacement Director from Phase 3.

MOTION to extend the meeting until 8:45 p.m. SECONDED, PASSED.

PHASE 3 DIRECTOR ELECTION: A secret ballot was conducted to elect a replacement Director from Phase 3. Don Hilt received 4 votes and Arlene Park received 2 votes. Don Hilt was elected to fulfill the unexpired term of Rachelle Coe.

SECRETARY REPLACEMENT: Since Rachelle Coe was also the Board Secretary, that position also needed to be filled.

MOTION to elect Mick Crawford as the Board Secretary SECONDED, PASSED.

MOTION to extend the meeting until 9:00 p.m. SECONDED, PASSED.

DELINQUENCY POLICY: There was general discussion regarding our delinquency policy and we requested clarification about the time frames involved. Lance explained that if a homeowner is more than 10 days late, the homeowner is sent a 30 day letter. If the homeowner remains delinquent after 30 to 60 days, they are sent a lien "threat" letter. At 90 days, a lien is filed by our attorney. At 120 days, the matter is turned over to our attorney and Yates, Wood and MacDonald is no longer involved in the process. At 180 days, a termination of utilities letter is sent to the homeowner.

MOTION to extend the meeting until 9:15 p.m. SECONDED, PASSED

LIGHT POLE EXTENSIONS: There was general discussion about Prime Electric's bid to replace three light pole extensions for street lighting.

MOTION to accept Prime Electric's bid for three light pole extensions coated brown to match the existing light poles dated May 28, 2008 in the amount of \$1,925.00 SECONDED, PASSED.

PROPERTY MANAGER: On behalf of the Board, President Rivard expressed her thanks to Lance Mann for his many years of service as Property Manager for Tall Firs and wished him well in the future.

Adjournment: Due to time constraints, the meeting was adjourned at 9:15 p.m.

Recorded By:

Mick Crawford

/S/ Kim Rivard

President

/S/ Mick Crawford

Secretary

TALL FIRS HOMEOWNERS ASSOCIATION

PROPERTY MANAGEMENT REPORT

JUNE 12, 2008

- Requested and received a reserve study update proposal from Association Reserves, Inc. The proposal provides different options for updating the current study from March of 2002.
- Contacted Randy Reilly Construction to get an update on scheduling for the carport repairs. He indicates that it is scheduled to start the week of July 28th and will advise me when the exact date is set.
- Contacted Hung Right Doors to request completion of the installation of all remaining new garage door hardware and the installation of the final door. The company has advised me that they have now completed this.
- Requested and received a bid from Prime Electric for the installation of extension arms on three light poles that are partially blocked by trees. The bid is in the amount of \$1925 plus tax.
- Drafted a letter to the owner of unit 14-D, advising her of the board's decision to deny her request for a fence to be installed around her patio area.
- Authorized Secoma Fence Co. to install the new vinyl fence around the pool. The installation started on June 3rd and is essentially complete with the exception of a resolution of the lock system for the gates. Drafted a notice advising residents why the pool is closed.
- Sent a letter to the owner of unit 26-D, advising him that the satellite dish that was installed must be removed from the building and a written request must be submitted to the Association. The owner will also be advised that he is responsible for any repairs required that were caused by the installation.
- Authorized Thundering Oak Enterprises to remove the cherry tree behind building 1. This was completed.

- Posted the resident manager advertisement on Seattle Recruiter. Com and then updated the language as requested by the board. Have received seven resumes so far and am in the process of sorting through the qualified candidates.
- Posted the resident manager position on the Washington State Work Source website also using the language requested by the board.
- Met on site with the crew to go over maintenance priorities and to discuss landscaping issues which need improvement.
- Met on site with the board president to discuss maintenance and on site crew issues.
- Liens are being filed against units 5-D, 20-C and 29-D.
- A letter was sent to the owner of unit 20-A, advising that her file will be sent again to the attorney's office if payment in full is not made or payment arrangements made. A lien is already in place.
- Advised the owners of units 6-D and 8-D that liens will be filed against their units if payment in full is not made or payment arrangements made.
- The following is the status of the collection files currently with the attorney's office:
 - 3-B A payment plan has been set up under a Stipulation for Judgment on terms previously approved by the board.
 - 4-A The homeowner is in bankruptcy and making payments according to the bankruptcy plan.
 - 17-B The attorney's office is proceeding with a personal lawsuit. The owners new address has been found they are able to serve the paperwork. There is a trustee's sale scheduled for August. The office recommends passing a Declaration amendment providing for an Association 6 month priority lien. I've asked their office to draft the amendment.
 - 19-A A payment plan has been set up under a Stipulation for Judgment on terms previously approved by the board.
- 22-C This file was referred to the attorney's office at the beginning of June. A lien is in place. The owner has filed for bankruptcy and the attorney is reviewing the file to protect the Association's interest with the bankruptcy court.

-26-D This owner is making regular payments under the Stipulation for Judgment. Most recent payment was \$700.

-29-C This owner continues to make regular monthly payments according to the bankruptcy plan.

-42-D This owner has not yet returned the signed Stipulation for Judgment. Authorized the attorney's office to proceed with a personal lawsuit and draft a utility termination notice.

-48-C This unit had previously foreclosed. The previous owners moved to California. The attorney's office would board permission to seek counsel in California to file a personal lawsuit.

As of June 11th, the following units have not sent in their garage door payments:
4-A, 18-A, 18-B, 18-C, 19-A, 19-B, 20-A, 20-C, 20-D, 21-A, 21-C, 32-A, 32-B, 32-C, 33-A, 33-C, 34-C, 34-D, 35-D, 36-D, 37-D, 51-B and 51-C.