

**Thursday, July 10, 2008**

<b>Board of Directors</b>			<b>Staff</b>	
P	Joan Lechter, Director	Phase 1 (E)	P	Kathleen Chafin, Property Manager
P	Dottie Manfred, Treasurer	Phase 1 (O)	P	Aaron Ledvina, Interim On-Site Manager
P	Mick Crawford, Secretary	Phase 2 (E)		
P	Mark Alenick, Director	Phase 2 (O)		
P	Kim Rivard, President	Phase 3 (E)		
E	Don Hilt, Director	Phase 3 (O)		
E	Phyllis Hilt, Vice-President	At Large (E)		

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

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**Homeowners Present:** Carol Young 43-C, Arlene Park 51-A, Kai Eng 10-D, Coleen Adams 8-B, Peggy Karpenko 20-B, Dave Helton 1-C, Vicki Shumaker 1-C, Aaron Brown 1-B, Kim Hughes 4-B, Mary Allen 51-C, Sonia Ramirez 19-D.

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

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**Minutes of Previous Meeting:** MOTION to accept the June 12, 2008 minutes as distributed SECONDED, PASSED.

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**Homeowner's Questions and Comments:**

Vicki Shumaker 1-C, presented a picture essay of deteriorating conditions requiring maintenance and repairs throughout the property.

Carol Young 43-C, has not received a response to her work order request concerning removal of a fallen tree near her unit.

Coleen Adams 8-B, expressed concern regarding the lack of security at the pool.

Kai Eng 10-D, requested a response from Kathleen in regard to his recent e-mail citing several problems he has noticed around the complex.

Mary Allen 51-C, requested that some bushes around her property be trimmed

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

Weekly mowing and weed eating was accomplished including the access road and outside the fence on SW 320<sup>th</sup> street.

A fallen tree near Building #2 was removed. The chain link fence still needs to be repaired.

Replaced 10 faulty sprinkler heads throughout the property.

Installed a new fence post behind Unit #37-A.

Cleaned fountain and installed a new water pump.

A new enclosure for the electrical meters and entrance package for Building #29 was constructed.

Blow leaves and debris for entire property.

Weeding and hedge pruning conducted around Buildings #47-51 and on SW 318<sup>th</sup> Place between 21<sup>st</sup> SW to dumpster.

Branch clean up behind Buildings 45-47 and in front of Buildings #22-31.

The pool was closed on July 8, 2008 due to clarity issues. The water was tested and phosphates were found in the water. Treatment corrected the issue and the pool should be reopened on July 11, 2008.

The old iron gates were installed for the new vinyl fence so the pool could be opened as soon as possible.

Spoke with King County Health Department about the new pool and spa Federal requirements for drain covers. (See handouts provided to Board members). Additionally, there were a couple of minor issues that need attention, otherwise all is in order.

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### **Property Manager's Report: (Kathleen Chafin, Property Manager)**

See attached Property Management Report dated June 12, 2008.

See attached Property Management Report dated July, 2008 with the following corrections: Item #8 on page 2 refers to the repair of the electrical entrance package for Building #29. The bill was lowered from \$8,238.85 to \$7,238.85. On the next page information was added that total delinquencies amount to \$43,862.57.

See attached Financial Management Reports with the following notations: On page 7 the expenses for fencing labor (Account #721-5023) should properly be from the Operations Account not the Reserve Account in the amount of \$384. On page 10 it was noted that Unit 18-C was not included for garage door delinquency. On page 12 under accounts #721-5440 and 721-5490 it was requested to not combine parts and supplies with gasoline expenses so we can more accurately track exact gasoline expenses. On page 13 under account #721-5660 it was noted that the amount of \$128.68 did not relate to "Signs/Cash Short" expense but in reality was a "Petty Cash Shortage." There was general discussion about this.

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### **Treasurer's Report: (Dottie Manfred, Treasurer)**

A CD matured at Homestreet Bank and was rolled into the checking account there. We are still

looking for another Credit Union to deposit excess funds over \$100,000.

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**Committee Reports:**

**Architectural Committee: (Don Hilt, Chairman)**

No report.

**Landscape Committee: (Kim Rivard, Chairwoman)**

A small butterfly bush has been spotted in front of Building #41. It will be removed by the crew.

Shrub removal will be accomplished by the crew on July 11<sup>th</sup> behind 1910 A & B.

A walk-through will be conducted by the Landscape Committee, Aaron and Mick..

**Rules Committee: (Inactive)**

**Safety Committee: (Phyllis Hilt, Chairwoman)**

Building #3 north end carport light burned out. Building #5 north end carport light burned out.

Light on flag pole burned out.

Street light by mail box at 1800 cul-de-sac burned out.

It was recommended that an additional sensor for the light at the north end of Building #12 be installed so the light could be more effective at lighting that area. (See attached Tall Firs Security Report dated July 8, 2008)

**Website Committee: (Joan Lechter, Chairwoman)**

Joan presented a proposal submitted by Aaron Brown 1-B to develop and implement a new web site for Tall Firs. This will be discussed in detail under new business.

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

**Budget Committee: (Inactive)**

**Nominations Committee: (Inactive)**

**Elections Committee: (Inactive)**

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**Old Business:**

MOTION to adopt the "Crew, Resident Manager and Property Manager Duties and Responsibilities" dated July 6, 2008 SECONDED, PASSED.

POOL: The emergency phone has been relocated and placed in an enclosure.

PRIME ELECTRIC: We are still waiting for the delivery and installation of the three light pole extensions for street lighting.

MOTION to halt construction on all deck repairs. There was general discussion about 2020-C.  
SECONDED, PASSED

MOTION to extend the meeting until 9:30 p.m. SECONDED, PASSED

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**New Business:**

INTERIM RESIDENT MANAGER: Dottie Manfred read into the minutes a MOTION which was duly SECONDED, PASSED at the July 2, 2008 Executive Board Meeting that Mick Crawford be hired as Interim Resident Manager effective Monday, July 14, 2008. For the record it was noted that Mick did not attend, participate nor vote at this meeting.

CAU INSURANCE RENEWAL: There was general discussion.

MOTION to renew at current level of coverage with the stipulation that CAU provide us with an explanation of any pending claims prior to signing the renewal forms SECONDED, PASSED. Joan Lechter ABSTAINED.

WEBSITE: There was general discussion.

MOTION to authorize up to \$1,500 maximum to hire Aaron Brown to design and maintain for one year and to train two Tall Firs homeowners on how to maintain the website in the future per her Website Design Project Plan for Tall Firs proposal (see attached) SECONDED, PASSED.

RESIDENT MANAGER: There was general discussion on potential conflict of interest or appearance of fairness issues involving Mick's continued service on the Board while he is in the position of Interim Resident Manager. Mick clarified his position and asked the Board to grant him an authorized leave of absence as a Director from Board Meetings during his tenure in the interim position. Mick further stated his intention to step down from the Board in the event that he was chosen as the permanent Resident Manager but in the event that he was not chosen, he would resume the duties for the unexpired term he was elected to.

MOTION to extend the meeting until 9:45 p.m. SECONDED, PASSED

Joan presented and discussed her personal spreadsheet she developed for tracking delinquent accounts. There was general discussion.

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**Adjournment:** Due to time constraints, the meeting was adjourned at 9:45 p.m.

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**Recorded By:** Mick Crawford

/S/ Kim Rivard

/S/ Mick Crawford

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**President**

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**Secretary**

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