

## Thursday, August 14, 2008

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

Meeting Attendance: P=Present, E=Excused, A=Absent (E) Term expired even year (O) Term expired odd year

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### Homeowners Present:

Carol Young 43 C, Andrea Watts 19 C, Aaron Brown 1 B, Kai Eng 10 D, Arlene Park 51 A, Mary Allen 51 C, Peggy Karpenko 20 B, Karen Haas 17 A, George Jupiter 23 C, Kim Smith 47 A

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**Call to Order:** The meeting was called to order by the President at 6:58 pm

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### Minutes of Previous Meeting:

Don Hilt made a motion to approve previous months minutes and had to withdraw motion because of corrections that needed to be made.

Kim would like to add Phase 2 to landscape section.

Mark made a motion to approve minutes as amended. Dottie seconded. Motion carried.

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### Homeowner's Questions and Comments:

Kim asked homeowners to complete work request for issues, if possible. The board meeting is for the board to conduct business and would like to limit all questions to board to no more than 10 minutes, 2 minutes each.

Kai Eng asked that the budget for next year was a concern to him. He tried to contact CAI spoke with Michelle about getting a sample budget for us to go by at review time. CAI would be available to come out for a fee to meet with the board. CA day was discussed and attending a seminar might be the solution. Kathleen has sample planning booklets that she can share with the committee. Dottie asked if Kai would like to be on the budget committee and he agreed.

Andrea Watts has ants in her unit. It was requested that she fill out a work order. She asked when pressure washing would be done on the buildings. Mick will address in his report. Kathleen would like to get a few ants captured to give to exterminator to know the kind of ants she has so they can spray correctly.

Karen Haas asked for new insurance policy number to give to her insurance.

Kathleen added if you have upgrades to your condo that information can be sent to her to file in case of fire.

Mary Allen was concerned about the bush outside her door, it was trimmed but no improvement. She still can't see and wants it to be relocated. At this time it will remain but Mick will go look at it to see if they can do something else to improve her view.

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### **Resident Manager's Report: Mick Crawford, Interim Resident Manager**

**See attached report**

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

See attached report

Police issue with break in could possibly have a special meeting with police attending to give us security help.

Will give the board a separate listing of delinquency of homeowner's for garage non payment.

Will ask Mick and crew to create an inventory of shop machinery and supplies to get an idea for insurance purposes to make sure everything is covered on our policy.

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

Kim asked about the Lake Haven water bill which was the same for June and July – Kathleen to advise. Also the pest control appeared to be double billed to check and advise.

Dottie asked about the transfer into Homestreet bank if it was completed – Kathleen to advise.

Dottie checked with Wells Fargo and KECU about creating new accounts. Will advise which bank has best rate. BECU accounts have new forms to be completed by Dottie and Phyllis.

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### **Committee Reports:**

#### **Architectural Committee: Don Hilt, Chair**

Owner 31845B would like to request permission to add slate over patio concrete.

Gave proposed new deck policy from committee, board discussion. Kathleen is to run the created policy by our attorney to review. She felt the plywood for the decks should be paid for by the association – to advise.

#### **Landscape Committee: Kim Rivard, Chair**

She discussed three bids from landscape companies to help take care of our property. There has been no cost to evaluate yet but would be done soon to eliminate the crew from these activities and allow them to take on other projects on site. The board is going to review reference properties by companies that are bidding.

Kathleen said we could arrange for them to come to the executive board meeting to meet the board and discuss their plans. She felt we needed a company with experience and customer service.

Mick just received the bid from Earth Works and will forward to the board.

**Safety Committee: Phyllis Hilt, Chair**

Nothing to report

**Website Committee: Joan Lechter, Chair**

Progress is being made on the new website. Aaron Brown has not yet received the check to set up the website and start hosting. Kathleen to ask about the issue – to advise.

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**Old Business:**

Phyllis asked about the list of interview candidates for onsite manager position. Kathleen and the Board will interview candidates. It was requested that the advertisements be stopped by YWM since we were no longer accepting any further resumes for the position.

Phyllis discussed the board creation of a new delinquency policy. There has been a 41% increase in delinquency since the end July to August on the complex and we need to start being able to collect the money due to the association. It would be approved by the board, discussed with the attorney before it was put into affect. She will forward to Kathleen to review.

Water damage to 2028C - more bids to be done before work can be started.

There was a discussion about the plywood for invoice from James Mika to repair the deck on 2020C.

Don made a motion: Motion to pay \$307.45 on memo dated 7/21/08. Dottie seconded, motion passed, one no.

A Motion at the executive board meeting 7/31/08 – Motion made by Dottie to keep Aaron salary at current rate of pay. Seconded Don - Motion carried.

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**New Business:**

Kathleen to email board the fine policy of other condo companies to compare with our association. She would like for us to revise our declaration and update. The lawyer fee would be \$5,000 for whole rewrite. Items examples that are not currently included in our declaration are the Washington state condo act, super lien, etc. Board tabled further discussion for future meetings.

Kim told all homeowners about the possible odor issue with Lakehaven water district repairs

being done. We can post on the website and mail boxes.

Don made motion to approve 31845B owner to put slate tile on his unit concrete. Dottie seconded. Motion carried. Kathleen would like for owner to sign Hold Harmless agreement.

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**Adjournment:** There being no further business, the meeting was adjourned at 8:45 pm

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**Recorded By:**

Joan Lechter

/S/ Kim Rivard

/S/ Joan Lechter

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**President**

**Secretary**

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TALL FIRS HOMEOWNERS ASSOCIATION

PROPERTY MANAGEMENT REPORT

AUGUST, 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. Decision?
- Eden pest control reports **high** rodent activity. Treated perimeters of bldg 45,46 & 51 ants after reports in addition to other regular scheduled bldgs 7/11
- 1706B reported his wife disturbed by crew leaping the fence and using their personal hose. Called Mick to speak with crew on proper conduct in limited common areas. 7/15

- Directed admin office to send both Board packet and delinquency letters by email monthly. 7/23
- Interviewing for potential resident manager candidates
- 31841 #A Shirley St James reported need for drainage around her patio edge in June. Gave to Mick to follow through on this item 7/25
- Asked Mick to begin painting patio fences facing the fountain 8/8
- Contacted CAI for costs for CA Day and for membership over two members
- Asked to balance landscape costs versus crew costs & materials 8/8
- #1905B had garage door assessment removed from their account as they requested. Mick confirmed they have sliding glass doors, not a garage door. 8/6
- Asked Secoma Fence to return 2 vinyl gates for the pool as surplus for the property. 8/1
- Unit 30D Huerta reports issues with her deck and rot that needs to be fixed. She requests that her deck be repaired before fall....did mick look at?
- Contacted James Mika and owner of the deck he was in process of working on to halt the work until the Board could make a decision on the plywood deck repair. Board later gave go-ahead to finish that deck, which I communicated. Deck completed.
- Maintco dispatched in July to rotted door frame reported by owner of 1C (Vicki Schubert) . Maintco said they placed a diverter on the downspout system until they can put together a bid proposal for a complete repair. 7/28 Proposal received and emailed to the board for further directions. Told to get two more bids, so contacted Charter Construction and Randy Reilly Construction to bid.
- Landscape Bids for comparisons: Asked for proposal from Signature Landscape, Earthworks, Condo Commercial, Green Effects. Also asked for a one time clean up of weeds and dead shrubs. Also received Signatures' costs to trim English laurel. Condo Commercial declined the area.
- I contacted CAU, Jeff Boydston in claims department, to ask for follow through and resolution to owner Joan Lechter's claim for injuries from a fall a

year ago. He contacted her to send him the medical bills and will give a report soon.

- 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 lowered.

### **VIOLATIONS:**

- 1905D notice for old furniture, gas can by dumpster and patio areas. Removed and tenant moved out.
- 1905A notice to remove unauthorized AC and framing by 8/11/08
- 2028B sent letter for offensive activity: their contractor used strong fumes. Neighbor complained about parking. Parking is an issue deferred to the Board, due to no parking list in Declarations.

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Past delinquencies:

- 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.

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- 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 11<sup>th</sup>, the following units have not sent in their garage door payments:  
brought list

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## **Interim Resident Manager Report**

High limbed all evergreen trees on north end of property to 8 feet

Watered lawns

Opened and prepared pool and spa - Daily

Pool maintenance - Daily

Litter control - Daily

Trimmed ivy on 318<sup>th</sup>

Sprinkler maintenance

Pressure washed tennis court

Cabana building maintenance

Purchased safety equipment

Removed bushes at Building 15

Removed butterfly bush at Building 41 and trimmed tree per home owner's request

Trimmed trees on access road

Ordered yard waste dumpster

Trimmed lawn  
Sprinkler system mapping  
Loaded landscape dumpster  
Ordered and received 35 yards of beauty bark  
Weed eat grass on 320<sup>th</sup>  
Litter control on 320<sup>th</sup>  
Cabana grounds maintenance  
Repair pool pump leak and mitigated water damage in meeting room at Cabana  
Blow fir needles from roofs of Phase 1 Buildings 5 through 8  
Weed flower beds and applied Casoron in preparation for barking  
Spread beauty bark on flower beds  
Install speed bumps in Phase 3  
Contacted Lakehaven Utility District about hydrant flushing and maintenance schedule  
Contacted Eden Pest Control for removal of ant hill at fence on 320<sup>th</sup>  
Ordered speed limit signs from Alpine Products and installed on 318<sup>th</sup>  
Fabricated and installed pool rules signs  
General cleanup behind Buildings 48-51  
Blow lots and roads in Phase 1  
Purchased and replaced faulty photo cells in Phase 2 cul-de-sac  
Weed eat behind Building 51  
Purchased and installed soap dispensers and paper towel dispensers in Cabana  
Weed eat dandelions at access road gate  
Dead-head rhododendrons  
Replaced missing deck railing bolts on 2024-C and 2015-D  
Phase 3 flower bed cleanup and barking  
Removed large items left at dumpsters to transfer station  
Touched up paint on Tall Firs sign at 320<sup>th</sup> entry  
Purchased and installed new blinds for meeting room in Cabana  
Fountain area spruce-up  
Phase 2 general cleanup  
Mowed entire property  
Toured property with representatives of Signature Landscape Company  
Toured property with representatives of Earthworks Landscape Company  
Toured property with representatives of Green Effects Landscape Company  
Touch-up paint fences at Fountain area  
Contacted Prime Electric for repair of parking lot light  
Fabricated and installed Spa and Sauna rules at Cabana  
Attended Deck policy meeting  
Closed and locked pool – Daily  
Ticketed 8 illegally parked vehicles upon home owner's complaints  
Handled all telephone calls made to Resident Manager's phone



Prime Electric reports that our 3 light pole extensions are almost ready  
Qwest is installing fiber optic cable for high speed (20 mbps) internet access  
Puget Sound Energy has completed their upgrade of our electrical service  
We are receiving bids for the water leaks for 2 units (2020-C and xxxx-D)  
Accomplished 50 hours of building maintenance  
Accomplished 542 hours of landscape maintenance  
Will meet with Reilly Construction on Tuesday August 19<sup>th</sup> regarding the carport repairs  
There was a break-in at 1725-D on August 12<sup>th</sup> at 3:00 p.m.  
Will meet w/Cascade Asphalt Seal regarding a product to clean oil from parking lots (Petroseal)

**Tall Firs Condominiums  
Mid July to Mid August 2008  
Maintenance and Landscape Report**

High limbed all evergreen trees on north end of property to 8 feet  
Watered lawns  
Opened and prepared pool and spa - Daily  
Pool maintenance - Daily  
Litter control - Daily  
Trimmed ivy on 318<sup>th</sup>  
Sprinkler maintenance  
Pressure washed tennis court  
Cabana building maintenance  
Purchased safety equipment  
Removed bushes at Building 15  
Removed butterfly bush at Building 41 and trimmed tree per home owner's request  
Trimmed trees on access road  
Ordered yard waste dumpster  
Trimmed lawn  
Sprinkler system mapping  
Loaded landscape dumpster  
Ordered and received 35 yards of beauty bark  
Weed eat grass on 320<sup>th</sup>  
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Cabana grounds maintenance  
Repair pool pump leak and mitigated water damage in meeting room at Cabana  
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General cleanup behind Buildings 48-51  
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