

Thursday, Sept 11, 2008

Board of Directors			Staff	
P	Joan Lechter, Secretary	Phase 1 (E)	A	Kathleen Chafin, Property Manager
P	Dottie Manfred, Treasurer	Phase 1 (O)	P	Mick Crawford, Interim Resident Manager
P	Mick Crawford, Director	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, (E) Elected in even year (O) Elected in odd year

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, Bob Pade 10B, Gayle Boss Hart 49A, Marj Hause 11A

Call to Order: The meeting was called to order by the President at 7:03 pm

Minutes of Previous Meeting:

Dottie made motion to accept meeting minutes as written of previous board meeting. Mark seconded. Carried

Homeowner's Questions and Comments:

Bob asked about activity on 318th Street regarding clean up. We need to focus on clean up where the homeowners are living and that is not on the entry drive.

Arlene asked about the plum tree suckers in her area, she would like them removed. Ants are still in her house. Mick will discuss during his report.

Gayle was concerned about moss on roofs that need attention. Mark will give contact for company that does air pressure and prevention instead of water pressure that they use at his office, they will guarantee work for 3 – 5 years.

Kai wanted to thank Kathleen for the budget numbers from last year. Kathleen couldn't find books on budgets but will continue to look and to advise.

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

See report attached.

51A - plum tree roots need to take care of their roots, the ant issue for the company sprays only

once in 30 days and when reported was in the middle of that time period. It will be done again soon.

There is a lighting issue at the center island, dumpster and mail box area Phase 2. They are working on improving the electrical connections.

Carport repair original quote from company their bid system purged their quote after 30 days. They are trying to get new bid to get work completed before winter time.

Property Manager's Report: Kathleen Chafin, Property Manager

Board needs to make a decision about a reserve study update. She thinks it needs to be done now.

Spoke with insurance company about 49A damage.

Spoke with Green Effects Denny and Ron about the new contract.

Asking Mick to call Secoma Fence daily until we receive the gates that we paid for, to use for spare parts.

Created template letter to use for delinquencies. Created goal calendar system for 10 days action items.

Need to print new rules and regulations to give to HO.

Owner 1C was not able to be at this board meeting to discuss their fine letter, would like to come to the October Board meeting to discuss. Board decided that they can put their concerns in writing in next 10 days to Kathleen.

Garage Door 33A delinquency is currently with the lawyer. Kim would like an Excel spreadsheet for all delinquencies. Joan mentioned if we get the delinquencies under control we may not have to raise dues.

The delinquency policy was discussed at length, but nothing was finalized. Kathleen said the way our property looks now it attracts sub prime borrowers. We are not paying enough monthly dues, they need to be increased.

Kathleen doesn't have enough time to devote to Tall Firs; she has other properties to take care of besides our property.

Treasurer's Report: Dottie Manfred, Treasurer

Continuing to work on the delinquency policy will get with Mick to discuss, they would like to give to lawyer to approve process soon. This will be discussed at the next executive board meeting.

To schedule interview meetings with the three lawyers - resume given to board members to review.

We opened a Wells Fargo account with Phyllis. She is moving account from Homestreet and some to be going to KECU (Kenworth Employee Credit Union).

Deck discussion with contractor Dottie had at her home.

Kathleen discussed that we might need to get an engineer out to evaluate all decks for their safety and repair issues. After their report we could publish our new deck policy.

Mark motion to extend meeting 30 minutes more until 8:30 pm. Dottie seconded Carried.

Committee Reports:

Architectural Committee: Don Hilt, Chair

Nothing to report

Landscape Committee: Kim Rivard, Chair

Executive Board Meeting September 7, 2008 : A Motion was made for the following item:

Mick – Beginning 10/1/08 or as soon as Green Effects is able to start that we authorize Kathleen Chafin or Board President to sign the proposal dated 8/14/08 for \$96,924.00 plus tax. Seconded Don Carried

Board has hired Green Effects to start October 1, 2008. There will be two crews, 4 people each – first day to mow, second day to weed and edge.

Mick announced that the Tall Firs crew would dead head flowers, water, blow the driveway and walkways on the property and handle the moss control. The crew could also focus on repair to property.

Kathleen spoke with Ron at Green Effects to review better plan to water for our property in the future.

Safety Committee: Phyllis Hilt, Chair

Crime Watch meeting next Thursday.

Website Committee: Joan Lechter, Chair

The check was just received for the website after a three month delay. There was a mishap in writing the check and sending to Aaron. This has caused a delay in getting the website up and running by Sept 1, 2008. Her schedule is very busy with other customers now and we will have it up and running soon. This is why it was very important to get the check sent to Aaron in a timely manner..

Old Business:

Interview resident managers – the Board has been waiting on Kathleen to give us 2 – 3 candidates to interview on one night. There has been no report to date.

Kathleen has signed up all board members for CA Day October 11, 2008 and has signed us up for CAI membership.

Mick motion to table discussion about parking to the next board meeting. Dottie seconded.
Carried

New Business:

Nothing to discuss

Adjournment: There being no further business, the meeting was adjourned at 8:58 pm

Recorded By:

Joan Lechter

/S/ Kim Rivard

/S/ Joan Lechter

President

Secretary

TALL FIRS HOMEOWNERS ASSOCIATION

PROPERTY MANAGEMENT REPORT

SEPTEMBER, 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?**
- 49A (1725A) Gayle Bosshart (253-661-0696) had a washing machine supply line leak 8/18/08 and her State Farm insurance agent referred to Association for structural damages. I contacted CAU, Amy Reiger, for direction on a claim. Flooded her carpet and lino floors and ceiling damaged downstairs. 8/19
- Home break in (1920 B unit) Jerry Gibson owner. Reported to police and site

manager, Board President contacted watch commander, and I drafted an Alert Notice for posting 8/15.

- Spoke with Mick and Prime Electric scheduled to look into flag pole light on 9/2
- 1836-A Sobia Ahmad complained about the cleanliness of common area by her entrance. Contacted Mick to follow thru with her. 9/2
- Eden Pest Control reported high rodent activity through August 9/8
- Lake Haven Water billing on track
- Brought Budget comparison sheet with 8 month actual is begin budget process..I still recommend a reserve study update.
- Mick to speak to crew about the removal of a rhodie at 1933C when it was supposed to be trimmed not removed. Also follow up on stump.
- Mick to contact Critter Control for numerous moles in lawn 8/20

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- 33A 1829A Johnson: sent letter to approve payment plan on garage door replacement into 4 payments of \$150 each to begin 9-15. (9-2)
- 1906 - #17A reported gate sagging and ground wire lose at exterior meter. 8/27 given to Mick
- Landscape bid accepted for Green Effects to begin October 1, 2008. Contacted Denny at Green Effects to discuss crew set up. They may do 4 people for 2 days weekly rather than 8 people for a full day. Mowing one day, pruning etc on day 2. Separate bid to put battery operated clocks on sprinkler system.
- Asked Attorney, Jim Strichartz for legal opinion on decks for the Architectural committee
- Compiled a crime watch notice with "winterization" memo for mail out. Meeting 9-18

- Spoke with attorney Mike Padilla regarding utility shut off and attorney fees on judicial foreclosures to answer 2 questions for the Board.
- Gave Accounting the check request for website set-up. Accounting asked for W-9 before releasing the check.
- Interviewed potential resident managers. Question to the Board on Board interviews (I am confused from emails)
- Contacted CAI for costs for CA Day and for membership over two members. Signed up members for CA Day October 11.
- Asked Secoma Fence to return 2 vinyl gates for the pool as surplus for the property. 8/1 twice they said they would deliver them. Asked Mick to follow thru with daily calls. 9/11
- 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?(from July)
- 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

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- two more bids, so contacted Charter Construction and Randy Reilly Construction to bid. Charter declined as they are too busy.
- I contacted CAU, Jeff Boydston in claims department, to ask for follow through and resolution to owner Joan Lecter's claim for injuries from a fall a year ago. He contacted her to send him all the medical bills and will give a report soon. Email and call follow throughs.
- 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. Completed.
- Completed walk-thru of the property with numerous violation letters to go out. I created a spreadsheet of the violations and created a template for the warning letters.

VIOLATIONS:

- 1905A notice to remove unauthorized AC and framing by 8/11/08
- 2028C 1-C sent letter for various violations and a \$50 fine for pet violation 8/27
- 2028C 1-C sent follow up letter to fill in any drill holes of damage from RE sign 9/9
- 13845D 34Dsent violation letter to remove 2 RE signs 9/9
- 1718D sent violation letter for charcoal grill, fryer at high heat, noise 9/8

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.

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- 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 bankruptcy was discharged. The attorney is now, 9-3, recommending judicial foreclosure (costs may be \$3K or more)
- 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 September 11th, the following units have not sent in their garage door payments: 4A,19A,20A,20C,32C,33C,37D, and 33A who is on a payment plan (8 total)

Interim Resident Manager Report

Posted notices regarding recent break-ins on property (1725-D & 1910-B)
Daily pool and hot tub maintenance per Department of Health requirements
Daily litter clean-up
Continued SW 318th "curb appeal" project
Applied beauty bark as necessary
Repaired "For Sale" board
49-A water leak
Vacuum pool weekly or as necessary
Replace burned out carport lights
Repaired identified downspouts
Replaced cabana shades
Consulted with Randy Reilly Construction regarding carport repairs and 2020-C water leak
Repaired deadbolt lock on pool fence gate
Cleaned out identified gutters
Walk-around part of Phase 2 with Kathleen, Kim and Phyllis
Deadhead rhododendrons along SW 318th
Contacted Critter Control regarding moles on property
Mow lawns weekly
Clean moss build-up from recycle bins
Load landscape dumpster
Cut down and remove dead trees
Remove dead trees and weeds behind 20 & 21
Repaired and cleaned out gutters and downspouts on 21, 24, 27, 29, 32 & 48
Submit timecards for crew

Replaced faulty photocells and lights in Phase 2
Replaced rotten 2x4's on dumpster enclosure in Phase 1
Mow lawn and trimmed bushes inside fence at pool
Trimmed trees behind 51 per homeowner request
Troubleshoot electrical problems for flag pole and fountain lighting
Pruned laurel hedges along 21st SW
Filed stolen property report with FWPD for leaf blower stolen on Thursday August 28th
Blow streets and parking lots
Repaired handrail on steps to cabana
Weed flower beds and applied bark in Phase 1
Moved dirt and rock piles from RV lot to access road
Repaired gate for 17-A per homeowners request
Investigated ground wire problem at electrical meter at 17
Cleaned flower bed at 22-A per homeowners request
Garage door trim paint at 19-D per homeowners request
Replaced porch light at 10-D per homeowners request
Added additional dirt at pool fence posts per Department of Health requirements
Worked with Prime Electric to complete installation of light pole extensions
Consulted with Prime Electric to prepare bids for Fountain area electrical needs
Consulted with Prime Electric to prepare a plan and bids for upgrading cul-de-sac parking lighting
Posted Crime Watch meeting notices
Clean up shop and shed in preparation for conducting equipment inventory
Installed two new toilets in cabana
Pressure washed and cleaned RV lot
Need repairs to pressure washers in preparation for cleaning siding
Attended monthly Board Meeting
Purchase required supplies
Received and responded to numerous homeowner requests for service
Added additional downspouts to handle overflow at 33 & 20
Tour property each night to check on activity
Open and close cabana and pool daily