

Thursday, October 9, 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)		
	Vacant	Phase 3 (E)		
P	Don Hilt, Director	Phase 3 (O)		
P	Phyllis Hilt, President	At Large (E)		

Meeting Attendance: P=Present, E=Excused, A=Absent (E) Term expired even year (O) Term expired 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, Bob Pade 10B

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

Minutes of Previous Meeting:

Motion to accept previous Home Owner Meeting minutes of September 11, 2008 as submitted. Seconded carried

President comments:

The Board received a letter from YWM this week terminating their property management services with Tall Firs. The termination is effective November 30, 2008. YWM will not attend our board meetings in October or November or budget meeting.

This did not come as a total surprise as in past months we had not seen eye-to-eye on their management style, management philosophy, and the way they were handling our delinquent accounts.

Fortunately, we were ahead of the curve, and are already prepared to hire a new property management firm.

In August, we requested bid proposals from 8 property management firms. Six firms submitted proposals with bids ranging from \$3,000 - \$4,000 per month. Our property management search committee reviewed and evaluated the 6 proposals and recommended that 2 companies make presentations to the Board. Based on those presentations, the Board selected Targa Real Estate Services as the Association's new property management firm. They will be ready to start transition work as soon as we sign a contract with them. Their effective start date will be December 1, 2008.

Homeowner's Questions and Comments

The eminence report is excellent and it has been very obvious that the crew and board have been working very hard to make things happen for Tall Firs residents. The Board has done so much for a volunteer position and your help has been appreciated.

Is there some issue with Kim leaving, new property manager company coming on board that the homeowners should know about that we don't know about currently? None that hasn't already been explained in the President comments.

With Kathleen not showing up for the October and November meeting who is the contact at YWM. She is still our property manager thru the end of November. Targa is also involved with helping us with the transfer during the next two months.

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

See attached.

Please don't use the adopt a spot garage can at the bus stop for your doggy bags. Please dispose of your doggy bags in the normal garage dumpsters in your area.

Phase two light is temporary, they are working on improvement to the final layout.

The crew will continue to blow the leaves out of the parking lot areas twice a week. Green Effects will also do that when they are onsite.

Water repairs for 1C AND 4C, the company needs to get these repairs done soon. Kathleen has not given direction so Mick will be involved in the process.

Motion to repair 1C and 4C for water damage up to \$1,500 plus unexpected cost using option one to stop further damage. Seconded carried

Phyllis will contact Kathleen to take care of contacting the repair company if that doesn't happen Mick will take care of it for the homeowners.

Property Manager's Report: Kathleen Chafin, Property Manager

Not present at meeting and no report given to record.

Treasurer's Report: Dottie Manfred, Treasurer

She is looking at other banks to transfer some of the homeowner funds. More to come in the future. We are hiring a new lawyer to use for the association. She had contacted three lawyers, ran a credit report. The person is Gregory Eklund who lives in Twin Lakes. He is one of two lawyers we will have as needed. Targa has a lawyer to use for delinquency process.

Motion Move to hire Gregory Eklund as Tall Firs attorney as needed in conjunction with Targa attorney. Seconded carried.

Committee Reports:

Architectural Committee: Don Hilt, Chair

Nothing to report

Landscape Committee: vacant

Green Effects Matt Watts and Ron Peterson spoke to Board and homeowners present. They have 20 plus years in the industry. They spoke of their plans for improvement of our property. They will be out on site Thursday and Friday every week until the end of November, every other week end of November until February.

They have proposal for ivy and laurel removal, watering, grass on 320th bank, tree and plant issues. More will be discussed in the future and after review of the 2009 budget to take care of the property.

They presented first and were excused from the rest of the Board meeting.

Safety Committee: Phyllis Hilt, Chair

One homeowner present spoke of a light out on his street. Mick will take care of it.

Website Committee: Joan Lechter, Chair

We are working hard on it and hope to have up and running soon.

Old Business:

Move to table reserve study, engineering study, parking, deck repairs.

On October 2, 2008 the Board interviewed resident managers. We will discuss at the next executive board meeting to decide salary and benefits. This person will be an employee of Targa. We are very close to final results and hope to bring that to the next monthly Homeowners meeting in November.

This has been a very long process that the Board has been trying to get resumes and selections from Kathleen and it has been months before we have finally received two to interview. The delay in the hiring process has not been because of the Board it is because of Kathleen.

New Business:

Tony will leaving as the weekend manager effective October 31, 2008.

The crime watch meeting was excellent – 20 people attended. There was a discussion to start a block watch on the complex. Some of the homeowners will do research with the board's help.

Budget committee will meet on October 20 at 7:00 pm in the Cabana – members Mick, Carol, George, Arlene, Don, Kai. Kathleen is working on draft budget with Dottie. Nancy Darlington is giving us rates to forecast numbers for expenses that we have no control over i.e PSE, water etc.

CA Day was a big success with the board. We learned many new things and have several contacts for vendors that could help the association in the future.

Motion was made to have the association assume the responsibility for cleaning dryer vent at least once year. Seconded carried Mick will bring the cost to the budget meeting.

Motion to extend the meeting 15 minutes seconded carried

Motion was made to have the association assume the responsibility for cleaning of fireplace chimney on an annual basis. Any extra services will be the homeowner responsibility. Seconded carried

Need to replace Kim as board member for Phase 3. This will be discussed at the next executive board meeting.

Adjournment: There being no further business, the meeting was adjourned at 8:40 pm

Recorded By:

Joan Lechter

/S/ Phyllis Hilt

/S/ Joan Lechter

President

Secretary

NO YATES WOOD PROPERTY MANAGER REPORT

**TFHOA Maintenance Report
Mid-September to Mid-October**

Open and close cabana hot tub and sauna daily
Maintain hot tub and monitor chemicals
Litter patrol daily
Vacuum pool and prep for annual shut-down
Sent two pressure washers out for repair and maintenance

Mow and trim lawn on Fridays
Removed landscape dumpster
Contacted Secoma Fence for return of vinyl gates
RMU phone call forwarding on Monday mornings
Blow leaves and debris from Phase 1, 2 and 3 cul-de-sacs
Purchased new leaf blower
Obtained bids to replace out-dated fire extinguishers
Replaced cabana hot tub door lights
Attended Crime Preventing meeting for homeowners in cabana
Surveyed condition of all wooden fences and prepared list of necessary repair materials
Replaced cabana pump room vent cover
Investigate building 16 cul-de-sac lighting
Replaced missing roof shingles on 32-C
Replaced missing vinyl piece under window on 32-C
Replaced missing vinyl piece at patio on 19-C
Repaired leaky gutter and drainage problems at 37-A
Replaced three steps on rear deck stairway on 24-B
Drained, cleaned and refilled hot tub
Installed new anti-vortex drain covers on hot tub required by Federal Law
Installed new mail box lock for 51-C
Contacted Prime Electric for bids for fountain, entry and cul-de-sac lighting proposals
Checked on water leak at 36-C
Purchased fuel for blowers, mowers and Kubota
Installed additional hooks for more signs on reader-board at entry
Contracted D.A. Burns to clean carpets in cabana and moved furniture prior to cleaning
Update crew's activity logs daily
Washed all windows inside and out at cabana
Silicone sealed all bolts for plexi-glass at atriums on buildings 18, 19, 20, 21, 32 and 33
Submitted time cards for employee payroll
Attended Executive Board meeting on September 25th and October 2nd
Worked with Ben's Fire Extinguisher Company in conducting annual fire extinguisher service
Purchased new meeting room tables
Disposed of old refrigerator and stove from cabana to recycle event at Twin Lakes park-and-ride lot
Purchased pool supplies at Aqua Quip
Repaired dead bolt lock at pool gate
Repaired stair railing on 24-C
Installed new gutter downspout at building 17

Removed and chemically treated roots for plum tree suckers at 51
Repaired downspout at 14
Contacted Jennings Equipment regarding delivery of Kubota snow chains we paid for but failed to receive
Repaired cabana downspout
Painted restrooms at cabana
Repaired gutter and downspout at 21-C
Blow leaves and debris from SW 318th Place
Assisted Maintco in preparation of bid to repair water leak at 4-C

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Performed walk-around of balance of Phase 2 with Don Hilt, and Kathleen Chafin noting violations and needed repairs
Met with Green Effects crew who will be working on Thursdays and Fridays
Installed new gutter downspouts on carports at 25 and 27
Purchased two speed bumps to protect temporary wiring for parking lot lights in Phase 2 cul-de-sac
Purchased reflective safety coats for crew
Replaced hot water heater in crew break room
Met with Association President
Began process of pressure washing all buildings
Applied moss killer on roof of selected buildings
Replaced tennis court lighting timer switch
Replaced carport light on 23
Replaced faulty entry light on 43-B
Replaced three steps on rear deck stairway on 34-C
Purchased basket filters and anti-vortex main drain cover for pool per Federal Law
Signed new contract with Al's Towing with authorizing signatures
Repaired vinyl siding at 33-C
Conducted night time security checks and survey of lighting
Performed maintenance on gutters and downspouts at 4
Removed dog feces from adopt-a-spot trash container on 18th