

**Tall Firs Homeowners' Association
Board of Directors' Meeting Minutes**
www.tallfirs.com

Thursday, December 11, 2008

Board of Directors			Staff	
P	Joan Lechter, Secretary	Phase 1 (E)	P	Robb White Property Manager
P	Dottie Manfred, Treasurer	Phase 1 (O)	P	Mick Crawford, Interim Resident Manager
P	Mick Crawford, Vice President	Phase 2 (E)		
P	Mark Alenick, Director	Phase 2 (O)		
P	Arlene Park, Director	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:

Peggy Karpenko 20B, G. Jupiter 23C, Mary Allen 51C, Kim Smith 47A, Terese Mikkola 24C, Aaron Brown 1B, Kai Eng 10D, Carol Young 43 C, Laquetta Williams 20A, Andrea Watts 19C, Frank Sanatzki 1918B

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

Minutes of Previous Meeting:

Motion: to accept the board meeting minutes as presented for November 2008. Mark seconded. Carried.

President comments:

Introduction was made of our new Onsite Resident Manager Jeff Hilde and his wife Jennifer. They will start on January 1, 2009. Also, Robb White new Property Manager was introduced. They started on November 1, 2008 and are doing an excellent job.

Homeowner's Questions and Comments:

Millie 2020D wanted to discuss the process of her car being towed. Will discuss with Property Manager and President after the meeting.

Monthly payment process was discussed. Monthly condo dues are due the first calendar day of each month and will be considered late if received after the 15th day of each month.

Discussion about fireplace and dryer vents being cleaned soon.

Light is out 1828 C & D, 43C.

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

Handed out copies of his monthly report. Also see attached.

There will be a one month over lap (January 2009) with Jeff Hilde to get him up to speed on the property before Jeff takes over full time.

There are electrical issues in all the areas. Flag pole light Robb and his electrical contact repaired finally, after many attempts from previous companies.

Property Manager's Report: Robb White, Property Manager

Presented November information from Yates Wood reporting. They will have their own financial report starting next month.

He is currently working on the action item list given to him by the Board. Targa is looking forward to the new relationship with Tall Firs homeowners.

Homeowner has issues with windows leaking and they were not caulked properly. He will send a letter to the homeowner discussing the contractor findings.

Working with homeowner about the bathroom repairs on his unit.

Has a chimney and vent cleaning quote, to be discussed at an executive board meeting.

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Old Business:

Executive board meeting motions held December 4, 2008 :

Motion: Dottie made motion to get all the Tall Firs files from Strickard law office and have them transferred to Robb White office at Targa and close all files. Arlene second. Carried.

Motion: Mick made motion to accept Quality Touch bid dated 11/29/08 amount \$6,647 plus tax for remodel resident manager unit. Don seconded. Carried

Resident manager remodel – the contractor is working on the unit. The major purchases have been done with a total of \$12,775.00 to date, there is a \$2,000 line item for other miscellaneous expenses, if needed.

New Business:

A new Audit committee was appointed with Mick and Joan from the board. We would like to have other homeowners volunteer.

Robb will get proposals from 2 or 3 companies on audit review to be done after the committee reviews files.

Robb will attend the next executive board meeting on Dec 18, 2008.

Satellite policy should be 39 inch, will be corrected and get ready to put on the website. Will also need to request flat cable be used whenever possible.

Motion: To approve Tall Firs satellite dish policy with 39" and flat cable usage whenever possible. Seconded. Carried.

Discussion of purchase of computer laptop for resident manager. Joan will check with Dell for prices to be discussed at next executive board meeting. Need spec's before prices can be given.

Mick: Motion to create nomination committee – four positions will be up for election Dottie, Phase 1, Mark Phase 2, Don and Arlene in Phase 3. No board members are allowed to be on this committee. Volunteers - Kai Eng and Peggy Karpenko. Close nomination committee.

Formed Crime Watch committee with Arlene and Mark – to co-chair. Volunteers needed from homeowners.

Dottie has bus passes in case anyone needs any.

Adjournment: There being no further business, the meeting was adjourned at 7:54 pm

Christmas party was enjoyed by all that attended. Checks were given to the crew in appreciation for their dedication and hard work for the year.

Recorded By:

Joan Lechter

Phyllis Hilt

President

Joan Lechter

Secretary

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**Tall Firs Maintenance Report
Mid November to Mid December 2008**

Litter patrol daily
Open and close Cabana daily
Call forward RMU phone to cell phone on Mondays
Submit employee payroll twice monthly
Repaired cabana bathroom doorknob
Repaired cabana meeting room door sill
Replaced RMU door knob and deadbolt and mailbox lock
Monitored 1-C repairs by Maintco
Inspected water leak at 31-C
Developed plan for Phase 1 carport numbering
Continued clean-up behind 11-A, 11-B and 11-C
Began RMU demolition
Identified low spots for flooding property-wide
Met with Robb White at Targa
Made five trips to dump with RMU construction debris
Grind stumps and rolled dirt behind 11
Cleaned all gutters on south side of 318th
Replaced carport lights as needed
Inspected window leaks at Kim Rivard's
Purchased blocks for retaining wall behind 11-A, 11-B and 11-C
Finished repairs for water leak at 1-C
Continued work on retaining wall behind 11-A, 11-B and 11-C
Replaced bathroom ceiling fan for Ron Fink
Fill dirt behind retaining wall ar 11-A, 11-B and 11-C
Posted notices for carport repairs at 2007, 2015 and 1702
Finished clean-up, rock wall and backfill at 11-A, 11-B and 11-C
Repaired downspout at 20-D
Showed RUM to three bidders
Installed faucet covers for cold weather
First day with new management company – Targa!
Purchased appliances, cabinets doors, electrical etc for RMU with Phyllis
Drained and cleaned hot tub after unauthorized use
Met with Robb White regarding payroll procedures
Purchased repair supplies at Aqua Quip
Replaced lights at 16, 30 and Arlene Park's mailbox and 1700 odd mailbox
Removed linoleum, fireplace tiles, baseboards, doors, shelving, kitchen cabinet at RMU
Supervised carport repairs at 2007, 2015, 1702 and 2020
Met with Green Effects and crew
Purchased downspouts and fittings at Lowe's
Submitted various bills to Targa
Reconciled petty cash with Targa
Painted ivy wall with graffiti proof paint
Attended Executive Board meetings
Completed employee paperwork with Targa
Repaired faucet and installed new hose caddy at 29
Lunch meeting with Phyllis and Jeff Hilde – New resident manager
Completed hot tub repairs
Received and stored historical records received from Yates, Wood
Repaired doorknob at 4-D
Monthly clean-up of shop
Removed carport repair notices at 2007, 2015, 2020 and 1702
Weed eat grass outside fence on 320th
Litter control outside fence on 320th and at bus stop
Install holiday lights outside cabana
Picked up and delivered RMU tub and surround
Decorated inside of cabana for holiday party following Board Meeting
Picked up pressure washer from Oriental Gardens
Third treatment of cabana roof for moss
Completed monthly maintenance report for Board