

**Tall Firs Homeowners' Association  
Board of Directors' Meeting Minutes**  
[www.tallfirshoa.com](http://www.tallfirshoa.com)

**Thursday, January 8, 2009**

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)		
A	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:**

Andrea Watts 19C, Bill Meyer 17D, Peggy Karpenko 20B, Mary Allen 51C, Kai Eng 10D, Jeannette Romano 12C, Beth Hendler 12D

**Call to Order:** The meeting was called to order by the President at 7:00 pm

**Minutes of Previous Meeting:** Motion to accept the minutes of December 2008 meeting. Seconded and Carried.

**Homeowner's Questions and Comments:**

There was concern about the landscapers taking more than needed off the plants. Robb will speak with landscaping company. He will email the Board of his results.

There was concern over ice and snow removal during the last month. It was difficult to get to mail boxes and around the property. Who is responsible for the cleaning dryer vents and fireplaces? Also there was water damage inside a garage. The homeowner was asked to fill out a work order request.

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

See attached report. The snow and ice removal that the crew did was excellent considering this is the most snow we have had in 140 years. There isn't a place to move the snow of that volume on property the Kubota isn't powerful enough to move that kind of volume.

He is working with the new onsite manager and Jeff will give a monthly report starting the first calendar day of the month to the last calendar day of the month.

New resident manager unit remodel is completed and they should be moving in soon.

Robb has some ice melt available to purchase that will be coordinated.

**Property Manager's Report: Robb White, Property Manager**

See attached report. An email needs to come to him from the Board to give him the amount of money to transfer into the BECU reserve account each month. Mick will send an email to Robb with direction.

Serve Pro invoice should be billed to unit 50B, Phyllis will send an email to Robb with direction.

Robb has gone over the delinquency account and direction was given by the Board on each account. Robb will proceed.

Motion to Robb to work with homeowner of 4C to replace front door not to exceed 60 days. Seconded and Carried.

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

Nothing to report

**Committee Reports:**

**Architectural Committee: Don Hilt, Chair**

Nothing to report

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**Landscape Committee: Bob Pade, Chair**

Nothing to report

**Safety Committee: Phyllis Hilt, Chair**

Report given to Robb of repairs needed.

**Website Committee: Joan Lechter, Chair**

The new website went on line at 7:00 pm tonight. The new address is tallfirshoa.com. Please bookmark it for your future visits. The old website will take you to the new website for a while but please start going directly.

Aaron has done an excellent job and we are very pleased with the results. We thank her for all the hours she has spent to make this an easy to use site.

**Crime watch Committee: Arlene Park and Mark Alenick, Co-Chair**

The Federal Way Police contact will be meeting the Board at the February Executive Board meeting to discuss suggestions to help make our community safety.

**Nominating Committee: Kai Eng, Chair**

Nothing to report

**Old Business:**

**Motions from December 18, 2008 Executive Board Meeting:**

Motion: Mick to accept charges of \$239.64 for Dec 2008 Homeowner Christmas party. Mark seconded and carried.

Motion: Dottie to accept the \$1,512.26 bid + tax from First Choice Electrical Services to complete electrical repairs in the 1900 cul-de-sac. Mick seconded and carried.

Motion: Dottie move to increase late fee from \$20.00 to \$50.00 monthly. Mark seconded and carried.

Motion: Mick to accept the draft Communication Protocol dated December 18, 2008. Don seconded and carried.

Motion: Mick to wave late fees for December 2008 during the transfer of our account to Targa if homeowner is in good standing, for this month only. Don seconded and carried.

Resident manager remodel some minor damage was caused with the sheet rock and baseboards needed to be caulked. Additional to total invoice from Quality Touch construction was \$250.00

Motion: Phyllis to pay Quality Touch Construction final invoice total \$8,224.97 which completes the work on the resident manager unit. Joan seconded and carried.

Discuss of the transfer to Targa from previous amounts will be deducted by the difference on the amount of transfer from the BECU account to cover expenses. Dottie will send an email to Robb with the exact total.

Chimney and dryer vent cleaning will be discussed at the next meeting after review of bids.

Robb will get bids for audit to give to the Board.

Motion: Joan to extend meeting 30 minutes. Don seconded and carried.

Motion: Dottie to accept the Collection Policy dated January 8, 2009 to Robb to distribute in the next mailing to homeowners. Don seconded and carried.

Parking will be looked at in the next few months starting with Phase I.

Communication Protocol Robb will reduce to one page and send to Joan for the website and include in the mailing to homeowners.

New registration form will be discussed at the annual homeowner meeting and be sent out with the ballots for voting next month.

Robb will send out in a packet to homeowners in the near future:  
Satellite dish policy

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Presidents message  
Tall Firs work order request form  
Collection policy  
Communication Protocol  
Pearls of wisdom  
Nominating committee

**New Business:**

Election Committee was tabled until next month.

**Adjournment:** There being no further business, the meeting was adjourned at 9:00 pm.

**Recorded By:**

Joan Lechter

Phyllis Hilt  
**President**

Joan Lechter  
**Secretary**

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**Tall Firs Condominium Association**

**Property Manager Action Report**

- Coordinated electrical proposal for flag light & parking lot lighting (will be completed by January 18, 2009).
- Retrieved all furnished Association file boxes from previous Management Company and reviewed all applicable files. Delivered non-essential previous year file boxes to Association for storage.
- Coordinated chimney & Dryer vent proposals from numerous companies
- Attended 12-18-2008 Executive Board Meeting
- Coordinated Contractor to assess window situation in 42B. Communicated with member regarding findings. See reference letter upon request.
- Communicated with Quality Touch Construction regarding Manager unit remodel.
- Arranged transfer of all legal files from Strichartz Law firm. Per B.O.D. approval directed termination of collection action by Strichartz.
- Reviewed asphalt damage caused from root intrusion. Recommended to BOD that asphalt is removed, roots severed in all growth veins, asphalt replaced, in spring as weather permits.
- Reviewed, made recommendations related to new Association Delinquency/ Collection Policy.
- Prepared and distributed new Introduction Letter/ payment books/ enclosed budget, etc.
- Created and distributed to BOD new Agenda format
- Reviewed/ made recommendation regarding new Communication Policy.
- Communicated with BOD, Member account issues regarding transition from YWM, late fees, etc. communicated with applicable Members regarding decisions about late charges.
- Performed extensive communication with YWM in attempts to obtain final issuance of Operating Account funds and Member dues that were received by them.
- Coordinated communication between two Members regarding needed floor/ ceiling repair.
- Issued Request for Proposals for 2008 Audit Services.
- Upon BOD instruction, issued letter to Member regarding unauthorized exterior door design/color, improper installation. Deadline for correction 2-1-2009.
- Communicated with entire BOD & met with BOD Members & Association Bookkeeper regarding shortage of funds for A/P and transfer from Reserves accounts options to fund Operating Account.
- Reviewed all previous Association Attorney provided Delinquent Member collection files.
- Created Collection Action Report to include in monthly Agenda Packet.
- Communicated with Eden Advanced Pest Technologies. Obtained current Contract. **See attached Contract for review and discussion.**

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**TFHOA Maintenance Report – Last One-Half December 2008**

Litter patrol daily  
Open and close Cabana daily  
Submit employee payroll twice monthly  
Cleared clogged gutters at 51, 23, 24, 9 and 10  
Replaced rear lights at 24-C, 24-D, 43-C and 43-D  
Turned in monthly receipts to Targa  
Reconciled petty cash for Targa  
Picked up employee paychecks at Targa twice monthly  
Cleared downspouts at 9 and 10  
RMU – Completed demolition  
RMU – Hauled off debris from demolition  
RMU – Supervised construction projects for remodel  
RMU - Began painting of walls and ceilings  
PMU - Picked up tile, light fixtures, blinds, mirror, baseboards, thermostats, door moldings, etc.  
Purchased and installed faucet insulators  
Shut down fountain due to freezing weather  
Shut off water to frozen pipes at 14-D  
Applied de-icer at entrances daily for one week  
Purchased 1150# of rock salt  
Purchased 1250# of Roadrunner de-icer  
Applied additional 1200# of de-icer and 800# of rock salt  
RMU – completed painting of all walls and ceiling  
RMU – completed filling, masking and painting of all baseboards and door moldings  
Repaired water leak at 26-D  
Shoveled snow at entries and driveways  
Assisted 24 snowbound/stuck vehicles on the property  
Plowed snow from 318<sup>th</sup>  
RMU - Supervised carpet installation  
RMU – Completed miscellaneous projects  
Replaced porch light at 1710-A  
Cleared clogged carport downspout at  
RMU – Installed hot water heater  
RMU – Quality Touch Construction completed remodel  
Handled six complaints for roof leaks – All result of defective exhaust fans in bathrooms  
Made a complete set of keys for new Resident Manager  
Ticketed 18 vehicles for expired tabs