

**Tall Firs Homeowners' Association
Board of Directors' Meeting Minutes**

www.tallfirshoa.com

Thursday, Feb 12, 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, Director	Phase 2 (E)
P	Mick Crawford, Vice President	Phase 2 (E)	P	Jeff Hilde, Resident Manager	
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 expires even year (O) Term expires odd year

Homeowners Present:

Ian Winn 33C, Carol Young 43C, Andrea Watts 19C, George Jupiter 23C, Aaron Brown 1B, Kai Eng 10D, Teresa Mikkuta 24C

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 January 2009 meeting. Seconded Carried.

Homeowner's Questions and Comments:

A homeowner wanted to discuss his delinquency process. Will be discussed later with homeowner.

A homeowner wanted to discuss the dryer vent cleaning. Schedule will be discussed tonight.

A homeowner wanted to know the plan for cleaning and repairing the iron railing, carport, trees and mildew on the property. The crew had equipment issues last year while trying to solve the mildew problems. Jeff has started repairing railing. It would be late spring or early summer because of weather conditions to start resolving some of these issues.

What could be done about the moss on the service road. There are no plans at this time with the budget to make any repairs.

Resident Manager's Report: Jeff Hilde

See attached report

Building 42 window repairs were done by contractor. Jeff observed the repairs done so future repairs could be done without the expense of the contractor.

Phase 2 and 3 cul-de-sac lighting is completed.

Deck needs rebuilt Building 42 D hand railing need to get replaced soon.

Future light bulb replacement for lights with extension arms will need a contractor. Phyllis will send an email to Robb to authorize replacement of the bulbs.

Property Manager's Report: Robb White, Property Manager

See attached report

Every 5 – 7 years is the normal replacement of dryer vent covers. That will be addressed at a future meeting.

The January mailing went out to all homeowners.

Discussed new delinquency total \$42,857.93. They are working hard to get the numbers down and meet with homeowners to resolve past payments.

He attended two executive board meeting at no additional cost to the homeowners.

Treasurer's Report: Dottie Manfred, Treasurer

Nothing to report

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Committee Reports:

Architectural Committee: Don Hilt, Chair

Nothing to report

Landscape Committee: Bob Pade, Chair

Nothing to report

Safety Committee: Phyllis Hilt, Chair

Nothing to report

Website Committee: Joan Lechter, Chair

Aaron Brown was shown appreciation of the excellent job she has done on building our new website. More information will be coming in the next few months.

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

Will bring the date for the Crime Watch meeting to be held this spring after she meets with police.

Nominating Committee: Kai Eng, Chair

Currently has three people running. Need to have all names by March 5, 2009 to be included on the ballot for the annual meeting the end of March.

Dottie Manfred	Phase I - odd
Arlene Park	Phase III - even
Don Hilt	Phase III - odd

Old Business:

Motions from January , 2008 Executive Board Meeting:

Motion to accept the All American Chimney bid as outline in bid dated 12/5/08. Seconded and carried.

Motion to accept the bid from Joseph Vandal dated 1/7/09 for audit and tax return 2008 of \$1,280.00. Seconded and carried.

Parking for Phase I was discussed. Robb will send letter to homeowners of Phase I to advise that marking will be done in the near future to match Phase II and Phase III. If homeowners had any concerns they should contact him.

Motion: Board wants lighting upgrade completed in Phase II north and south, Phase 1 north Seconded and carried.

Chimney and dryer vent cost was discussed.

Dates were set for April 23,24, and 25, 2009. It will be Thursday, Friday and Saturday.

Letters will be sent out to all homeowners. The cost will be covered by homeowner dues, UNLESS YOU ARE NOT HOME, OR DO NOT LEAVE OUR KEY WITH A NEIGHBOR OR ONSITE MANAGER to have access to inside your residence. Jeff will develop a key receipt system for the event in case homeowners need to leave a key with him.

New Business:

Discussion by the board about a board meeting on March 12, 2009 in addition to the annual meeting March 26, 2009.

Motion: to extend the meeting 30 minutes. Seconded carried.

Annual meeting proxy system was discussed.

Discussion about two board members husband and wife being on board at the same time. Our declaration does not prohibit that from happening.

Election committee was formed. Kai Eng and Mick Crawford will co-chair. Mick will rent a PO Box for the election to use like last year so the proxy's will not go the property management company. These will be mailed no later than March 13, 2009.

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CAU insurance renewal policy for a three year plan was discussed. It was tabled since we have until August 2009 to decide.

The delinquency action report was discussed at length and direction was given to Robb for processing.

Adjournment: There being no further business, the meeting was adjourned at 9:40 pm.

Recorded By:

Joan Lechter

Phyllis Hilt
President

Joan Lechter
Secretary

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Tall Firs Condominium Association

**Community Association Manager
Report
January- February**

Action Item List

- Corresponded with 4C regarding door repairs
- Wrote letter of billing to 50B
- Coordinated with escrow & new Owner for payment on 14D
- Renegotiated Chimney/ Dryer vent proposals & submitted to BOD
- Coordinated with Site Manager for building 42 siding/ window assessment with Contractor
- Coordinated & Mailed out Association mailing containing new policies & Presidents letter
- Attended January 15 Executive Session- no charge
- Delivered & reviewed collection files with Association Attorney
- Created / implemented/ mailed as appropriate new Collection Policy- Initial Demand letters/ 2nd Demand Notices/ Lien Notices/ final Demand Notices/ Utility Termination Notices
- Communicated & coordinated with Site Manager for work orders at 35A
- Per BOD awarded chimney/dryer vent contract to All American Chimney
- Per BOD awarded 2008 audit contract to Joseph Vandal CPA & communicated contact information to Audit Committee.
- Attended Feb. 5 Executive Session- No charge
- Created & delivered Nomination Committee Notice to site Manager for posting
- Attended staffing meeting Feb. 6.

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Report of completed projects

Litter patrol daily
Open and close cabana daily
Check gutters and unclogged as needed
Turned in receipts to targa
Reconciled petty cash with targa
Picked up paychecks for employs from targa
Installed new cabinets in managers unit
Installed new counter tops in managers unit
Installed new sinks and appliances
Trimmed out kitchen and bath
Closet racks and shelves
Replaced front door managers unit
Cleaned garbage out of managers unit
Rebuilt walls in manager's kitchen
Cleaned shop
Replaced burned out lights
Rebuilt deck
Repaired hot tub
Walked property
Repaired doors on cabana
Repaired rock wall on 18 Pl.
First choice electrical finished lighting in all cul-de-sacs
Windows fixed on building 41