

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

**Thursday, March 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	
A	Mark Alenick, Director	Phase 2 (O)			
P	Arlene Park, Director	Phase 3 (E)			
P	Don Hilt, Director	Phase 3 (O)			
P	Peggy Karpenko	At Large (E)			

Meeting Attendance: P=Present, E=Excused, A=Absent (E) Term expires even years (O) Term expires odd years

**Homeowners Present:**

Bob Pade 1934B, Andrea Watts 19C, Carol Young 43C, Bill Meyer 17D, Kai Eng 10D, Sylvia Schulz 16C

**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 February 2009 meeting. Seconded Carried.

**Homeowner's Questions and Comments:**

Work order was turned in for deck repair and no response yet. Onsite manager didn't receive it, will resubmit.

Pipe is broken to shop but is no damage to any homeowner.

Work order submitted for broken dryer vent cover, still not replaced. We will be discussing it at meeting later tonight.

There was a crack in a gutter that needs repaired.

Is there a plan for repairs on the property? Yes and the new board will be developing a plan for major repairs for the onsite manager. Big repairs will be funded out of the reserves.

Dryer vent cleaning, what is the plan. It will be discussed tonight.

Light still needs repaired in Phase I. They are in the process of finishing the work over the next few days.

Shop has been unlocked and staff not in area. Need to keep secured.

Damaged car parked in RV lot needs to be towed.

**Resident Manager's Report: Jeff Hilde**

See attached report

There was no mold found in unit that needed repaired from water damage. It needed two flashings installed and that was done and the interior repair is being done now and should be done in the next couple of days. The homeowner is happy with the repairs and no mold in walls.

Hot tub is working but closed until further notice. Need to connect the telephone emergency line for pool and hot tub to be able to call for emergency before it is opened. Mick will contact Qwest to resolve.

The swimming pool will be painted this year. The health department requirements have been met last year.

There have been several lighting issues with the contractor and they are getting resolved.

Motion to approve additional lighting work for safety reasons on the property. We will be advised of cost at future meeting. Seconded and carried.

The flag pole light is a major problem that Jeff is working on. First Choice Electric is going to work on a bid to have repairs done. Jeff will take down the flag down for now until the lighting repairs are made. Jeff is authorized to get a bid for repairs.

Trash pickup will be done daily first thing in the morning and last thing at night. It will be a part of the daily activities.

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

See attached report

Targa has collected over \$7,000 in delinquency since last month.

Dumping on property and homeowners are leaving illegal items at dumpsters. Will get the cost and size of dumpsters to help with the removal of items. HOMEOWNER'S ARE NOT ALLOWED TO LEAVE FURNITURE, APPLIANCES AT THE DUMPSTERS. THEY NEED TO BE TAKEN TO THE DUMP. THIS VIOLATION COSTS ALL HOMEOWNERS.

Broken pipes have been repaired by shop and need to get one final repair done.

Attorney resigned this week. Our requirements have changed and he feels we need another type of attorney to represent us. Targa picked up final files from attorney office

We will start looking for another attorney. Dottie and Arlene will be on committee to do research to find another attorney.

Picked up the final attorney files he was working on for Tall Firs.

Door replacement would like to have until June 1, 2009 to complete.

Motion To accept the replacement plan dated March 11, 2009 to have door replaced. Second and carried.

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

Nothing to report

**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**

Discussion about the website address and some of the highlights. Board, Robb and Jeff understand the process of emails.

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

We will be having our first meeting April 15 at 7:00 pm. The police will give us posters to be posted on the mail boxes and it will be discussed at the annual meeting.

**Nominating Committee: Kai Eng, Chair**

Five open positions submitted to Board at the last Executive Board meeting.

**Audit Committee: Mick Crawford**

We have given three things for auditor to review:

1. Rental income for assistant manager unit
2. Electrical expenses for resident manager unit
3. Gas expenses for resident manager

**Old Business:**

Since Phyllis Hilt stepped down we have an open position for the at large board position.

Motion: To appoint Peggy Karpenko for the at large position on the board. Seconded and carried.

The Board and homeowner's want to thank Phyllis for dedicated service and greatly appreciate her dedication to Tall Firs.

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**Motions from February 2008 Executive Board Meeting:**

Motion to accept Phyllis Hilt resignation as President effective 2/23/09. Seconded carried

Motion to authorize Targa to distribute annual meeting information, bios and proxy information. Seconded and carried.

Window policy - white vinyl, interior installation, same configuration as neighbors, work done by license, bonded and insured contractor. After installation the homeowner needs to get with onsite manager to review work completed.

**New Business:**

Our Attorney has resigned the account and we need someone that can take care of bankruptcy, collection, past due and foreclosures. Robb will be giving names to Dottie and Arlene to review and recommend to the Board.

Annual meeting will be held March 26, 2009. Proxy's should be mailed to the PO Box. Robb will be sending out the packet to all homeowner's. Mick will update the homeowner spreadsheet for the annual meeting.

New window policy will be sent to Robb to submit to the homeowner. We can also post on the website.

Parking violations will be handled by the onsite manager. Repeat violation Targa will be involved with Board involved in sending letters to homeowner's. Homeowner's need to forward issues to Jeff to track, he will take a picture of violation, log and tow as needed.

Motion to extend the meeting 15 minutes. Seconded and carried.

Safety maintenance inspection will be discussed after the annual meeting to be scheduled this year.

Chimney and dryer vent cleaning will be done April 23, 24 and 25, 2009. Robb will contact company to get schedule for days and building covered to help homeowners plan for being home.

Mick will work on PSE rebates on the resident manager appliances.

Motion to extend the meeting 15 minutes. Seconded and carried.

Homeowner moved out that was on the delinquency list. They also damaged the electrical box.

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

**Recorded By:**

Joan Lechter

Mick Crawford  
**Vice President**

Joan Lechter  
**Secretary**

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**Tall Firs Condominium Association**

**Community Association Manager  
Report  
February-March**

Action Item List

- Created and sent out Parking re-numbering letters & answered numerous Member questions via phone.  
\*discuss responses\*
- Helped coordinate 42B interior wall repairs w/ Manager & Member
- Replied to numerous e mails regarding shop light/ illegal dumping issue/ \*\*discussion needed\*\*
- Responded to extension request from unit replacing exterior door.
- Created / mailed & posted Utility termination Notices & collection notices
- Terminated utilities on one unit/ verified status of U/T on 3 following evenings
- Created Annual meeting Notice packet & mailed out
- Coordinated dates for Chimney/ dryer vent cleaning/ inspection w/ All American Chimney
- Helped coordinate electrician for lighting project/ verified pricing & dates
- Attended Executive Session – No charge
- Corresponded w/ attorney re: resignation. Picked up collection files, researched attorneys
- Corresponded w/ Member regarding window replacement & policies.
- Coordinated plumber for broken pipes repairs which occurred during winter storm. Details in Manager report.
- Wrote noise complaint letter to Member re: renter in Bldg. 3

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Tall Firs Managers Report

Trash pickup daily  
Security rounds nightly  
Check chemicals in hot tub and prep for use daily  
Dumpster check daily  
Change lights on 1733  
Change lights on 1717 car port  
Change lights on 1836 car port  
Change lights on 2003 car port  
Change light bulbs in street lights on polls on 318<sup>th</sup> fixtures have gone bad  
Gutters cleaned on carport 2011 – 2015  
Gutters cleaned on carport 1934 – 1938  
Gutters cleaned on carport 1918 – 1922  
Gutters cleaned on carport 1717  
Gutters cleaned on carport 1836  
Gutters cleaned on carport 2003 - 2007  
Gutters cleaned on building 2028  
Cleaned shop  
Sheet rock in 1722 D  
Changed locks on mail box for 1922 D  
Changed locks on mail box for 1729 B  
Changed lock on shop door  
Changed lock on board room  
Changed lock on hot tub room  
Parking violation tickets on 6 cars  
Washing machine replacement in managers unit  
Light pool refit on 318<sup>th</sup>