

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

**Thursday, April 9, 2009**

Board of Directors			Staff	
P	Joan Lechter, Secretary	Phase 1 (E)	P	Robb White Property Manager
P	Dottie Manfred, President	Phase 1 (O)	P	Jeff Hilde, 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	Peggy Karpenko, Treasurer	At Large (E)		

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

**Homeowners Present:**

Coleen Lucas, Andra Watts 19C, Aaron Brown 1B, Kai Eng 10D, Rob Moorhead 31D

**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 March 2009 meeting. Seconded Carried.

**Homeowner's Questions and Comments:**

**Satellite dish process and policy was discussed. The forms and process are on the website.**

Carport lights are security issues. Jeff is working on updates with electrical company. More updates to come later. The light at 2024 stays on all the time. It is a temporary light, to be replaced soon, but much better than what was there before for the residents.

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

See attached report

Cleaned the graffiti off one of the buildings.

Final repairs for freeze damage are being done.

Some gutter damage in Bldg 1 is being reviewed, quote for work to be performed to follow.

Carport gutters will be discussed at a future time.

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

See attached report

Received invoice for dormant spray from company.

Motion: To accept the invoice from Scientific Spray System for dormant spray service in the amount \$708.50 plus tax for tree service on the property. Seconded and carried.

Motion: to get Property Support Services hauling service to take the bulk dumpster for \$475.00 plus tax. Seconded Carried.

Motion: First Electric misc. electrical repairs on the property \$409.35 plus tax. Seconded Carried

Received a complaint from homeowner on the edge of our property that they did not want to look at the stack of items behind the fence, on our property.

Motion: to extend fence 20 feet east on property line to shield bulk items. To be completed within budget. Seconded Carried

One homeowner's rental had dumped a large amount of items when they moved out. Will be the homeowner \$475.00 plus a \$50.00 fine for illegal dumpster.

Motion: Pay bill for dumpster service this week and we assess to homeowner for tenant plus \$50.00 fine. Seconded Carried.

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Annual meeting agenda packet was created by Robb at Targa. Usually the organizational meeting is held after the annual meeting, to include the election of officers by state law.

Quarterly meetings will be held with Jeff for performance issues.

Mick will work with Jeff on the numbering of the parking spaces in Phase 1.

**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**

Nothing to report

**Old Business:**

2008 Income tax and audit is underway.

Reminder the crime watch meeting will be held April 15, 2009.

Reminder chimney and dryer vent cleaning is April 23, 24 and 25, 2009.

Motion to extend meeting 30 minutes. Seconded Carried.

Table the maintenance responsibility until next meeting.

Dottie and Arlene discussed the new attorney.

Motion: to retain service Oseran Law firm as Tall Firs new attorney from letter dated 3/23/09. Seconded Carried.

Robb will contact the lawyer on Monday April 13, 2009.

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

Motion: To have Jeff take care of water issue 2003D, if needed. Seconded Carried.

Motion: Mick In the event of no quorum for the annual meeting we will charge \$50.00 fine to those homeowner's who didn't attend or submit proxy to defray cost of annual meeting. Seconded Mark Carried.

**New Business:**

Election of Officers 2009 Board:

PRESIDENT:

Mark nominated Don

Peggy nominated Mick

Joan nominated Dottie

Don withdrew his name from consideration

The secret ballot, it was not successful.

Robb reminded us if someone had a reason to not vote they were had the responsibility to let the other board members also have that information.

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Motion: Don to take another vote. Arlene seconded Carried

Dottie was elected President

VICE PRESIDENT:  
Dottie nominated Mark  
Arlene nominated Don  
Peggy nominated Mick

Mick was elected Vice President

SECRETARY:  
Don nominated Joan

Joan was elected Secretary

TREASURER:  
Dottie nominated Arlene  
Mick nominated Peggy

Peggy was elected Treasurer

Committee assignment:

Motion to hold new committee assignments until next month. Seconded Carried

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Pool needs gates powder coated, drained and repainted to get ready for the opening day Memorial weekend.

**Adjournment:** There being no further business, the meeting was adjourned at 9:01 pm.

**Recorded By:**

Joan Lechter

Mick Crawford/ Dottie Manfred  
**Vice President/President**

Joan Lechter  
**Secretary**

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**Tall Firs Condominium Association**

**Community Association Manager  
Report  
March – April**

Discussion Items

- Illegal dumping/ Bulk trash storage area- hauling service approval
- Window replacement guideline/ form

Action Item List

- Attended Executive Meetings (March 5 & April 2, 2009) no charge
- Responded to unit replacing windows with new Window replacement guidelines
- Communicated BOD approved door replacement extension to Member
- Conducted Utility Termination on excessive delinquent unit
- Created & mailed out applicable delinquency notices throughout month
- Corresponded with Members regarding Board approved payment plans
- Created Payment Plan Agreement – signed by Member
- **Created Annual Meeting Agenda Packet**
- Attended Annual Meeting- conducted Financial Report
- Responded to numerous parking lot re-numbering inquiries- defined acceptable documentation of parking space ownership
- Coordinated with Vendor & scheduled dates for Chimney/ dryer vent inspection/ cleaning
- Created/ mailed out Notice for dryer vent/ chimney inspection/cleaning
- Coordinated plumber for broken pipes repairs which occurred during winter storm. Completion details in Site Manager report.
- Coordinated Contractor for water damage/ gutter repair on Unit – Site Manager
- Performed (informal) initial quarterly On-Site Manager employment review
- Performed 3 informal site inspections/ walk-throughs.

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Tall Firs Managers Report  
For April 9 2009

- Trash pickup every morning.
- Trash pick every night.
- Tow notice on trailer in 1900 cul-de-sac.
- Check chemicals in hot tub and prep for use daily.
- Dumpster check daily.
- Dumpster fence repair in 1800 cul-de-sac.
- Gutter repair on building 28 car ports.
- Tree limb removal off of back fence.
- Coordinate trash removal from access road.
- Temporarily fix gutter on building 01 C.
- Met with Jeff Daniels to repair gutter on building 01 C.
- Repaired hand railing on building 47 D.
- Clean up and String trim main entry.
- Coordinate light replacement in main entry.
- Clean shop weekly.
- Weld landscaping trailer.
- Remove graffiti from the side of building 01.
- Crawl under building 44 to check for possible damage from toilet leak.
- Spray moss killer on access road and parking lot.
- Spray round up in cracks in parking lot.
- Clean and organize paint room.
- Light bulb replacement for sigh on right side of main entry.
- Placed tow notice on car in 24hr. parking stall in front of building 41.
- Light repair of entry lights on building 51 C.
- Met with first choice electric for repair of flag pool and fountain.
- Gutter cleaning on building 25 and 26.
- Gutter cleaning on building 39 and 40.
- Gutter cleaning on building 41 and 42.
- Gutter cleaning on building 42 and 44.
- Gutter cleaning on building 45 and 46.
- Finish, paint and cleaning in building 42 from water damage.
- Pressure wash steps from R V parking lot to cabana.
- Down spout drain cleaning on building 08.