

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

Thursday, May 14, 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:

Robert Pade 10B, Aaron Brown 1B, Deane and Scott Ross 41D, Thomas Nuduta 8D, Kai Eng 10D, Kim Rivard 42B, Carol Young 43C, Mary Allen 51C

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 April 2009 meeting with corrections. Seconded Carried.

Homeowner's Questions and Comments:

Gutter cleaning schedule – working on the property.

Box truck in RV lot has not been moved for some time.

Homeowner was requesting status of deck repairs.

Carport lights need replaced.

Possible rodent issue in attic and trying to sell condo, concerns about being up to code. It was up to code when built, if underwriter needs letter to send to Robb for documentation.

Resident Manager's Report: Jeff Hilde

See attached report

Lighting repairs are underway and on order. No exact date when repairs will be completed.

Discovered several issues with dryer vents after repairs were done. He is in the process of clearing out vents. If homeowner has issue need to complete work order.

Property Manager's Report: Robb White, Property Manager

See attached report

Motion: Purchase computer laptop for Jeff Hilde to use on property. Seconded and carried.

Adjust delinquency bottom line to \$38,879.96 as of 5/14/09.

Does the board still need Targa to attend the Executive Board, if so will need to be charged for meeting attendance.

City of Federal Way received a complaint by neighbor in homes behind Tall Firs of bulk hauling area. Will be discussing with City of Federal Way.

Pool was drained incorrectly and the City of Federal Way gave us notice of proper water drainage. Dottie to forward email to Board.

Tree issue on 318th place.

Motion: Authorized removal of tree and roots next to 37A. Seconded and carried.

Flag pole light included in Earth Tech bid.

Chimney and dryer vent cleaning status sheets was missing one page. He will contact company for exact information and Mick will create sheet with repairs for review by Board. Will discuss issues with repairs with company.

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Targa will send a letter to homeowners about their charges for repairs.

Parking Phase I revised to have Jeff start to be completed by May 31.

Motion: to extend meeting for 15 minutes. Seconded and carried.

Will reschedule the walk of property, rain out with Mick and Jeff.

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:

Nothing to discuss

Motions from February 2008 Executive Board Meeting:

Motion: Accept Earth Tech Industries quote dated 5/5/09 to repair fountain and flagpole light \$680.00 plus tax. Seconded and carried.

Motion: Accept bid Daniel Construction dated 4/20/09 \$2,925.00 plus tax from reserve account for repairs on 1C. Seconded and carried.

Motion: Parking for Phase I assigned as submitted and as documented on homeowner having more than one parking spot to be completed by May 31, 2009. Seconded and carried.

New Business:

Property staff can't use the Tall Firs equipment after hours. OK to use personal equipment after hours.

Open forum night was discussed.

Motion: To have open forum Homeowner meeting the 4th Thursday – March, June and October of this year. Seconded and carried. Will be posted on the mail boxes for homeowner to know dates and time.

Moss of roof and buildings. Jeff will purchase moss killer and apply when appropriate.

Motion to extend meeting 15 minutes. Seconded and carried.

Adjournment: There being no further business, the meeting was adjourned at 9:28 pm.

Recorded By:

Joan Lechter

Dottie Manfred
President

Joan Lechter
Secretary

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Tall Firs Condominium Association

**Community Association Manager
Report
April- May**

Discussion Items

- Executive Board Meetings
- Bulk trash holding area

Action Item List

- Attended Executive Meetings (April 2, April 23, & May 7) @ **no charge**
- Researched/ interviewed new association attorney choices. Coordinated **Condominium Law Group** to attend Executive Session April 23.
- Delivered & reviewed collection files with **CLG**.
- Communicated with new attorney throughout month regarding collection files
- Sent letter to unit 20C regarding tenant illegal dumping
- Communicated w/ Realtor on delinquent unit that Utility Termination was conducted on.
- Created & mailed out applicable delinquency notices throughout month
- Corresponded with Members regarding Board approved payment plans/ possible fee waiver
- Corresponded with Members regarding Board denied payment plan/ conducted Utility termination
- Communicated with Vendor for Chimney/ dryer vent inspection/ cleaning- site visits
- Communicated with insurance company regarding Site Manager personal property- use/ coverage
- Communicated with Site Manager regarding e-mail attachment files, work order log & communication/ verification, scheduling days off, reporting vandalism.
- Contacted CAI regarding removal & addition of BOD Members- completed
- Coordinated Contractor for water damage/ roof extension – Site Manager
- Communicated with vendor regarding lighting upgrade- next week
- Performed two Utility Terminations as directed by BOD- One payment received 5/14/09- reconnect utilities performed by Site Manager.

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Tall Firs Managers Report
For May 14, 2009

- Trash pickup every morning.
- Trash pick every night.
- Tow notice car in 2003 cull-de sac.
- Check chemicals in hot tub and prep for use daily.
- Dumpster check daily.
- Dumpster fence repair in 1800 cul-de-sac.
- Tree limb removal from building 1.
- Fix gutter on building 01 C.
- Repaired hand railing on building 2011.
- Clean up and String trim main entry.
- Coordinate for tree removal on 318.
- Clean shop weekly.
- Hang gate on unit 1730 A.
- Sweep tennis court.
- Three days of dryer vent and chimney cleaning.
- Clean dryer vent on unit 8 B.
- Clean dryer vent on unit 8 A.
- Clean dryer vent on unit 40 B.
- Clean dryer vent on unit d A.
- Clean dryer vent on unit 16 B.
- Clean dryer vent on unit 41 D.
- Clean dryer vent on unit 41 C.
- clean dryer vent on unit 16A
- Clean dryer vent on unit 48 B.
- Clean dryer vent on unit 44 B.
- Clean dryer vent on 22 D
- Spray moss parking lot.
- Spray round up in cracks in parking lot.
- Clean and organize paint room.
- Light bulb replacement on building 46.
- Light bulb replacement on building 15.
- Light bulb replacement on building 11.
- Light bulb replacement on building 25.
- Light bulb replacement on building 50.
- Placed tow notice on car in 24hr. parking stall in RV parking lot.
- 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 01 and 02.
- Gutter cleaning on building07 and 06.
- Gutter cleaning on building 08.
- Gutter cleaning on building cabana.
- Gutter cleaning on building 45 and 46.
- Drain pool.
- Pressure wash pool.
- Hand scrub pool.