

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

Thursday, June 11, 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)		
E	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:

Deane and Scott Ross 41D, Kai Eng 10D, Kim Rivard 42B, Carol Young 43C, Laura Waltar 32A, Andrea Watts 19C

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 May 2009 as submitted. Seconded and carried.

Homeowner's Questions and Comments:

Deck repair costs – what is the estimate for the coating cost? Approximately \$500.00

Louver dryer vent replacement is there a date for replacement? When will buildings be cleaned, will fences be included? Crew is currently working on them.

Property Manager's Report: Robb White, Property Manager

See attached report.

The mail box lighting, pool painting was discussed in the financial report.

Daniel Construction working on 1C repairs, they are not done yet but should be completed soon.

Walk thru by Robb, Jeff and Mick of whole property was done during the day today. Letter will be sent out next week of bigger issue violations. Next month they will start with one Phase a month starting with Phase I. Homeowner's will need to make the adjustments required per rules or the declaration or items will be discarded at the Homeowner's expense. This will be done on the same day as the Homeowner's meetings each month.

One painting quote was discussed. Base cost is \$56,640.00, many different options that will be discussed by the Board before a decision can be made. It is tabled at this time.

Resident Manager's Report: Jeff Hilde

See attached report

Treasurer's Report: Peggy Karpenko, Treasurer

Nothing to report

Committee Reports – new assignments:

Architectural Committee: Mick Crawford, Chair

Landscape Committee: Don Hilt, Chair

Safety Committee: Kai Eng, Chair

Crime Watch: Arlene Park, Chair

Website Committee: Joan Lechter, Chair

Don was not at the meeting but Dottie advised that Don wanted to step down from the Architectural Chair and wanted to be the Landscape Chair. Board approved.

**Tall Firs Homeowners' Association
Board of Directors' Meeting Minutes**
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Audit Committee: Mick Crawford

Nomination Committee: Not active at this time

Rules Committee: Not active at this time

Election Committee: Not active at this time

Budget Committee: Peggy Karpenko, not active at this time

Old Business:

Reserve study

Motion: Engage Association Reserves per contract dated 9/23/08 for the 3 year plan, plus any discounts to include the 10% discount based on previous contracts of work done for Tall Firs. Seconded and carried.

Deck repairs

Mick is to send email to Robb by Monday a list of decks in question so Robb can get the quote for deck repairs.

Chimney and dryer vent cleaning

Motion: To pay All American Chimney \$5,472.22 for dryer and fire place cleaning on invoice dated 4/22/09. Seconded and carried.

Discussion about homeowner's that were not home: 3C, 4A, 6A, 9A, 11D, 12D, 29A, 38C, 51B. These homeowner's will be charged \$250.00 fine based on previous communication sent to all homeowner's about the date and making arrangements for entry if they were not available.

Homeowner's will need to set a date to be done by All American within 30 days of letter being sent by Targa. If this is not done an additional fine will be charged of \$100.00 and Tall Firs will have mandatory access.

Motion: In the event a Homeowner doesn't contact All American within 30 days for cleaning an additional fine of \$100.00 will be charged the Homeowner. Seconded and carried.

Jeff is to contact All American for Dottie and Joan dryer issues and advise of time and date.

Fireplaces not safe to burn in at this time are 2B, 7C, 28B.

Motion: Targa to send letters to the not safe to burn homeowner's . Reasons as indicated on report, to send certified mail. Seconded and carried.

Fireplace issues are 1C and 19B

Motion: Targa to include with letter for not to fireplace issues, sending certified mail. Seconded and carried.

Chimney repairs report did not come to the Board completely and will be resent.

Homeowner meeting signs will go on mail boxes for June 25, 2009. Robb and Jeff to attend this additional meeting. Homeowner's will have 3 minutes, each to discuss issues. Numbers will be given to homeowner's as they arrive.

Dottie – Jeff's short term goals:

1. Tennis court
2. Building moss and on roof
3. Gutter cleaning
4. Sprinklers

Pool phone is up and working to call 911. Targa is now the authorized receiver of this billing process and the contact in case of issues or changes.

Pool cameras will have additional research done before purchase, will discuss next executive session.

Motions from June 2008 Executive Board Meeting:

Motion: Authorize to replace outside lights by homeowner as described in letter dated 5/25/09. Seconded and carried.

Motion: To invite Robb to attend executive board meeting and discuss delinquencies. Seconded and carried.

Motion: Authorize up to \$2,000.00 for pool and cabana cameras. Seconded and carried.

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

Motion: Authorize Daniel Construction to repair 6 decks in question not to include surface replacement. This should be 1 inch tongue n groove plywood, exterior grade. Seconded and carried.

New Business:

Jeff will create new signs to go at dumpster of what is not allowed to be dumped.

Jeff will create an excel file to send to the Board of work order requests, numbered and completion times. Will start the numbering process first of next week.

Jeff will finish the parking of Phase I number next week. Robb will send a letter the homeowner's involved once the project is completed.

A test for carport lighting for Building 14 of the new magnetic lighting. Board will stop by the area at night to view, the homeowner's in the area seem to like them.

Arlene will set up another crime watch meeting to start setting up neighborhood watches throughout the complex.

Homeowner's are reminded it is fire season and all need to pay attention to fires.

Adjournment: There being no further business, the meeting was adjourned at 8:50 pm.

Recorded By:

Joan Lechter

Dottie Manfred
President

Joan Lechter
Secretary

**Tall Firs Homeowners' Association
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Tall Firs Condominium Association

**Community Association Manager
Report
May- June 2009**

Discussion Items

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Action Item List

- Attended Executive Meeting (June 4) @ **no charge**
- Communicated with new attorney throughout month regarding collection files
- Sent letters to Members regarding violations
- Prepared & Sent out Demand for Payment letters
- Coordinated painting company to provide proposal for painting project (see proposal).
- Reviewed and obtained insurance recommendation regarding manager personal property
- Met with site staff regarding several Executive Session issues.
- Performed site inspection
- Prepared delinquency action reports and performed delinquency follow-up
- Communicated with Chimney/ dryer vent company- obtained revised report

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Tall Firs Managers Report
For June 11, 2009

- Trash pickup every morning.
- Clean and balance pool every day.
- Clean and balance hot tub every day.
- Clean bath rooms and mop floors.
- Haul dish washer to recycle.
- Clean fountain.
- Fix hand rail on building 49.
- Sprinkler repair 1900 cull-de-sac flower beds.
- Porch light bulb replacement building 9 up stairs
- Porch light bulb replacement building 10 up stairs
- Porch light bulb replacement building 10 down stairs
- Porch light bulb replacement building 11 up stairs
- Porch light bulb replacement building 11 down stairs
- Rental sign for building 1 C.
- Tow blue van from building 38.
- Car port light replacement building 16.
- Car port light replacement building 22.
- Car port light replacement building 25.
- Car port light replacement 28.
- 2 Car port light replacement building 5.
- Car port light replacement building 3.
- Car port light replacement building 8.
- Car port light replacement building 39.
- Car port light replacement building 43.
- 2 Car port light replacement building 49.
- 3 Sprinklers repair behind building 16.
- 2 Sprinklers repair behind building 44.
- 4 Sprinklers repair by fountain.
- 6 Sprinklers repair beside building 2.
- 2 Sprinklers repair behind building 51.
- 3 Sprinklers repair behind building 27.
- 1 Sprinkler valve replacement for fountain.
- 1 Sprinkler valve replacement in front of building 36.
- 1 Sprinkler valve repair for side of building 2.
- 1 Sprinkler repair back of building 47.
- Siding cleaning on building 1.
- Siding cleaning on building 31.
- Siding cleaning on building 15.
- Siding cleaning on building 22.
- Clean gazebo.
- Assist with light fixture for carport building 14.
- Clean up and String trim main entry.
- Clean shop.
- Repair pressure washer.
- Pressure wash tennis court.
- Meet with earth tec. For fountain repair.