

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

**Thursday, August 13, 2009**

Board of Directors			Staff	
P	Joan Lechter, Secretary	Phase 1 (E)	P	Robb White Property Manager
E	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:**

Andrea Watts 19C, Carol Young 43C, K. Rivard 42B, Don Westman 44B, Matthew Correa 37D, Joann Hugues 13C, Robert Pade 10B, Kai Eng 10D, Sylvia Schulz 16C

**Call to Order:** The meeting was called to order by the Vice President at 7:00 pm

**Minutes of Previous Meeting:** Motion to accept the minutes of July 2009. Seconded and carried.

**Homeowner's Questions and Comments:**

Plants are not being watered on the property. Homeowner's are encouraged to water plants that they feel need extra attention, if not done by the crew.

Dryer vent issue – to fill out a work order so the onsite manager can take care of issue.

Dryer vent covers when will they be replaced? This will be a fall project for the onsite manager and crew.

Deck repairs what is the status. This will be discussed tonight.

Fire pit issue reported to Board member from neighbor. A letter was already sent to the homeowner. A follow up will be done on the next monthly walk thru of Phase I. Fire pit and charcoal BBQ are not allowed on the property. More will be discussed in the future about these items, per insurance and condo regulations.

Homeowner would like to have a gate installed at back of the fence to their property. This will need to be a Board approved item and done at the homeowner's expense.

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

See attached report.

First Choice Electric has been in business for 45 years and is a Master Electrician in the state of Washington.

Freezer at back of homeowner unit is in foreclosure and real estate agent was contacted to have the item removed.

CAI membership for the Board for 2010 was paid.

Targa collected \$1,026.00 in delinquencies this month for the homeowners.

Phase 3 walk around was done today with Mick and Don. Violation letters will be sent out by the end of the week. Next month Phase 1 will review issues from previous walk around.

Door replacement was taken care of by homeowner for 4C.

FHA loans were discussed, it was decided to table for the future.

Resident Manager and Daniel Construction reviewed 42B, it will be completed soon.

1C roof repairs were completed.

Motion: To pay invoice \$3,202.86 dated 8/5/09 for Daniel Construction for roof repairs on 1C. Seconded and carried.

Robb will discuss with Jeff the lights that need repaired on the property and get completed.

The damaged carport repairs have been done for \$410.63, the homeowner will be billed, their damage and expense.

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

See attached report

Jeff out sick his report was discussed by Property Manager.

**Treasurer's Report: Peggy Karpenko, Treasurer**

Nothing to report

**Committee Reports :**

**Architectural Committee: Mick Crawford, Chair**

Nothing to report.

**Landscape Committee: Don Hilt, Chair**

The committee marked all Phase 3 trees and large shrubs that are issues. He will discuss the committee report under new business.

**Safety Committee: Kai Eng, Chair**

Lights still remain on 24/7 in some phases. There is a light pole in Phase 1 that is down and needs replaced.

**Crime Watch: Arlene Park, Chair**

The next meeting will be September 17, 2009 at the Cabana 7:00 pm. The notices will be posted at the mail boxes to remind homeowners to attend.

**Website Committee: Joan Lechter, Chair**

Our annual bill is supposed to come in at the end of this month to be submitted next month for payment.

**Audit Committee: Mick Crawford**

Report will be sent to board. Robb will pull last three tax years for review with auditor. Jay Vandal to complete audit report for the board.

**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:**

Landscape contract will expire October 1, 2009. There are three companies that we are meeting with to decide which way to go. Don, Mick and Robb will meet with them to discuss the property and what is included in each company's bid.

Robb will email all the proposals to the Board to review.

October will be the safety home reviews done at each homeowner's units. There will be more to be discussed in the future.

Street light pole Phase I Robb will discuss with Jeff the status.

Parking numbering for Phase I will be done in next 30 days so letters can go out to homeowner's with their new parking assignments.

Mick and Don met with Daniel Construction for deck repairs plans. We will ask Daniel to do proposal for deck repairs.

Motion: Recommend to proceed with design to give proposal for deck repairs to Daniel Construction. Seconded and carried.

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Our reserve study is almost complete. Envelop study to do soon. Robb will get two other companies to give bids.

The fallen tree behind along the north property line that belongs to the homeowner behind our property damaged our fence. Peggy will get homeowner list for Robb to send a letter to try to get insurance to cover the cost of repairs.

**Motions from July 2009 Executive Board Meeting:**

Motion: Any board member is authorized to attend the October 3 CA Day event that is interested in the event. seconded and carried.

Motion: To authorize Jay Vandal to look at the last 3 years of income tax to review for possible income tax reports to be amended. Seconded and carried.

Motion: To reimburse Mick Crawford for four walkie talkie's for use on the property and to stop using cell phones. Seconded carried.

**New Business:**

Tree and scrubs at front of building 6 and 7 by the carport should come out as soon as possible. Robb will get removal two bids to discuss with the board.

**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  
July- August 2009**

Discussion Items

- Architectural Resolution
- Rules violation Report
- 4C door
- FHA/ Fannie Mae Requirements

Action Item List

- Sent letters to Members regarding violations as instructed by BOD
- Prepared & Sent out Demand for Payment letters
- Prepared/ sent out Rules violations letters from July inspection
- Responded to e-mails & voice mails throughout month from Members
- Performed site inspection w/ BOD Member & On-Site Manager
- Prepared delinquency action reports and performed delinquency follow-up
- Communicated w/ attorney regarding delinquencies/ payment agreements/ collected funds
- Attended Reserve Study inspection w/ Association Reserves inc. & BOD Member 7-15
- Followed up w/ contractor on 1C roof extension corrections
- Posted utility termination letter & Demand Notices
- Attended Executive session August 6.

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TALL FIRS AUGUST MAINTENANCE MANAGERS REPORT

**Monday July 13, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-9:30 am balance and vacuum hot tub  
9:30-10:00 Am meet Kim and Dottie at corner of 318<sup>th</sup> to discuss tree removal  
10:00-1:00 Pm meet first choice on mail box lighting and light pole.  
1:30-2:00 Pm talking with 1824 c about plywood in window.  
2:00-3:30Pm fixing broken hose bib at building 19 unit c  
3:30-4:30Pm removing extra trash from around dumpsters and cleaning up broken glass.  
4:30-5:00 Pm pick up tools check doors.

**Tuesday July 14, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-10.00 am balance and vacuum hot tub  
10:00-11:30 am garbage pick up  
11:00-12:00 meet with Kim revard to discuses problem with shower.  
12-12:30 lunch  
12:30-3:30 placing hoses for watering grass.  
3:30-4:00 refilling fountain with water.  
4:00-4:30 picking up hoses

**Wednesday July 15, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-9:30 am balance and vacuum hot tub  
9:30-11:00 am garbage pick up  
11:00-12:30 fixing broken sprinkler valve.  
12:30-1:00 lunch  
1:00-2:00 meet first choice to repair lights on building 1  
2:00 4:00 hand watering  
4:00-4:30 picking up hoses

**Thursday July 16, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-10.00 am balance and vacuum hot tub  
10:00-11:30 am garbage pick up  
11:30-4:30 tear out wall and clean up at lew Cox

**Friday July 17, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-10.00 am balance and vacuum hot tub  
10:00-11:30 am garbage pick up  
11:30-5:30 replacing shower valves

**Monday July 20, 2009**

8:00-9:30 am balance and vacuum pool  
9:30-10.30 am balance and vacuum hot tub  
10:30-12:00 am garbage pick up  
12:00-1:00 setting water  
1:00-4:00 replacing drywall and clean up  
4:00-5:00 picking up hoses

**Tuesday July 21, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-10.00 am balance and vacuum hot tub  
10:00-11:30 am garbage pick up  
11:30-2:30 sanding and texturing dry wall  
2:30-3:00 filling fountain  
3:00-5:00 watering and picking up hoses

**Wednesday July 22, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-9:30 am balance and vacuum hot tub  
9:30-10:30 am garbage pick up  
10:30-4:00 hand watering grass area  
4:00-5:00 picking up hoses

**Thursday July 23, 2009**

8:00-9:00 am balance and vacuum pool  
9:00-9:30 am balance and vacuum hot tub  
9:30-10:30 am garbage pick up  
10:30-11:30 cleaning tennis courts  
11:30-2:30 Hose bib repair building 29 A  
2:30-5:00 hand watering and picking up hoses

**Friday July 24 2009**

8:00-9:00 am balance and vacuum pool  
9:00-9:30 am balance and vacuum hot tub  
9:30-10:30 am garbage pick up

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10:30-2:00 pool Inspector & ordering screws  
2:00-4:30 Hand watering and picking up hoses

**Monday July 27 2009**

8:00-9:30 am balance and vacuum pool  
9:30-10:00 am balance and vacuum hot tub  
10:00-11:30 am garbage pick up  
11:30-1:00 fix broken valve and sprinkler by cabana  
1:00-5:00 hand watering and picking up hoses

**Tuesday July 28 2009**

8:00-9:00 am balance and vacuum pool  
9:00-9:30 am balance and vacuum hot tub  
9:30-10:30 am garbage pick up  
10:30-11:00 fill fountain  
11:00-1:00 Repair flower bed sprinklers building 43  
1:00-5:00 Hand watering rodies buildings 38-46

**Wednesday July 29 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00-2:00 Hand watering rodies buildings 22-31  
2:00 4:00 setting soaker hoses in flower beds buildings 3, 9, 17, 51  
4:00-5:00 Hand water rodies buildings 11-15

**Thursday July 30 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00 -12:30 putting screws in bottom of pool  
12:30-3:00 hand watering grass  
3:00-4:30 hand watering rodies at buildings 1-4  
4:30 -5:00 picking up hoses

**Friday July 31 2009**

8:00-12:00 draining ½ of pool and refilling with fresh water and balancing  
12:00-3:00 replacing shower valve in unit 42 D  
3:00-5:00 hand watering and picking up hoses

**Monday August 3 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00-5:00 removing ceiling and fixing piping under tub, clean up. Unit 31840 A

**Tuesday August 4 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00-3:00 replacing dry wall and 1<sup>st</sup> coat popcorn texture, clean up.  
3:00-5:00 hand watering rowdies buildings 9-17

**Wednesday August 5 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00-2:00 2<sup>nd</sup> coat popcorn texture, clean up  
2:00-5:00 hand watering grass and picking up hoses

**Thursday August 6 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00-11:00 cleaning board room  
11:00-2:00 hand watering grass and picking up hoses  
2:00-5:00 replacing shower valve in unit 43 C

**Friday August 7 2009**

5:00-9:00 draining ½ of the pool refill and balancing water  
9:00-10:30 garbage clean up  
10:00-12:00 hand watering rowdies'

**Monday August 10 2009**

8:00-9:00 balance and vacuum pool  
9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up  
10:00-5:00 Cleaning buildings 49-50

**Tuesday August 11 2009**

8:00-9:00 balance and vacuum pool

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9:00-9:30 balance and vacuum hot tub  
9:30-10:00 garbage pick up