

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

Thursday, September 10, 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	Mick Crawford, 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:

Andra Watts 19C, Kim Smith 47A, Lew Cox 24A, Kai Eng 10D, K. Rivard 42B, C. Adams 8B, G. Jupiter 23C, P. Brown 8C, Roy Kauer 42D.

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 August 2009 as submitted. Seconded and carried.

Homeowner's Questions and Comments:

Roadies being cut down on property – have we given permission to the landscape company? This will be discussed tonight. Some have a disease and that is why some have been cut down.

How many delinquency issues are there on the property? This will be discussed tonight.

Property Manager's Report: Robb White, Property Manager

See attached report.

Tall Firs has terminated employment of Jeff Hilde effective August 14, 2009. There was discussion.

introduced our new Resident Manager, John Roundtree he will be starting on Sept 16, 2009. He was one of 7 candidates that Robb interviewed for us. It was narrowed down to 3 candidates. He has extensive construction, landscape and pool experience. He is a worker and will be a great addition to our community. He was also interviewed by the board.

Robb submitted a new rules violation report to the board. This is the result of the monthly walk thru the property with the Resident Manager, Mick Crawford and Don Hilt.

Request to waive rules violation for 44B. It was indicated that a previous board, previous property manager and resident manager approved their installation. Statement from Don Hilt and Lew Cox indicated that they could not recall such a request.

Motion: to deny waiver for installed lights at 44B and if security lights need to be installed owner needs to contact On site manager of installation. Seconded and carried.

During a walk around a violation was found for 46D, an air conditioner installed and not board approved. If there is a need for health reasons the request needs to be submitted to the board. Robb will send a letter to the homeowner.

Motion: Homeowner of 46D will need to give supported documentation from a doctor for a need of an air conditioner to be installed during the summer season only after the board approval. Seconded and carried.

Our delinquency is down to \$45,677.13 as of this month.

Our delinquency was \$63,227.88 on Dec 11, 2008 when Targa took over the management of Tall Firs.

Resident Manager's Report: Mick Crawford

See attached report

Cleaning building, inventory of equipment. Repairs to the on site manager unit and mold removal.

Received a request of tenant of 8C for him to install a propane tank for resident fireplace. The supporting approval from Federal Way will need to be submitted for board approval.

Motion: To table discussion at executive board meeting and receipt of supporting documents. Seconded and carried.

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Treasurer's Report: Peggy Karpenko, Treasurer

Nothing to report

Committee Reports :

Architectural Committee: Mick Crawford, Chair

Nothing to report

Landscape Committee: Don Hilt, Chair

Mick and Don have three bids for landscape companies for the next year.

Motion: To accept Earth Tech bid for landscaping for 2010 dated 8/6/09, to begin Oct 1, 2009 or as adjusted to terminate existing contract. Total is \$7,100 plus tax. Second and carried.

Safety Committee: Kai Eng, Chair

Lights in the 2015 area not working, building 10 mail box. A camera for the pool area should be installed soon.

Crime Watch: Arlene Park, Chair

Crime watch meeting is next week. There is a multi family crime watch course from the city of Federal Way. Lew Cox volunteered to cover his area of the complex.

Website Committee: Joan Lechter, Chair

Annual invoice should be coming end of next month.

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 has been completed. There are many short term issues that need to be taken care of in the next 10 years. *How* These items have not been done by the previous boards and the property management company. We will need to review *(has)* to fund our reserve account to take care of these items. It is very rare that most associations are fully funded, we are in better shape than most, but will need to pay attention to details to get completed.

Motion: to accept reserve study dated 8/25/09 by Associated Reserve. Seconded and carried. Robb and Mick to call company to discuss. Will need to post on the website with link.

Motions from September 2009 Executive Board Meeting:

Motion: To authorize Targa to contact our attorney to get a referral lawyer for on site manager termination. Second and carried.

Motion: To start contract with John Roundtree as onsite manger, effective September 16, 2009. Hours will be 8:00 – 5:00 Monday thru Friday. Seconded and carried.

New Business:

Motion: To accept the audit report 2008 from Joseph Vandal CPA. Seconded and carried.

Light replaced Phase I of fallen light pole.

Motion: To pay for invoice to First Choice Electric for light in Phase I \$4,740.61 dated 9/3/09 out of the reserve study account. Authorize to move money from the reserve account for payment. Seconded and carried.

Phase I parking will be completed by end of the week and letter to go to homeowners of their new parking assignments.

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Deck repair quote has been submitted at \$2,640 plus tax for each deck. This will only be for the six decks, at this time.

There was a surprise inspection for the pool today. We passed with a good.

Robb discussed the lien filing fee will now go from \$42.00 to \$62.00 for recording fee.

Motion: To accept quote from Ben's Ever-ready Fire Extinguisher company for two replacements \$534.00 plus tax.
Seconded and carried.

Adjournment: There being no further business, the meeting was adjourned at 9:15 pm.

Recorded By:

Joan Lechter

Mick Crawford
Vice President

Joan Lechter
Secretary