

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

Thursday, June 9, 2011 at 7:00 p.m.

BOARD OF DIRECTORS			STAFF / GUESTS	
P	Kai Eng, Director	Phase 1 (E)	P	Robb White, Property Manager
P	Coleen Adams, Director	Phase 1 (O)	P	John Roundtree, Resident Manager
P	George Jupiter, Treasurer	Phase 2 (E)		
P	Peggy Karpenko, Director	Phase 2 (O)		
E	Phyllis Hilt, Secretary	Phase 3 (E)		
E	Don Hilt, Vice President	Phase 3 (O)		
P	Mick Crawford, President	At Large (E)		

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

HOMEOWNERS PRESENT: Marie Masterson 45-A; Kim Smith 47-A; Arlene Park 51-A; Mark Alenick 29-B.

CALL TO ORDER: The meeting was called to order by President Mick Crawford at 7:00 p.m. in the Cabana and a quorum was present.

MINUTES OF PREVIOUS MEETING:

MOTION: That the minutes of May 12, 2011 are approved as distributed. Seconded and passed.

HOMEOWNER'S QUESTIONS AND COMMENTS:

Kim Smith asked if all fences will be repaired and/or replaced. John answered yes.

Marie Masterson stated that the new gates could not be locked. Mick stated that gates are not to be locked because the crew needs access through them.

Arlene Park stated that she continues to have problems with ants. John stated that he will treat the area. Mick advised that it is the homeowner's responsibility to treat areas at their front door and their sliding glass door. John recommended Raid (purple top) be used.

PROPERTY MANAGER'S REPORTS: Robb White

SEE ATTACHED REPORT(S).

RESIDENT MANAGER'S REPORT: John Roundtree

SEE ATTACHED REPORT.

John reported that so far, 23 fences have been completely rebuilt and are awaiting painting.

TREASURER'S REPORT: George Jupiter

George reviewed available financial reports and all appears to be in order.

COMMITTEE REPORTS:

Architectural (Standing) Committee: Mick Crawford, Chair

There was nothing new to report.

Landscape (Standing) Committee: Phyllis Hilt, Chair

Reviewed 16-C request to plant a tree at her own cost near her unit to replace one that was removed by the Association.

Safety and Crime Prevention (Standing) Committee: VACANT, Chair

Safety Phase 1:	Kai Eng
Safety Phase 2:	George Jupiter and Mark Alenick
Safety Phase 3:	Phyllis Hilt and Arlene Park
Neighborhood Emergency Training:	Coleen Adams
Block Watch:	VACANT

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Website (Standing) Committee: Rob Moorhead, Chair

See attached report.

Rules (Ad Hoc) Committee: Mick Crawford, Chair

Nothing to report.

Budget (Ad Hoc) Committee: George Jupiter, Chair

Nothing to report.

Maintenance & Safety Inspection (Ad Hoc) Committee: Phyllis Hilt and Mick Crawford, Co-Chair

Nothing to report.

Nominations (Ad Hoc) Committee: Sylvia Schulz, Chair

Nothing to report.

Elections (Ad Hoc) Committee: VACANT, Chair

Nothing to report.

UNFINISHED BUSINESS:

Occupant register returns: Robb gave an updated report. There was general discussion.

MOTION: That additional violation letters and non-compliance fines be approved. Seconded and passed.

Deck repair program: There was general discussion. Daniels Construction will begin on June 27, 2011. Notices will be posted by June 15th on affected homeowner's doors. All construction must be completed by Labor Day.

Racquetball court re-siding: There was general discussion. The re-siding is complete and John will begin painting soon.

Sewer line installation project: There was general discussion. We have two bids.

Building 10 carport pole replacement: There was general discussion.

Monument wall replacement: There was general discussion. We are still awaiting a response from the insurance company.

Trencher purchase: John and Mick will travel to Chehalis to investigate a purchase not to exceed \$2,500.00.

Reserve fund policy resolution: There was general discussion. Robb will distribute a draft to all Board members as soon as it is ready.

13-C request to install fence: There was general discussion. Consensus was that if the homeowner can get all eight units to agree to pay for fence installation that the Board will consider the request.

MOTIONS FROM JUNE 2, 2011 EXECUTIVE BOARD MEETING:

MOTION: That the original \$50 violation fine will be waived for Unit 4-A if the grill is removed by June 15. If it is not removed, the original \$50 fine will apply and additional fines will be assessed each month. Seconded and passed.

MOTION: That the owners of Unit 27-B will be advised their mossy patio area will be re-inspected in September. If the area is clean, the \$50 fine will be waived. If the area is not clean, the original \$50 violation fine will apply, and additional fines will be assessed each month. Seconded and passed.

MOTION: That an emergency only telephone for the swimming pool area be purchased for \$329 + tax. The phone will be mounted next to the indoor wall-mounted first aid kit. Outdoor signage will indicate the phone's location. Robb White will purchase. Seconded and passed.

MOTION: That a Resolution be prepared to include: (1) All committee chair appointments and Board vacancies will be made/filled by a majority vote of the Board. (2) The Board President is not restricted from serving as a committee chairman. Property Manager Robb White will prepare the Resolution. Seconded and passed.

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MOTION: That the Board approves the appointment of Rob Moorhead as Web Site Committee Chairman, and Phyllis Hilt as Landscape Committee Chairman. All other chairs are unchanged, although Coleen Adams indicated she will be resigning as Net Chairman. Seconded and passed.

NEW BUSINESS:

Homeowners' Forum: Scheduled for June 16, 2011 at 7:00 p.m. in the Cabana. John will post notices at the mailboxes.

Tall Firs Calendar of Events: Mick presented a draft calendar of events and requested input from Board Members and Robb. There was general discussion.

Robb's vacation: Robb will be on vacation from July 1st through July 13th. Brandon will handle our business if necessary.

John's vacation: John will be on vacation for a period of time in August

Draft Reserve Study: A draft of the 2011 Reserve Study - Without Site Visit is available on the Association Reserves website.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:30 p.m.

RECORDED BY: Peggy Karpenko

Mick Crawford, President

Phyllis Hilt, Secretary

Tall Firs Condominium Association

Community Association Manager Report

May 2011 – June 2011

Discussion Items

- Rules violation Report
- Deck Surface Assessments update

Action Item List

- Sent letters to Members regarding Rules violations as instructed by BOD
- Prepared & Sent out Demand for Payment letters in accordance with Collection policy
- Responded to inquiries/ e-mails/ phone calls regarding violation letters & forwarded to B.O.D as appropriate for consideration.
- Responded to numerous e-mails & voice mails throughout month from Members regarding variety of miscellaneous issues.
- Reviewed and processed monthly Accounts Payable
- Prepared delinquency action reports and performed delinquency follow-up.
- Communicated w/ attorney regarding delinquencies/ payment agreements/ collected funds
- Posted Demand Notices
- Attended June 2, 2011 Executive Session
- Continued Follow-up communication with Insurance Company & BOD regarding monument wall destruction & collected proposals
- Received and maintained accountability of Owner Occupant registers
- Mailed non-compliance letters regarding required Occupant Register forms
- Performed Rules Violation inspection with Rules Committee Members – Phase 3.

Management Maintenance Report for the Month of May 12, 2011 to June 9, 2011

1. We checked the chemicals in the Hot Tub 19 times.
2. The asst. manager checked the chemicals in the Hot Tub 8 times.
3. We opened the pool on May 27th as planned.
4. I had Keanu dig the hole to find the sewer line behind building 15, and he did a good job of doing so, and is now filled back in
5. We have walked for trash around the property and changed the trash on 320th when needed.
6. * We have completed 23 ½ fences which are all that need to be faced
7. We have cleaned up the shop after having cut all the fence boards
8. We have changed 15 Lights on the property
9. I installed the new lights on the shop after the siding project was complete
10. The carport pole that was sinking was started yesterday and will be finished today.
11. * We are starting the irrigation tomorrow and will start watering on Monday
12. We cleaned the gutters on 3 buildings
13. We are going to use the old fence posts for the Kubota path way after cutting off the bad ends
14. We are going to start painting fences and the shop after next week
15. I picked up several items for the property throughout the month
16. I numbered all the buildings from the back so we can tell what units are what from the back.