

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

**Thursday July 14, 2011 at 7:00 p.m.**

BOARD OF DIRECTORS			STAFF / GUESTS	
P	Kai Eng, Director	Phase 1 (E)	P	Robb White, Property Manager
A	Coleen Adams	Phase 1 (O)	P	John Roundtree, Resident Manager
E	George Jupiter, Treasurer	Phase 2 (E)		
P	Peggy Karpenko, Director	Phase 2 (O)		
P	Phyllis Hilt, Secretary	Phase 3 (E)		
P	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:** Mark Alenick, Sharon Horton, Lisa Jaffee and Andrea Watts

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

**MOTION:** That the Board approves the request from the homeowner of Unit 26-B to divide her July dues assessment into two equal installments.

**HOMEOWNER'S QUESTIONS AND COMMENTS:**

Mark Alenick expressed concerns about garbage being mixed with recycled items and that, if not corrected, could affect our participation in the recycling program. It was noted that bins are posted with recycling instructions.

**FINANCIAL REPORT:** The Property Manager reported on June's financial reports. No Treasurer's report was given

**MINUTES OF PREVIOUS MEETINGS:**

**MOTION:** That the minutes of the June 9 2011, Board Meeting be approved as corrected. Seconded and passed.

**PROPERTY MANAGER'S REPORT/ ATTACHED:** Robb White

**RESIDENT MANAGER'S REPORT /ATTACHED:** John Roundtree

Action: Resident Manager's vacation request was approved August 15-19.

Action: Instructions need to be given to Sound Credit Union on the Association's CD maturing on July 20.

**COMMITTEE REPORTS:**

**Architectural** (Standing) Committee: Mick Crawford, Chair – No Report

**Landscape** (Standing) Committee: Phyllis Hilt, Chair – Report deferred to end of meeting

**Safety and Crime Prevention** (Standing) Committee: Vacant, Chair

Safety Phase 1:	Kai Eng - Reported to Resident Manager
Safety Phase 2:	Mark Alenick – Reported to Resident Manager
Safety Phase 3:	Phyllis Hilt and Arlene Park – Reported to Resident Manager
Neighborhood Emergency Training:	Coleen Adams – No Report
Block Watch:	Vacant

**Website** (Standing) Committee: Rob Moorhead, Chair – Report distributed to Board

**Inactive Ad Hoc Committees:** Budget, Rules, Maintenance and Safety Inspection, Nominations, and Elections

**UNFINISHED BUSINESS:**

**Executive Board Meeting Motions / July 7, 2011.**

**MOTION:** That the Board approves the purchase of 10 locking fire extinguisher cabinets. Seconded and passed. (They will be filled with surplus extinguishers that are functional, pressure tested, and pressure ready. Seconded and passed.

**MOTION:** To establish an Ad Hoc Maintenance Oversight Committee. Seconded and passed.

End of Executive Board Meeting Motions.

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**MOTION:** That the Board approves the transfer of \$3,706.15 from the Reserve Account to Operating Account to pay for deck railings. Seconded and passed.

**MOTION:** That the Board approves the transfer of \$15,000 from the Reserve Account to Operating Account to pay for fence material and labor. Seconded and passed.

**MOTION:** That the Board approves Daniels' Construction proposal in the amount of \$2,850 + WSST to install a sewer line to the shop building. Seconded and passed.

**MOTION:** That the Board approves the administrative resolution for committee appointments and Board vacancies. Seconded and passed.

Action: Property Manager to send one final letter to homeowners who have not returned their Occupant Register.

Action: There will be a meeting with Daniels Construction on Monday, July 18, to discuss progress on deck repairs.

Action: The wood will be treated on the carport pole replaced on Building 10.

Action: Property Manager to send a certified letter to the insurance company regarding our claim for monument wall damages at the entrance on SW 320<sup>th</sup> Street.

Action: Board President to provide Property Manager a copy of the draft Reserve Fund Policy so that it can be forwarded to Condominium Law Group for review.

Action: Property Manager to respond to homeowner's request for approval to build a fence behind Unit 13-C.

**NEW BUSINESS:**

**MOTION:** That the Board approves the purchase, in an amount up to \$350, for an electrical-powered grinder and wheels. Seconded and passed.

Action: Delay approval on the 2012 Draft Reserve Study. The Board will consider two revisions for roofing and siding.

Action: Property Manager to prepare a monthly report to track reserve item expenditures for labor and material.

Action: Board President to complete revisions to the Board Calendar.

Action: Crew to mount new photo cell on the flag pole.

Action: Crew to reroute the electrical power source for lighting the east Monument Wall. Power will be rerouted behind Buildings 36/37 to Building 51.

Action: Fifteen deck and stairway railings have been identified for painting: 5C, 5D, 3C, 8C, 9C, 9D, 10C, 10D, 16C, 15D, 23C, 31C, 31D, and 40C. The painting is a reserve item expense.

Action: Crew members will be paid to paint the deck and stairway railings under personal service contracts not to exceed \$600 per employee. Work will be performed after regular working hours or on weekends

Action: A portable water tank will be purchased for watering the landscaped beds.

Action: Homeowners requesting gutter cleaning will be advised by the Resident Manager that gutters will be cleaned during scheduled maintenance periods, and not on a request-for-service basis. Also, carport gutters will now be replaced with 10-foot sections.

Action: During George Jupiter's absence, the Board President will give the Treasurer's report at monthly Board Meetings

Action: Property Manager will advise EarthTech of the Landscape Committee's performance review (an A) on contract components.

Action: Due to the need for an Executive Session following the Board Meeting, other Landscape Committee recommendations will be considered at the August Board Meeting.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:15 p.m.

**RECORDED BY:** Phyllis Hilt

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Mick Crawford, President

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Phyllis Hilt, Secretary

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **June 2011 - July 2011**

#### Discussion Items

- Rules violation Report- Rain delay/ will conduct next week

#### 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/ severed utilities
- Continued Follow-up communication with Insurance Company regarding monument wall destruction
- Received and maintained accountability of Owner Occupant registers
- Mailed non-compliance letters regarding required Occupant Register forms
- Created Committee Appointments and BOD Vacancy Resolution for BOD consideration
- Vacation July 1-13.