

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

Thursday, August 11, 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: Chris Barton, Steven Block, Gayle Bosshart, Pat Farkas, Sharon Horton, Josephine Hugill, Deanna Kirkpatrick, Colleen Lucas, Marie Masterson, Arlene Park, Kim Rivard, Lee Saffery, Kim Smith, Andrea Watts

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

HOMEOWNER'S QUESTIONS AND COMMENTS:

Police Officers Chris Walker and James Ellis of the Federal Way Police Department spoke to homeowners about drug activity at Tall Firs and answered homeowner questions. An additional presentation will be scheduled at City Hall. All meeting participants will be notified of the meeting date, time, and location.

Kim Rivard asked the Board to address the problem of drafty entry doors in Building 42 that appear to have been caused by the settling of the foundation.

Kai Eng expressed dissatisfaction with brown, unwatered lawn areas.

PRESIDENT'S RESIGNATION:

President Mick Crawford, citing personal reasons, resigned as Board President. Vice President Don Hilt becomes the Board's new President

MINUTES OF PREVIOUS MEETINGS:

Motion: That the Board approves July 14, 2011, Board Meeting be approved as distributed. Seconded and passed.

FINANCIAL REPORT:

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

Action: The Secretary will confirm that the Sound Credit Union CD (that matured on July 20) was deposited in our Sound Credit savings account.

PROPERTY MANAGER'S REPORT/ ATTACHED: Robb White

Motion: That the Board approves having Lowe's receipts included in the Property Manager's monthly Accounts Payable report. The motion was not seconded and did not pass.

RESIDENT MANAGER'S REPORT/ATTACHED: John Roundtree

Action: The Spa plans need to be reviewed by the City of Federal Way.

COMMITTEE REPORTS:

No Committee Reports were made.

UNFINISHED BUSINESS:

Executive Board Meeting Motions/ August 4, 2011

Motion: That the Board pursue a solution for deck hand railings with the manufacturer's distributor, concurrent with discussions with the Federal Way Building Inspection Office. Seconded and passed.

Motion: That the Board approves the invoice from Daniels Construction Company in the amount of \$8,437.96 (including tax) for deck repairs/replacements on Units 6-C and 6-D. Seconded and passed.

Motion: That the Board Approves the Association's renewed membership for 6 Board Members in CAI (Community Associations Institute) in the amount of \$439. Seconded and passed.

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- Motion:** That the Board approves the recommendation from Condominium Law Group (CLG) on Unit 50B. The recommended counter offer proposed by CLG would allow the owner of Unit 50B to make reduced payments for a short period of time in order to evaluate what happens with the Trustee's Sale which was recently cancelled. Seconded and passed
- Motion:** That the Board approves the one-time waiver of all fines and fees, totaling \$240, against the owner of Unit 28-D. Seconded and passed.
- Motion:** That the Secretary, Phyllis Hilt, be reimbursed for receipts submitted for Association copy expenses in the amount of \$31.76. Seconded and passed.

Executive Board Meeting Motions /Special Meeting July 14, 2011

- Motion:** That the Board authorizes the Property Manager to respond to the complaints Unit 37-B has made against her neighbor. The owner will be advised that the issues are police and phone company matters. Seconded and passed.
- Motion:** That the Board approves having the Property Manager send a final notice, via Certified Mail, to the homeowners who have not returned the Occupant Register. Seconded and passed. (Another \$50 fine will be imposed.)

End of Executive Board Meeting Motions for August 4 and July 14, 2011

- Action:** Refer the discussion of Occupant Registers to the Special Executive Session following the Board Meeting
- Motion:** That the Board approves the purchase of 16 linear feet of hand rails per deck, for 10 decks. The handrails will be purchased in 8-foot sections. Seconded and passed.
- Motion:** That the Board approves the transfer of \$10,707.66 from the Reserve Fund to the Operating Fund to pay for deck and fence materials; specifically \$7,430.24 for deck railings, and \$3,277.42 for fence lumber. Seconded and passed.
- Action:** Property Manager to issue checks to pay for the deck and fence materials.
- Action:** Crew to be paid at time-and-a-half for sanding and painting deck railings on their off-duty hours.
- Motion;** That the Board approves extending the meeting until 9:15 p.m. Seconded and passed.
- Motion:** That the Board approves \$500 for the purchase of a 98-gallon portable water tank. The amount approved does not include shipping. Seconded and passed.
- Action:** Ad Hoc Maintenance Committee Report referred to the Special Executive Session following the Board Meeting.
- Action:** Mick Crawford was asked to set out the cones and signs for the Garage Sale and to enforce parking restrictions.

NEW BUSINESS:

- Action:** Property Manager to submit Registration Forms to CAI for Board Members attending CA Day in Bellevue on September 24. Deadline for submitting Registration Forms to the Property Manager is Monday, August 15.

ADJOURNMENT:

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

Recorded by: Phyllis Hilt

Don Hilt, President

Phyllis Hilt, Secretary

Tall Firs Condominium Association

Community Association Manager Report

July 2011 - August 2011

Discussion Items

- Rules violation Report- Phase 1, July 29/ Phase 2, August 11.

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
- Communicated & coordinated with Reserve Study specialists regarding 2012 Reserve Study & meeting
- Posted Demand Notices/ reconnection of utilities to unit 22C
- Continued Follow-up communication with Insurance Company regarding monument wall destruction
- Met with BOD President at City Hall regarding railings
- Received and maintained accountability of Owner Occupant registers
- Mailed non-compliance letters regarding required Occupant Register forms
- Vacation July 1-13. Thank YOU!

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

July 13th to August 11th

1. We opened the Hot Tub daily at 10am with the exception of august 10th because of the water temp was 109
2. We opened the Pool daily at 10am with no problems.
3. Pool cleaning vacuuming was done every Monday and Friday as scheduled.
4. Hot Tub draining and cleaning was done as scheduled on the 19th of the month.
5. I installed the new emergency phone so that it is a direct line to 911.
6. I closed and secured the cabana nightly at 10pm.
7. The asst. manager closed the cabana nightly at 10pm as well.
8. I picked up pay checks on paydays as well as dropped off the receipts when needed.
9. We began the day daily at 8am and finished the day there as well at 430pm.
10. We installed the new fire extinguisher boxes on 320th entrance as instructed.
11. I had waste management bring in a larger dumpster so that we can dispose of the construction debris from fences.
- 12.* We took 3 weeks 344 man hours for building 18 and 19 to rebuild the fences because we ran into a lot of rot in the partitions which was not expected.
- 13.* We also started painting the fences that were already completed to finish up the project.
- 14.* The contractors have begun resurfacing the decks and now just waiting on the railing to come in to finish up the hand rails going down the stairs.
15. I completed an inspection in a home owners unit which was about a possible water leak in the wall (work order).
16. I fixed a water pipe that was leaking (work order).

- 17.I installed a motion sensor for a home owner (work order).
- 18.* I purchased the paint and material for the hand rails to be painted that were previous deck surface replacements.
- 19.I have made a schedule for the crew while I am on vacation.
- 20.I had the landscaping crew high limb trees in a couple areas where needed and they will be continuing until all areas are completed.
- 21.We have been doing trash patrol every Monday Tuesday and Wednesday and changed the trash on 320th as needed.
- 22.I have been making sure that the crew, as well as myself have been following all safety practices when needed.
- 23.Will be continuing fence building and painting when possible until completed.
- 24.Have been giving a lot of praise to the crew for doing their jobs and are doing well at doing what has been asked of them.
- 25.Purchased the grinder as directed by the board to complete the hand rail job and has become useful for cutting the siding as well.
- 26.We replaced lights on the property when needed.
- 27.I changed the pool codes at the first of the month.