

**Tall Firs Condominium Association
Board of Directors' Meeting Minutes**

Thursday, September 8, 2011 at 7:00 p.m.

BOARD OF DIRECTORS			STAFF / GUESTS	
A	Kai Eng, Director	Phase 1 (E)	P	Robb White, Property Manager, Targa RE Services
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)		
A	Phyllis Hilt, Secretary	Phase 3 (E)		
P	Don Hilt, Vice President	Phase 3 (O)		
P	Mick Crawford, President (Appointed)	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 29-B; Kim Rivard 42-B; Pat Luby 26-A; Carol Young 43-C; Dottie Manfred 7-D; Jeannette Romano 12-C; Andrea Watts 19-C; Deanna Kirkpatrick 46-D; Leona Gaffery 46-B; JoAnn Hugill 13-C; Arlene Park 51-A; Gayle Bosshart 49-A; Rhonda Cleland 49-B; Terese Mikkola 24-C; Colleen Lucas 47-C.

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 Board Meeting minutes of August 11, 2011 are approved as distributed. Seconded and passed.

HOMEOWNERS' QUESTIONS AND COMMENTS:

Homeowners were afforded the opportunity to address the Board with their concerns or comments.

BOARD RESIGNATIONS:

The Board noted receipt of a letter of resignation from the Board of Directors from Director Kai Eng.

MOTION: That the Board accepts the letter of resignation from the Board of Directors from Director Kai Eng (Phase 1) effective immediately. Seconded and passed.

The Board noted receipt of a letter of resignation from the Board of Directors and all committees from Vice President Don Hilt.

MOTION: That the Board accepts the letter of resignation from the Board of Directors from Vice President Don Hilt (Phase 3) effective immediately. Seconded and passed.

The Board noted receipt of a letter of resignation from the Board of Directors and all committees from Secretary Phyllis Hilt.

MOTION: That the Board accepts the letter of resignation from the Board of Directors from Secretary Phyllis Hilt (Phase 3) effective immediately. Seconded and passed.

Don Hilt vacated his position at the table with the Board and he then joined the homeowners present at the meeting. President Crawford noted for the record that a quorum of Directors were still present.

The Board noted receipt of a letter of resignation from the Board of Directors and a subsequent letter retracting her resignation request from Director Coleen Adams. No Board action is required.

There was general discussion about the three vacancies on the Board of Directors and consensus was that the Board of Directors actively pursue candidates to fill the two open positions from Phase 3 and one candidate to fill the one open position from Phase 1 on the Board of Directors.

ELECTION OF OFFICERS:

The Board noted receipt of a letter of resignation as President and a subsequent letter retracting his resignation request from President Mick Crawford. No Board action is required.

MOTION: That Director Coleen Adams is elected as Vice President. Seconded and passed.

MOTION: That Director Peggy Karpenko is elected as Secretary. Seconded and passed.

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ASSOCIATION MANAGER'S FINANCIAL REPORT: Robb White

SEE ATTACHED REPORT(S).

PROPERTY MANAGER'S REPORT: Robb White

SEE ATTACHED REPORT(S).

RESIDENT MANAGER'S REPORT: John Roundtree

SEE ATTACHED REPORT.

John reported on the status of the fence rebuilding and repainting. He indicated that all rebuilding and repainting should be complete in October. Also, gutters will be cleaned in October.

TREASURER'S REPORT: George Jupiter

Because George has just returned from an out-of-state work assignment, there was no report.

COMMITTEE REPORTS:

Architectural (Standing) Committee: Mick Crawford, Chair

Architectural issues are addressed later in the agenda.

Landscape (Standing) Committee: VACANT, Chair

Don Hilt reported on behalf of Phyllis Hilt that six of the new plants recently planted have died. Consensus was to have Robb contact Earth Tech to have them come on-site to look at the dead plants to determine the cause.

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

Safety Phase 1:	VACANT	No report.
Safety Phase 2:	George Jupiter and Mark Alenick	Nothing to report.
Safety Phase 3:	Arlene Park	Nothing to report.
Neighborhood Emergency Training:	Coleen Adams	Nothing to report
Block Watch:	VACANT	No report.

Website (Standing) Committee: Rob Moorhead, Chair

See attached report.

Rules (Ad Hoc) Committee: Mick Crawford, Chair

Inactive

Budget (Ad Hoc) Committee: George Jupiter, Chair

Inactive. It was noted that the Budget Committee will be activated to develop the 2012 Budget proposal for the Board. Mick Crawford will Co-Chair the committee with George Jupiter. Notice will be sent to all interested homeowners soon.

Maintenance & Safety Inspection (Ad Hoc) Committee: Mick Crawford, Chair

Inactive

Nominations (Ad Hoc) Committee: VACANT, Chair

Inactive

Elections (Ad Hoc) Committee: VACANT, Chair

Inactive

It was noted that a number of committees have openings. The following homeowners expressed interest in serving on the following committees:

Carol Young	Budget and Crime Committees
Dottie Manfred	Budget Committee
Deanna Kirkpatrick	Crime Committee
Leona Gaffrey	Crime Committee
Gayle Bosshart	Budget and Crime Committees

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UNFINISHED BUSINESS:

MOTIONS FROM THE SPECIAL EXECUTIVE BOARD MEETING HELD ON August 11, 2011:

Motion: That the Board approves having the Association share the \$930.75 cost of the circuit panel replacement for Unit 1-A. Fifty percent of the cost will be paid by the Association and that fifty-percent will be paid by the homeowner. Seconded and passed.

Motion: That the Board approves having Condominium Law Group proceed with a foreclosure lawsuit against Unit 23-D. Seconded and passed.

Motion: That the Board approves having Condominium Law Group accept the \$1,000 settlement offer received from the owner of Unit 44-C. Seconded and passed.

Motion: That the Board approves having direction to our Resident Manager come only through the Board, not individual Board members. Seconded and passed.

Motion: That the Board approves any direction from the President to our Property Manager will be considered as being given with approval of the entire Board. Seconded and passed.

Motion: That the Resident Manager will continue rebuilding the 16 remaining fences. Seconded and passed.

It was noted that the minutes of this meeting needed to be amended to reflect that Don Hilt conducted this meeting as Vice President not as President.

MOTIONS FROM THE EXECUTIVE BOARD MEETING HELD ON September 1, 2011:

Motion: That \$2,500 is authorized to be transferred from the Reserve Account to the Operations Account. Seconded and passed.

Motion: That the \$100.00 fine imposed on Unit 25-C for unattended/unleashed dog violation(s) and accumulation of dog feces violation(s) is waived with the provision that if another dog-related violation occurs in the future that the waived \$100.00 fine will be reinstated and an additional \$100.00 fine will be assessed. Seconded and passed.

Motion: That one-half of Unit 12-B's \$390.00 fine for failure to return the Occupant Registration form is waived if the remaining \$190.00 fine is received by September 15, 2011 and that if not returned by that time, the fine will be reinstated to \$390.00 and additional fines assessed, a lien will also be filed and that utilities will be terminated. Seconded and passed.

Motion: That an advisory letter be sent to Unit 25-A warning them about complaints of unattended dogs and barking violations. Seconded and passed.

Motion: That Robb is instructed to contact our Insurance Company and open a claim regarding a fall injury allegedly sustained on Tall Firs property for Unit 38-B homeowner. Seconded and passed.

Motion: That Phyllis Hilt is reimbursed \$167.40 for website hosting fee for 2011 and 2012. Seconded and passed. Don Hilt abstained.

OCCUPANT REGISTER: There are 10 units failing to register. Of the 10, 7 are in foreclosure and 3 are just ignoring our requests. This issue is tabled until our next Executive Session.

DECK AND RAILINGS: Repairs of the 8 decks and railings is nearly complete. One additional deck at Unit 40-C has been added to this year's program.

DECK RAILING REFURBISHMENT: John and the crew will accomplish the cleaning and repainting on weekends at overtime rate of pay. John will advise us when the program will begin.

SEWER LINE INSTALLATION: Daniels Construction will begin this program after the deck and railing program is complete.

MONUMENT INSURANCE CLAIM: We have heard nothing. If this issue is not satisfactorily resolved by September 15, 2011, Robb is instructed to contact the Insurance Commissioner.

TRENCHER PURCHASE: Mick has found a trencher available in Snohomish County for \$2,200.00. Mick and John will investigate.

WATER TANK: The tank was purchased without any fittings. John is to explore options to make it useable.

RESERVE FUND POLICY: Tabled

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2012 RESERVE STUDY: A modified DRAFT Reserve Fund Study is now posted. By moving asphalt replacement out by 10 years, funds are now available so we were able to include the installation of a complete irrigation system over the next two to three years. We will vote on accepting the 2012 study at the next Board Meeting.

NEW BUSINESS:

ANNUAL FIRE EXTINGUISHER SERVICE: Ben's Eveready was authorized to perform annual fire extinguisher service.

UNITS 7-C AND 7-D REQUEST: Consensus was to authorize the private contractor to perform dryer vent repairs for both units at \$132.00 plus WSST per unit.

CA DAY ATTENDANCE: We have three open attendance positions available. Consensus was to authorize Mark Alenick and John Roundtree to attend.

BUILDING 42 DOOR FRAME REPAIRS: Consensus was to have Daniel's Construction repair all four doorways with the stipulation that the door itself was the homeowner's responsibility.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:30 p.m.

RECORDED BY: Peggy Karpenko

Mick Crawford, President

Peggy Karpenko, Secretary

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Community Association Manager Report

August 2011 - September 2011

Discussion Items

- Rules violation Report- Phase 3.

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
- Wrote follow-up emails & letters to action items from Executive Session(s)
- Continued Follow-up communication with Insurance Company regarding monument wall destruction- 2 letters sent
- Contacted & communicated with association insurance company regarding trip/fall claim
- Received and maintained accountability of Owner Occupant registers
- Attended Reserve Study meeting- August 18, 2011

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

August 11th to September 8th 2011

1. We checked the chemicals as scheduled everyday like usual and drained the Hot Tub on the 19th like we are supposed to.
2. We vacuumed the pool twice a week and checked the chemicals as well.
3. Keanu and I went around to all the fences that had been built last year and this year and primed them and started painting them so that they would all be treated for this winter as directed by the board.
4. I had the landscapers high limb the trees in phase one that was directed to do by the board.
5. I took care of work orders that were sent in that needed attention.
6. I repaired the flag pole light with a new mounted light that is now on a circuit by its self.
7. We have begun working on the fences behind buildings 20 & 21 and are halfway completed.
8. I turned in the time cards on the 6th and 21st.
9. I prepared the board room for the meetings.
10. I walked the property for out dated tabs and marked them as appropriate.
11. I have been checking the contractors work on the decks to ensure they are getting the job done.

12. I have been repairing or replacing water spigots when necessary so we can finish building fences.
13. I received the water tank and preparing it to be used on the property to water the new plantings.
14. I have responded to many phone calls on numerous questions about pool codes and electrical problem which ended up not being an association problem.
15. Picked up the final order of railings for the decks.
16. Killed three bee nests.
17. Looked into the work order for a leak in the wall at unit 2 A and found that it is not an association responsibility.
18. Fixed some irrigation issues where the kids have broken heads.
19. Replanted the grass behind building 1 and building 9.