

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

Thursday, October 13, 2011 at 7:00 p.m.

BOARD OF DIRECTORS			STAFF / GUESTS	
P	JoAnn Hugill, Director (Appointed)	Phase 1 (E)	P	Robb White, Property Manager, Targa RE Services
P	Coleen Adams, Vice President	Phase 1 (O)	P	John Roundtree, Resident Manager
P	Mark Alenick, Director (Appointed)	Phase 2 (E)		
P	Peggy Karpenko, Secretary	Phase 2 (O)		
	VACANT	Phase 3 (E)		
	VACANT	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:

Beth Hendler – 12-D; Jeannette Romano – 12-C; Kim Rivard – 42-B; Phyllis Hilt – 51-D; Don Hilt – 51-D; Kai Eng – 10-D; Terese Mikkola – 24-C; Kim Smith – 47-A; Lew Cox – 24-A; Mark Alenick – 29-B.

CALL TO ORDER:

A quorum being present, the meeting was called to order by President Mick Crawford at 7:00 p.m. in the Cabana.

MINUTES OF PREVIOUS MEETING:

MOTION: That the Board Meeting minutes of September 8, 2011 are approved as distributed. Seconded and passed.

PHASE 2 (E) BOARD VACANCY:

MOTION: That per our Declaration, Mark Alenick is appointed by the Board to fill the Phase 2 (E) vacancy on the Board of Directors until the next Annual Meeting. Seconded and passed.

HOMEOWNERS' QUESTIONS AND COMMENTS:

There were several questions and comments from various homeowners.

PROPERTY MANAGER'S REPORTS: Robb White

SEE ATTACHED REPORT(S).

MOTION: That the transfer of \$20,000 for fence repair expenses from the reserve account to the operations account previously authorized by the Architectural Committee Chairman under existing policies is ratified. Seconded and passed.

RESIDENT MANAGER'S REPORT: John Roundtree

SEE ATTACHED REPORT.

John reviewed the status of priority projects and pending work orders. The fences at buildings 32 and 33 will be complete this week and construction will then begin at buildings 48 and 49. That will complete the fence project for this year. Following the fence project, the crew will begin treating roof moss and gutter cleaning. The gutters at buildings 35, 18, 19, and 30 require replacement.

TREASURER'S REPORT: VACANT

No report.

COMMITTEE REPORTS:

Architectural Committee: Mick Crawford, Chair

The deck at 41-C is still under construction. All stairway railings are awaiting delivery.

Existing wrought iron railing refurbishment will be contracted out.

Landscape Committee: VACANT, Chair

No report.

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Safety and Crime Prevention Committee: Deanna Kirkpatrick, Chair

Safety Phase 1:	Kai Eng
Safety Phase 2:	Mark Alenick
Safety Phase 3:	VACANT
Neighborhood Emergency Training:	Coleen Adams
Block Watch:	Deanna Kirkpatrick

Website Committee: Rob Moorhead, Chair

Robb White reported that his e-mail address on the website is now his regular Targa e-mail address because of problems with Hostway not forwarding the link properly.

Rules Enforcement Committee: Mick Crawford, Chair

Robb and Mick performed a walk-around of Phase 1 on October 13, 2011

Budget and Finance Committee: VACANT, Chair

Because George Jupiter's work takes him out of state and this position is now vacant, Mick Crawford will chair the 2012 Budget Committee.

2012 Budget Committee: Members are Mick Crawford, Chair, Carol Young, Dottie Manfred, Gayle Bosshart, Don Hilt, Phyllis Hilt, Peggy Karpenko and JoAnn Hugill. The first meeting will be on Tuesday, October 25, 2011 at 7:00 p.m. in the Cabana.

Nominations and Elections Committee: VACANT, Chair

Inactive

UNFINISHED BUSINESS:

Motion(s) from Executive Board Meeting held on October 6, 2011:

MOTION: That the Board ratifies JoAnn Hugill's unanimous e-mail ballot election to the Board of Directors for Phase 1 effective October 5, 2011. Seconded and passed.

MOTION: That the Board accepts the resignation from the Board request from George Jupiter because his employment now takes him to Oregon and he will be unable to attend several more meetings. Seconded and passed.

MOTION: That the Board approves waiving Unit 17-B request to waive \$150.00 in fines and \$200.00 in late fees if the remaining balance is paid in full by December 31, 2011. Failure to pay the balance by that date will result in restoration of the fines and fees. Seconded and passed.

MOTION: That the Board approves Unit 29-C request to waive \$40.00 late fees for multiple late payments. Seconded and passed.

MOTION: That the Board approves terminating utilities for Unit 46-A. Seconded and passed.

MOTION: That the Board approves CAU's recommendation to deny the claim from Unit 38-B. Seconded and passed.

MOTION: That the Board ratifies the Architectural Committee Chairman's decision to pay Daniels Construction \$16,499.96 for decks at Units 3-D, 7-C, 17-C and 17-D and that the funds are authorized to be taken from the Reserve Account. Seconded and passed.

MOTION: That the Board approves the written reviews for John Roundtree and Richard Williams and to have Robb administer these reviews. Seconded and passed.

MOTION: That the Board approves increasing John Roundtree's and Richard Williams' salary per the adopted 2011 Budget. Seconded and passed.

MOTION: That the Board approves reimbursing Units 7-C and 7-D in the amount of \$145.20 each for dryer vent and other repairs. Seconded and passed.

End of Executive Board Meeting Motions.

Sewer Line Installation: We have a bid from Daniel's Construction in the amount of \$2,850 plus WSST. The Board requested that Robb obtain one additional bid.

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Monument Wall: Construction has been completed. Omni Insurance is still giving us the run-around. We have asked the WA State Insurance Commissioner for assistance in resolving the issue.

2012 Reserve Study: The 2012 Reserve Study dated September 6, 2011 as amended is posted on Association Reserves website and will be posted on our website following adoption by the Board.

MOTION: That the 2012 Reserve Study dated September 6, 2011 as amended is approved. Seconded and passed.

NEW BUSINESS:

Entry Doorways: AA Side x Side submitted a bid for five entry door repairs in the amount of \$458.00 plus WSST to install four entry doors at building 42 and one at building 4.

MOTION: That AA Side x Side bid for five entry door installations in the amount of \$458.00 plus WSST is approved. Seconded and passed.

Fence Reconstruction: Request from the owner at 23-A to have the fence previously taken down reconstructed.

MOTION: That the fence at unit 23-A be reconstructed if the owner agrees to pay for 50% of the reconstruction costs. Seconded and passed. Robb will send a letter to the owner to see if she is agreeable to the terms.

Tree Removal: Ten cottonwood trees need to be removed at the SE corner of the property because they are dangerous and the leaves keep filling up the gutters causing a severe maintenance headache.

MOTION: That Earth Tech's bid in the amount of \$8,500.00 plus WSST to remove ten cottonwood trees is approved. Seconded and passed.

Reimbursement: Robb presented a receipt from Mick Crawford for reimbursement for the purchase of a new coffee maker and other supplies in the amount of \$130.83.

MOTION: That Mick Crawford is reimbursed in the amount of \$130.83. Seconded and passed. Mick Crawford abstained.

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

RECORDED BY: Peggy Karpenko, Secretary

Mick Crawford, President

Peggy Karpenko, Secretary

Tall Firs Condominium Association

Community Association Manager Report

September 2011 - October 2011

Discussion Items

- Rules violation Report-

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 Executive Session on October 6, 2011
- Prepared and sent new BOD Member welcome packet
- Wrote follow-up emails & letters to action items from Executive Session
- Continued Follow-up communication with Insurance Company regarding monument wall destruction
- Initiated complaint with WA. State office of the Insurance Commissioner regarding Omni Insurance handling of monument wall claim- numerous emails & phone calls.
- Contacted & communicated with association insurance company regarding trip/fall claim- attended meeting with insurance adjustor
- Communicated with webmaster regarding email issue in website
- As directed, responded to numerous emails from Member & BOD regarding fence construction.
- Attended meetings with vendor(s) & BOD Member regarding deck construction
- Created annual employee reviews for on-site manager & Maintenance tech.

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

September 8th 2011 to October 12th 2011

1. We checked and balanced the chemicals in the hot tub regularly.
2. I drained the Hot Tub on the 19th to keep it clean.
3. We shocked the pool so we can get it ready for the winter, and we will be covering it next week.
4. We cleaned and prepared the cabana for the board meetings and for it being rented this last weekend.
5. We prepared the fences behind buildings 20 and 21 to be primed.
6. We finished the construction on buildings 32 and 33.
7. We began tearing down the fences on buildings 48 and 49 and will clean out the gutters before rebuilding the fences.
8. I turned in the time cards on the days required.
9. Had Bens here this last month to do their yearly check on the fire extinguishers.
10. Have been in contact with the landscaping company regularly as to keep up on what they have been doing around the property.
11. Kept in contact with Roy from earth teck to keep informed on the status on the monument sign.
12. I have been keeping up on tagging cars and towing when needed, one car and one trailer were towed this month.
13. Answered many work orders on subjects that are regular maintenance issues that will be done at the scheduled times.

14. I had the landscapers plant two rodies at the cabana that are healthier than the two that were there that were donated to the association by Mick Crawford.
15. I took down all old postings that were on the mail boxes.
16. Mick and I have had many meetings with the contractors doing the decks, as well as Robb, Mick, and I having a meeting with the contractor that did the decks last year.
17. I attended CA day with the board members to meet new vendors and learn more about my job to better my employers.
18. I would like to thank the Board for letting me complete my second year here and I look forward to many more.