

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

Thursday, November 10, 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:

Marie Masterson 45-D; Don Hilt 51-D; Phyllis Hilt 51-D; Jeannette Romano 12-C; Beth Hendler 12-D; Carol Young 43-C; Kim Rivard 42-B; Andrea Watts 19-C; Deanna Kirkpatrick 46-D; Arlene Park 51-A; Terese Mikkola 24-C; and Dottie Manfred 7-D.

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 October 13, 2011 are approved as distributed. Seconded and passed.

HOMEOWNERS' QUESTIONS AND COMMENTS:

There were various questions and comments from homeowners present.

PROPERTY MANAGER'S REPORTS: Robb White

SEE ATTACHED REPORT(S).

RESIDENT MANAGER'S REPORT: John Roundtree

SEE ATTACHED REPORT.

TREASURER'S REPORT: VACANT

No Report

COMMITTEE REPORTS:

Architectural Committee: Mick Crawford, Chair

Building 49 Wall Repair: Forsman Engineering developed plans for the repair of the wall and AA Side x Side completed the construction.

Landscape Committee: VACANT, Chair

No Report

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:	Vacant

Website Committee: Rob Moorhead, Chair

No Report

Rules Enforcement Committee: Mick Crawford, Chair

Robb and Mick performed a walk-around of Phase 2 this morning.

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Budget and Finance Committee: VACANT, Chair

MOTION: That the 2012 Budget adoption is tabled. Seconded and passed.

Nominations and Elections Committee: VACANT, Chair

No Report

Due to the childish, disruptive behavior of some of the homeowners present, we were unable to continue the meeting and the President adjourned the meeting at 7:45 p.m. until November 17, 2011 at 7:00 p.m. at a location to be determined.

The meeting was re-convened at 7:00 p.m. on Thursday November 17, 2011 at the office of Targa Real Estate Services, Inc. and a quorum was present and the agenda was resumed.

UNFINISHED BUSINESS:

Motion(s) from Executive Board Meeting held on November 3, 2011:

MOTION: That the bid submitted by WPCS dated October 30, 2011 in the amount of \$3,600 plus WSST to repair wiring to the lights for the monument signs is approved. Seconded and passed.

MOTION: That the bill from Forsman Engineering dated November 1, 2011 in the amount of \$500 for structural calculations for the load bearing screen wall repairs at building 49 is approved. Seconded and passed.

MOTION: That the bid from AA Side x Side in the amount of \$1,598 plus WSST for load bearing screen wall repairs is approved. Seconded and passed.

MOTION: That Earth Tech's previously approved bid to remove ten cottonwood trees in the amount of \$8,500 plus WSST is to be rescinded and replaced with a bid dated October 20, 2011 in the amount of \$9,500 plus WSST to remove eleven cottonwood trees at the SE corner of the complex and which address electrical hazards to be encountered during removal is approved and that these funds are authorized to be withdrawn from the Reserve Account. Seconded and passed.

2012 Budget: There was general discussion about the proposed 2012 budget.

MOTION: That the 2012 Budget is taken from the table for further discussion and adoption. Seconded and passed.

MOTION: That the 2012 Proposed Budget is adopted as presented. Seconded and passed.

Deck Repairs: Decks at 3-D, 6-C, 6-D, 7-C, 16-D, 17-C, 17-D, 30-D and 41-C were repaired this year and final City inspections should be completed the first part of December. Homeowners will be billed \$1,140.00 for the vinyl covering.

MOTION: That the owners of Units 3-D, 6-C, 6-D, 7-C, 16-D, 17-C, 17-D, 30-D and 41-C are to be billed a one-time payment of \$1,140.00 each for vinyl surfaces of their decks OR that a monthly repayment schedule may be made from January 1, 2012 through December 31, 2012 at \$95.00 per month for twelve months. Seconded and passed.

Sewer Line: Due to unforeseen circumstances and permit issues required, it is necessary to hold off on the installation of the sewer line for the racquetball court. Permits required will include electrical, plumbing and sewer line installations and will probably cost more than we anticipated in the beginning.

Monument Wall: There is nothing new to report. Omni Insurance is still not cooperating with us on our actual expenses incurred. Targa is authorized to write Omni Insurance and insist that they pay for the charges from Earth Tech, Targa and Tall Firs.

Door Jambs: Buildings 42-A, 42-B, 42-C, 42-D and 4-B require entry door replacement due to building settling issues. AA Side x Side was awarded the bid and will perform the work as soon as possible.

NEW BUSINESS:

2011 Audit: Jay Vandal, CPA submitted a proposal to conduct our annual audit in the amount of \$1,380.00.

MOTION: That Jay Vandal, CPA is engaged to perform our 2011 audit in the amount of \$1,380.00 and that the President is authorized to sign the authorization letter. Seconded and passed.

Unit 50-C submitted an ADA reasonable accommodation request to construct a stairway railing outside his front door on common area property. There was general discussion.

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MOTION: That Unit 50-C is allowed to have a stairway railing constructed at his own expense and in accordance with all applicable City codes and to have it removed at his expense when it is no longer required. Seconded and passed. Targa will send a letter with all of the requirements.

Unit 4-C Payment Plan: Owner has requested a repayment plan that would not repay the arrearages for years. There was general discussion.

MOTION: That Unit 4-C owner may pay \$100.00 per month in addition to the regular monthly dues until the arrearages are paid in full. Seconded and passed.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:35 p.m. p.m.

RECORDED BY: Peggy Karpenko, Secretary

Mick Crawford, President

Peggy Karpenko, Secretary

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Community Association Manager Report

October 2011 – November 2011

Discussion Items

- Rules violation Report- Phase 2

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
- Researched & prepared recommended 2012 draft operating budget & notes
- Researched and advised BOD regarding landscape contract provisions
- 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 November 3, 2011
- Wrote follow-up emails & letters to action items from Executive Session
- Continued Follow-up communication with WA. State office of the Insurance Commissioner regarding Omni Insurance handling of monument wall claim- numerous emails & phone calls.
- As directed, performed annual employee reviews for On-site Manager & Maintenance tech.

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

October 12th 2011 to November 9th 2011

1. We checked the chems. in the hot tub on a regular basis.
2. We finished building the fences behind buildings 48 and 49 except where the partition needed to be rebuilt.
3. The partition between buildings 48 and 49 was reconstructed by AA side by side.
4. The lighting on 320th entrance will be fixed today so the signs will be lit again.
5. We emptied the trash at the bus stop regularly.
6. We will receive the railings for the decks on the 22nd.
7. I cleaned up the RV parking lot, so there are no construction materials down there anymore.
8. I built new racks in the shop to accommodate for the piping so we have a place to store them.
9. I also built new racks so we could put away all the siding so that it is not scattered everywhere.

10. We have started cleaning out gutters and sidewalks.
11. I took care of a couple of work orders that were part of the gutters and downspouts.
12. I put up new paper towel dispensers so that paper towels will not be wasted anymore.
13. I ordered ice melt and put it away so we will have it ready for this year.
14. I called the pool company to have them come and fix the heater in the hot tub and I will know about it today.
15. The trees out behind buildings 48 and 49 will be taken down soon.