

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

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

BOARD OF DIRECTORS			STAFF / GUESTS	
P	JoAnn Hugil, 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:

Jude Ramos 20-D, Kim Rivard 42-B, Carol Young 43-C, Terese Mikkola 24-C, Don Hilt 51-D and Arlene Park 51-A.

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 November 10, 2011 and the November 17, 2011 continued meeting are approved as distributed. Seconded and passed.

PROPERTY MANAGER'S REPORTS: Robb White

SEE ATTACHED REPORT(S).

MOTION: That invoices from Easy Railing in the amount of \$2,672.68 and from Lowe's in the amount of \$2,158.85 totaling \$4,831.53 is authorized to be withdrawn from the Reserve Account and transferred to the Operations Account. Seconded and passed.

RESIDENT MANAGER'S REPORT: John Roundtree

SEE ATTACHED REPORT.

TREASURER'S REPORT: VACANT

No report.

COMMITTEE REPORTS:

Architectural Committee: Mick Crawford, Chair

No report. Architectural items will be discussed later in the agenda.

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

No report.

Website Committee: Rob Moorhead, Chair

No report.

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Rules and Enforcement Committee: Mick Crawford, Chair

Robb and Mick performed a walk-around of Phase 3 this morning. Homeowners were notified of violations.

Budget and Finance Committee: VACANT, Chair

Committee is inactive.

Nominations and Elections Committee: VACANT, Chair

Committee is inactive.

UNFINISHED BUSINESS:

Motion(s) from Executive Board Meeting held on December 1, 2011:

MOTION: That our attorney draft a procedural letter that conforms to our declaration and state statutes to be sent to the re-call committee. Seconded and passed.

MOTION: That the distribution of the winter mailing including the adopted 2012 budget, the annual President's message and an informational cover letter from Targa is authorized. Seconded and passed.

MOTION: That the President is authorized to sign the 2012 Management Agreement with Targa Real Estate Services, Inc. Seconded and passed.

MOTION: That Targa is authorized to draft a new employment agreement with John Roundtree for Board approval. Seconded and passed.

MOTION: That John Roundtree will perform the duties of the previous Assistant Manager's position including answering the phone, opening and closing the recreational facilities and adjusting pool and hot tub chemicals and that he is to be compensated at the rate of two hours at his overtime rate of pay for each day of coverage and further that Mick Crawford will cover John's holiday, vacation and sick leave time off at the same compensation rate as John receives for each day of coverage. Seconded and passed.

MOTION: That John Roundtree and Richard Williams are to be presented with year-end bonuses as stipulated in the 2011 budget and that they receive the bonuses with their mid-December paycheck. Seconded and passed.

MOTION: That Forsman Engineering is engaged to develop construction plans to repair the "T-3" carport roofs at buildings 18, 19, 20, 21, 32 and 33. Seconded and passed.

MOTION: That Targa is authorized to draft a letter to Omni Insurance demanding reimbursement for all direct costs for the replacement of the monument wall destroyed by their client. Seconded and passed.

End of Motion(s) from Executive Session

Cottonwood Tree Removal: Earth Tech will be removing eleven cottonwood trees and two fir trees beginning on December 12, 2011. There was general discussion.

Exposed Deck Refurbish: Nine decks were completed this year. The stair railings have been delivered and installed on eight of these decks and the two decks refurbished last year with stairways were retrofitted with the new railings. All decks were built to code and inspected and approved by the City.

Deck Vinyl Surface: Homeowners were billed for their responsibility for the deck vinyl surfaces and were notified of the payment plan by letter.

Monument Wall Insurance Claim: There was general discussion. There was nothing new to report.

Monument Wall Sign Lighting: WPCS completed the electrical wiring to the lights. The bid costs are \$3,600.00 plus WSST. We have not yet received the bill for the work.

Unit Entry Door Repairs: Units 42-A, 42-B, 42-C, 42-D and 04-A require entry door repairs. AA Side x Side completed the work. The costs are \$2,507.55.

MOTION: That AA Side x Side is paid \$2,507.55 for door repairs to units 42-A, 42-B, 42-C, 42-D and 04-A. Seconded and passed.

Unit 49-A Load Bearing Screen Wall Rebuild: Unit 49-A load bearing screen wall repairs were accomplished by AA Side x Side per their invoice in the amount of \$1,749.81.

MOTION: That AA Side x Side is paid \$1,749.81 for load bearing screen wall repairs at 49-A. Seconded and passed.

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NEW BUSINESS:

Winter Mailing: The 2012 Adopted Budget, the President's Message and other information from Targa is ready to be mailed to all homeowners.

MOTION: That the winter mailing as presented is authorized to be mailed to all homeowners. Seconded and passed.

Unit 4-C Roof Repairs: There was general discussion about needed water damage repairs to the roofing and chimney stack.

MOTION: That AA Side x Side is contracted to perform water damage repairs to Unit 4-C roof and chimney stack in the bid amount of \$960.00 plus WSST. Seconded and passed.

Unit 20-D Chimney, Interior Drywall and Subfloor Repairs: There was general discussion about Unit 20-D chimney stack, interior drywall and subfloor water damage repairs.

MOTION: That AA Side x Side is contracted to perform repairs to Unit 20-D chimney stack, interior drywall and subfloor in the bid amount of \$1,690.00 plus WSST. Seconded and passed.

Unit Type T-3 Carport Roof Repairs: Buildings 18, 19, 20, 21, 32 and 33 (21 total units). AA Side x Side advises that the carports on at least three of the affected units (Units 18-A, 21-C, and 32-A) are unstable and may not make it through this winter if we have a heavy snow load unless the extremely severe water damage is repaired. Drawings for a proposed repair have been developed and reviewed by an engineer. AA Side x Side installed supporting jacks at the three worst carports.

MOTION: That AA Side x Side is paid \$427.05 per their invoice for beam support at Units 18-A, 21-C and 32-A. Seconded and passed.

MOTION: That the Architectural Committee Chairman is authorized to proceed with contractors for Unit Type T-3 carport repairs at Buildings 18, 19, 20, 21, 32 and 33 (21 total units). Seconded and passed.

OTHER:

BOARD APPOINTMENTS: Kim Rivard and Carol Young expressed their desire to be considered for the two open Phase 3 positions on the Board of Directors.

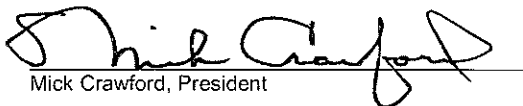
MOTION: That Carol Young and Kim Rivard are appointed to fill the two Phase 3 vacancies and to serve until the 2012 Annual Meeting. Seconded and passed.

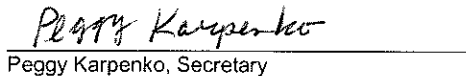
HOMEOWNERS' QUESTIONS AND COMMENTS:

There were various questions and comments from homeowners present.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:25 p.m.

RECORDED BY: Peggy Karpenko, Secretary


Mick Crawford, President


Peggy Karpenko, Secretary

Tall Firs Condominium Association

Community Association Manager Report

November 2011 - December 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
- Prepared delinquency action reports and performed delinquency follow-up.
- Communicated w/ attorney regarding delinquencies/ payment agreements/ collected funds
- Posted Demand Notices
- Arranged for and provided documentation & summary for attorney meeting with BOD
- Attended Executive Session on December 1 , 2011
- Wrote follow-up emails & letters to action items from Executive Session
- Prepared cover letter and mailed “Winter mailing” including Presidents Message and 2012 approved budget.
- Sent follow-up demand letter to Omni Insurance regarding monument wall expenses
- Continued Follow-up communication with WA. State office of the Insurance Commissioner regarding Omni Insurance handling of monument wall claim- numerous emails & phone calls.

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

November 9th 2011 to December 7th 2011

1. We checked the chemicals in the Hot Tub on a regular basis.
2. We cleaned the pool and put the cover on.
3. We walked the property for trash on a daily basis.
4. We checked and changed the trash on 320th when needed.
5. I put up the Christmas lights on the cabana.
6. We have cleaned gutters on 14 buildings and continuing so until finished.
7. We have pressure washed the sidewalks in front of the buildings as we finish the gutters on those buildings.
8. I had a contractor here to put up the supports for buildings 18 A, 21 C, and 33 A so that the roofs don't collapse.
9. I replaced a water spigot on building 5 because it was leaking.
10. We wrapped the hoses and put on all the spigot covers.
11. I replaced many lights on the property and when I am told that there are more out.
12. I turned off all exterior water and irrigation that were on.
13. I submitted the time cards on the 6th and the 21st.
14. I have taken care of many work order requests and still have several to do.
15. We had the doors and jams fixed on buildings 42 and 4 B as was directed to do by the board.
16. I had a contractor here and walked around with me to figure out where the roof leaks were coming from.

17. I talked to earth tek and they said that they were going to begin taking down the trees on the south east side of the property on Monday the 12th.
18. W.P.C.S. was here and they were able to get the entrance lights working again.
19. We put up a new gutter on building 18 so it is not broken anymore.
20. I took the furniture to the dump that has been dropped off at dumpsters around the property.
21. The deck railings were installed and replaced this month, they will be painted in the spring this coming year so that the new pressure treated wood has proper time to dry.