

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

Thursday, January 12, 2012 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 | Justin Smith, Targa RE Services |
| P | Peggy Karpenko, Secretary | Phase 2 (O) | | |
| P | Kim Rivard (Appointed) | Phase 3 (E) | | |
| P | Carol Young (Appointed) | 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:

The sign-in sheet was unavailable.

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 December 8, 2011 are approved as distributed. Seconded and passed.

FINANCIAL REPORTS: Robb White

SEE ATTACHED REPORT(S).

PROPERTY MANAGER'S REPORTS: Robb White

SEE ATTACHED REPORT(S).

RESIDENT MANAGER'S REPORT: John Roundtree

SEE ATTACHED REPORT.

John also reported that Building #4 has significant roof leaks and that there are other buildings experiencing the same problems.

TREASURER'S REPORT: VACANT

Due to the vacancy in the Treasurer's position, no report was given.

COMMITTEE REPORTS:

Architectural Committee: Mick Crawford, Chair

No Report

Landscape Committee: VACANT, Chair

No Report

Safety and Crime Prevention Committee: Deanna Kirkpatrick, Chair

Safety Phase 1:
Safety Phase 2:
Safety Phase 3:

Kai Eng
Mark Alenick
VACANT

1800 street light burned out

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Neighborhood Emergency Training:
Block Watch:

Vacant

Coleen Adams

Website Committee: Rob Moorhead, Chair

No Report

Rules Enforcement Committee: Mick Crawford, Chair

No Report

Budget and Finance Committee: VACANT, Chair

No Report

Nominations and Elections Committee: VACANT, Chair

No Report

UNFINISHED BUSINESS:

Motion(s) from Executive Board Meeting held on January 5, 2012:

MOTION: That Targa is instructed to verify by phone at least 10% of the signatures submitted by the Re-Call Group. Seconded and passed.

MOTION: That the recall meeting, if held, be at Christ Lutheran Church or, if unavailable, at Foundation House. Seconded and passed.

MOTION: That the President is authorized to sign the Weekend Assistant Employment Agreement with John Roundtree. Seconded and passed.

MOTION: That the President is authorized to sign the re-employment agreement with Richard Williams with certain restrictions. Seconded and passed.

MOTION: That we accept the \$5,371.00 settlement offer from Omni Insurance for the monument wall damage caused by their client and further that we close this claim and note for the record that Targa waived their fees for handling this claim. Seconded and passed.

MOTION: That Tamara Schroder is contracted to develop the necessary racquetball court drawings to be submitted to the City to obtain necessary permits. Seconded and passed.

MOTION: That we comply with the attorney's recommendations for Unit 10-A. Seconded and passed.

MOTION: That the Board agrees to waive \$50.00 in late fees for Unit 13-C. Seconded and passed.

MOTION: That, per our Collection Policy, we refer Unit 25-B's case to our attorney for further action. Seconded and passed.

MOTION: That the Board agrees to waive \$90.00 in late fees for Unit 25-C. Seconded and passed.

End of motions from the January 5, 2012 Executive Board Meeting.

Cottonwood Tree Removal: Removal has been completed by Earth Tech at a total cost of \$10,402.50.

MOTION: That Earth Tech is paid \$10,402.50 per their invoice for cottonwood tree removal and further that these funds are authorized to be transferred from the Reserve Account to the Operations Account. Seconded and passed.

Deck Refurbishment: Deck repairs have been completed and homeowners have been billed for the vinyl surfaces.

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Monument Wall Replacement: The Association has received final settlement in the amount of \$5,371.00 from Omni Insurance for damages to the monument wall at the 18th Street entrance by their client and the case is now closed. Thanks to Targa for waiving their normal fees for handling the case.

Unit 4-C Roof and Chimney Stack Repairs: AA Side x Side completed emergency repairs at Unit 4-C for a total cost of \$1,051.20.

MOTION: That AA Side x Side is paid \$1,051.20 per their invoice for emergency roof and chimney stack repairs to Unit 4-C. Seconded and passed.

Unit 20-D Chimney Stack and Interior Drywall and Subfloor Repairs: AA Side x Side completed emergency repairs at Unit 20-D for chimney stack, interior drywall and subfloor repairs for a total cost of \$1,850.55.

MOTION: That AA Side x Side is paid \$1,850.55 per their invoice for emergency chimney stack, interior drywall and subfloor repairs at Unit 20-D. Seconded and passed.

Unit Type T-3 Carport Roof and Beam Repairs: There was general discussion. At least three of the twenty-one T-3 units are in a dangerous condition and all will require immediate attention. The Architectural Committee, consisting of Mick Crawford, Kim Rivard, Carol Young, Mark Alenick and Dottie Manfred will meet on Tuesday, January 17, 2012 at 7:00 p.m. in the Cabana to review the proposed "fix" for these roofs.

NEW BUSINESS:

West Side Cyclone Perimeter Fence Damage: A car accident caused damage to the perimeter cyclone fence on the west side of the property. Repair costs will be billed to the driver(s) of the vehicle(s) involved and/or their insurance.

Racquetball Building Improvements: There was general discussion. A disgruntled homeowner reported our construction to the City. The reporting party's actions will cause the Association a great deal of money and will have additional unintended consequences.

Re-Call Efforts: If validated, the Special Meeting to re-call President Mick Crawford from the Board of Directors will probably attract more attendees than the Cabana can legally accommodate.

MOTION: That the re-call meeting, if validated, will need to be held at a larger facility and if available, be held at Foundation House on January 30, 2012 at 7:00 p.m. Seconded and passed.

Community Association Manager Change: Due to the increase in property portfolios at Targa, Justin Smith will replace Robb White as our Community Association Manager. The Board expressed their appreciation to Robb for his years of service to Tall Firs. Robb will continue to assist Justin in the performance of his duties.

HOMEOWNERS' QUESTIONS AND COMMENTS:

There were various statements and comments from homeowners present.

OTHER:

Reimbursement: Mick requested reimbursement for coffee and snacks.

MOTION: That Mick Crawford is reimbursed \$65.02 to re-stock coffee and purchase snacks for the meeting in the amount of \$65.02. Seconded and passed. Mick abstained.

Treasurer Position: Carol Young and Kim Rivard volunteered to co-chair the vacant Treasurer's position.

MOTION: That Carol Young and Kim Rivard are appointed Treasurer Co-Chairpersons. Seconded and passed.

Nominations Committee:

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MOTION: That Phyllis Hilt, Marie Masterson and Sylvia Schultz are appointed to the Nominations Committee. Seconded and passed.

ADJOURNMENT: There being no further business, the meeting was adjourned at 9:10 p.m.

RECORDED BY: Peggy Karpenko, Secretary

Mick Crawford, President

Peggy Karpenko, Secretary

Tall Firs Condominium Association

Community Association Manager Report

December 2011 - January 2012

Discussion Items

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 January 5, 2012
- Wrote follow-up emails & letters to action items from Executive Session

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

December 7th 2011 to January 11th 2012

1. I checked the chemicals on a regular basis.
2. I cleaned the cabana for the rental when it was needed.
3. I took out all the bad sheet rock and replaced it in unit 4-B as was directed for me to do.
4. I had W.P.C.S. here to put in new ballasts on the 2 light poles which were not working.
5. I had Classic Pool and Spa here to put in a new pump for the Hot Tub because the bearings went out in the old one.
6. I submitted the time cards on the 6th and the 21st.
7. Earth Tec was here as planned and took down the trees on the south east side of the property.
8. I have had many phone calls about the wood and a good portion of it has been taken away.
9. I put up the siding on building 49-D that had been taken down because of the new fence.
10. I had to go out to 21st street because our fence was hit and needed to find out who was responsible for fixing it.
11. I took over the weekend manager duties and have been an easy change.
12. I changed the trash on 320th every other day.
13. I did trash patrol daily and picked up the furniture that has been left by the dumpsters.

14. I have fixed many gutters on several buildings that had been taken down because of the new deck railings.
15. I also cleaned up around the shop and got rid of the wood that was there as well, along with putting up the gutters at the shop.
16. I had an unexpected visit from the city of federal way to inspect the racquet ball court and now have a correction notice for plans for the floor that now needs to be addressed.
17. I have been pressure washing the sidewalks for safety issues.