

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

[www.tallfirshoa.com](http://www.tallfirshoa.com)

**Thursday, February 9, 2012**

	Board of Directors			Staff
P	Colleen Adams, President	Phase 1 (O)	P	Justin Smith, Property Manager
P	JoAnn Hugil, Vice President (Appointed)	Phase 1 (E)	P	John Roundtree, Resident Manager
E	Mark Alenick, Director	Phase 2 (E)		
P	Peggy Karpenko, Director	Phase 2 (O)		
P	Carol Young, Co-Treasurer (Appointed)	Phase 3 (E)		
P	Kim Rivard, Co-Treasurer (Appointed)	Phase 3 (O)		
P	Dottie Manfred, Secretary	At Large (E)		

Meeting Attendance: P = Present, E =Excused, A = Absent - (E) Term expires even years; (O) Term expires odd years

**HOMEOWNERS PRESENT**

Don & Phyllis Hilt – 51D, Marie Masterson – 45A, Kai Eng – 10D, Sylvia Schulz – 16C, Gayle Bosshart – 49A, Andrea Watts – 19C, Terese Mikkola – 24C

**CALL TO ORDER: PRESIDENT CALLED MEETING TO ORDER AT 7:03 PM.**

**MOTION:** Dottie Manfred motioned that the meeting be recorded for transcription purposes only. **SECONDED:** by JoAnn Hugil.

In the discussion it was explained to the audience that it was too difficult to be a part of the meeting and keep the minutes also. All approved the motion.

**APPROVE MINUTES:** Peggy Karpenko was asked if she had the minutes from January 12, 2012 and she answered no. It was stated by Justin Smith that we would have minutes by the next Board Meeting and that Mick Crawford would submit them.

**FINANCE REPORT:**

See attached report.

Capital expenditure for \$4,493.21 is reimbursement from the insurance for the monument sign after everything was paid to fix it.

There were several questions from the Co-Treasurers which will be discussed and answered at a separate meeting with Justin and Tom.

**MOTION:** Dottie Manfred motioned that we approve the Financial Report as read. **SECONDED:** JoAnn Hugil seconded. Motion passed unanimously.

**PROPERTY MANAGER'S REPORT – JUSTIN SMITH:**

See attached report.

About 90% action items were taken care of by Robb.

**TREASURER'S REPORT**

This report is being submitted by Co-Treasurers, Carol Young and Kim Rivard, as best of their knowledge and research to this date:

There will be a meeting with Justin Smith and bookkeepers to explain the following: 1) Bank statements, 2) G/L and A/P account numbers, 3) Delinquencies, 4) Petty Cash, 5) Legal invoices, 6) Monthly Reserve activity, 7) Racquetball Building/Office addition, and 8) Recall costs.

As of January 31, 2011, delinquency is 20 units with a total of \$52,237.47 (2-02-12 dated report) 30 day aging was (\$844.15) compared to approximately 23 units as of December 31, 2011 with a total of \$58,497.47, (01-05-2012 dated report) 30 day aging was \$6,857.00). Reduction resulted from Bank of America paying \$7,472.85 for Unit 44C in January 2012.

The Treasurers were questioning the use of an attorney at \$30 to \$38 for each account to be reviewed each month (\$30.00 X 20 accounts/month = \$600.00/month or \$7,200/year) and why isn't Targa monitoring homeowner's currency? How much would it cost to have a collections agency pursue our delinquent accounts vs. the attorney?

There were also questions on Interest Income account, Interest/Late/NSF charges (Income), other income, and Reserve account all of which are to be answered at the meeting next week.

With the Boards approval the Treasurers are requesting the following committees be re-convened: Budget Committee and Reserve Study Committee. The 2011 Reserve Study and Reserve Funding policy still have not been received.

**MOTION:** Dottie Manfred motioned that we accept the Financial Report as read. **SECONDED:** by JoAnn Hugil. Vote was unanimous.

### **RESIDENT MANAGER'S REPORT – JOHN ROUNDTREE:**

See attached.

**Unit 5A** has submitted a W/R for a leak in the bathroom. John had AA Side X Side Construction take a look and it was discovered that it was not the Association's responsibility. The Unit owner has asked that we discontinue work until they can get a second bid. The Unit is questioning that since the Association had the work done from point A to point B and they will have to do the work from point B to point C how the Association will handle the billing of the original costs? Justin stated that if they went with a different contractor, AA Side X Side would bill them directly and if they didn't get paid then it would come to the Board and Justin's attention. Justin's suggestion is to have AA Side X Side bill the Unit for work done and go from there. Board agreed.

John submitted a Maintenance List and wants the Board to review and giving feedback. Carol Young suggested that John brake out Daily activity from Monthly, so it gives us an idea of how much time you actual have. Dottie Manfred has volunteered to do a spreadsheet in order to help John better organize his tasks and time.

John stated that there was a W/R to clean gutters. John feels they should be cleaned in March and November of each year. Dottie Manfred asked that John make a note of the drains that are the worse so the Board can understand what needs to be done. There may also be work around that can help in the meantime.

Dottie Manfred asked about roof leaks in Buildings 1 through 8. Building 4 had roof problems and was fixed. Dottie Manfred stated if some are small leaks they should be patched now so they won't expand until we get to replace all the roofs. The leak in Unit 7D has been leaking for some time. In fact it has been leaking so long that the wall is rusting because the walls are wet. That leak should have been fixed years ago when it was brought to John and Mick's attention and it was determined that there was no leaks. Even when the insulation company said that there was a leak Mick stated again that there wasn't. Further discussion is being held for later in the meeting.

### **COMMITTEE REPORTS - OPENINGS NEED TO BE POSTED ON THE MAILBOXES**

Colleen Adams stated that Kai Eng resigned some time ago and was not removed from the Safety Committee.

#### **Net Training (Neighborhood Emergency Team) – Open –**

Colleen Adams stated that she could no longer continue and we would need to find a new Net Training person. Colleen Adams stated that she believe Roy Karr has agreed to Co-Chair with someone but doesn't want to do it by himself.

#### **Architectural – Dottie Manfred Chair -** Mick has resigned as Chair but would like to remain on the committee.

Individuals that have volunteered are: Kim Rivard, Carol Young, Mark Alenick, Don Hilt and Mick Crawford. Kim Rivard has suggested that we can get a consultant if needed.

**Nominating – Phyllis Hilt Chair –** Phyllis noted the timeline focusing on March 8<sup>th</sup>. This is when she needs to come back to the Board with the names of those who are interested in running for office. She can then submit the biographies to Justin to be mailed out to homeowners. Phyllis also developed a letter that will be mailed to the homeowners, which she is asking that the Board to approve. March 7<sup>th</sup> is the deadline to accept nominations at 7:00 PM. Also on or about the 15<sup>th</sup> Targa should be mailing out the Annual Meeting notices, proxies and candidate bios to all homeowners.

It was then suggested that the Board hold a meeting to encourage homeowners to run for office and answer questions that they might have. The committee thinks it would be a worthwhile thing to do. Phyllis stated that if the Board is in agreement that February 16<sup>th</sup> would be good nights to accomplish this.

The following positions are open for the 2012 Annual Homeowners Meeting: Phase I – 2 year term, Phase II – 2 year term, Phase III – 2 year term, Phase III - 1 year term and the At-Large position – 2 year term (this position can be filled by anyone from any Phase).

**MOTION:** Dottie Manfred motioned that the Nominating Committee's letter be accepted as revised. **SECONDED:** by Colleen Adams. Vote was unanimous.

**MOTION:** Colleen Adams motioned that the Board agrees to host a meeting, date February 16th via email for Homeowners to see what the Board does and what opportunities are available. **SECONDED:** by Kim Rivard. Vote was unanimous.

**Architecture – Dottie Manfred Chair**

**Members:** Carol Young, Kim Rivard, Dave Kincaid, Mark Alenick, Don Hilt and Mick Crawford.

**Landscape – Open**

**Safety and Crime Prevention – Open**

**Safety Phase I – Open**

**Safety Phase II – Open**

**Safety Phase III – Open**

**Block Watch - Open**

**Website – Dottie Manfred Interface –**

Website has been updated with December 2011 meeting minutes. New Board members have been updated and most of the pictures have been added.

**Rules – Inactive**

**Property Rules Compliance – Inactive**

**Reserve Account Funding – Inactive**

**Budget – Inactive**

**UNFINISHED BUSINESS**

**- Executive Board Meeting motions February 2, 2012**

- Kim Rivard nominated Colleen Adams for President. Seconded by Dottie Manfred. Vote was unanimous.
- Peggy stated she could no longer keep her position as Secretary. Dottie Manfred volunteered and the vote was unanimous.
- Mark Alenick and JoAnn Hugil volunteered to run for Vice-President. There was a secret ballot and JoAnn Hugil won.
- The Board decided to record all meetings for transcription purposes only.
- Colleen Adams read the results of the Recall of Mick Crawford from the Board into the record: With a total of 70.5715% for quorum, 54.04% for the recall and 11.2346% against and 5.297% not casting a ballot. The Recall of Mick Crawford passed.
- Dottie Manfred motioned we accept Secoma Fence bid of \$755.63 to fix the SW perimeter fence and bill the homeowner for payment. Mark Alenick seconded and the vote was unanimous.
- Unit 51C there was a property inspection report done because the unit is for sale with an active offer. They stated that they couldn't close on this unit until the Association fixes all the issues. The Association's attorney is reviewing our governing documents and will notify us which items the Association is responsible to fix. Robb stated that in the meantime there are some things that the Association needs to consider: Once our attorney defines what those items are that we move forward

immediately. All attorney fees will be billed back to the homeowner. Colleen Adams motioned once Targa gets the information from our attorney to go ahead and send out a letter with what the Association will fix immediately and what will be taken care of in the schedule. Dottie Manfred seconded and the vote was unanimous.

- Dottie Manfred volunteered to be the interface with the Webmaster.
- Robb passed out the Board's Communication Protocol for talking with our Manager. All direction to the Manager is from two different sources: 1) Actions and decisions that are made at Board meetings. 2) Directly from Targa.
- All Work Request should go to the Resident Manager and to Justin Smith at Targa.
- Unit 50A will be going back to the bank and Condominium Law Group and Targa will close the file as soon as delinquency funds are received.

**MOTION:** Carol Young motioned to accept the Executive Minutes as read. **SECONDED:** by Kim Rivard. Vote was unanimous.

- Unit type T-3 carport/ceilings/beam repairs: Justin sent three different bids and as it was discussed at the last meeting the Board would come up with a scope of work based on the Architectural Committee's recommendations. Dottie Manfred mentioned the Architectural Committee hasn't seen the plans. Justin stated that he would recommend that they not leave Targa's Office since they only have two sets because one has to be submitted to the City and one has to be on site. Dottie Manfred will set up a meeting to view the plans.
- Deck Repair/Replacement Program: Justin Smith stated that we are still on track with decks and payments. The costs will be in the Financial Statement each month. Carol Young asked if we could get a track of when the payments are due to complete. Justin Smith said he wasn't sure but he would ask.
- SW perimeter fence damage: Previously discussed. Justin Smith is waiting for the Contractor to give him a date as to when it will be fixed.
- Racquetball building improvement: Justin stated that the City has been out and is scheduled to come out again. The Contractor doing the drawing had a personal thing happened and they weren't able to complete them. They did state they would be out by Monday, February 13<sup>th</sup> to get the drawings to us. Dottie Manfred asked who is doing the drawings and John responded AA Side X Side. Dottie Manfred stated that she thought we already had drawings and Justin responded that we had drawings for the floor. Justin has been to the City and there are a few things that need to happen to come compliant. 1) The floor, the stairs and the little bit of electrical that is needed is to get a permit and the drawings approved. Then they will come out and inspect the work and once that done we are fine. We would be up to code. 2) The problem moving forward will be getting drawings for electrical, mechanical and basically all of it. Justin then stated that based on where your finances are it will be determined how much further along you will be building this office. Unfortunately, only other option is to tear it completely out. The Architectural Committee will look at the plan and go from there.

### **New Business**

- Annual Meeting: The Annual Meeting date is set for March 29<sup>th</sup> at 7:00 PM. It was discussed that the Foundation House would be an excellent spot to hold the meeting due to how crowded our Cabana is at that time. Justin will check with Foundation House on availability.

**MOTION:** Colleen Adams motioned that the Annual Meeting be held March 29, 2012 at Foundation House at a \$50.00 charge for the room. **SECONDED:** by Kim Rivard. Vote was unanimous.

**MOTION:** Kim Rivard motioned that the Board Meeting be extended 15 minutes. **SECONDED:** by Colleen Adams. Vote was unanimous.

- North fence damage: Justin has been in contact with the homeowners and as soon as he gets an answer we will settle.
- Re-roof Buildings 2, 3, 4, 7 and 16: John stated that he looked at these buildings and others and these are the worse and need to be repaired. Justin and John will work on plans of what to do next.

- Unit 4A plumbing issues: John stated that the leak was the Homeowner's responsibility. They have asked for a stop work until they can get a second bid.

**MOTION:** Dottie Manfred motioned that Unit 4A be billed for the work currently done. **SECONDED:** by Carol Young. Vote was unanimous.

- Bus passes: Will be handed out by the President at the end of the meeting.

**Other/Adjourn**

Meeting adjourned at 9:05 PM

Submitted by:  
Dottie Manfred, Secretary

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **January 2012 - February 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
- Created & sent out Recall Meeting Notice packet
- Facilitated communication/questions regarding Recall Meeting with attorney.
- Prepared Agenda/ ballots/ sign-in process for recall Meeting
- Attended & facilitated sign-in process at Recall Meeting
- Prepared & sent out final tally & conclusion email to BOD regarding recall Meeting
- Attended Executive Session on February 2, 2012
- Wrote follow-up emails & letters to action items from Executive Session

# MANAGEMENT MAINTENANCE REPORT

## FOR THE MONTH OF

January 11<sup>th</sup> 2012 to February 8<sup>th</sup> 2012

1. We worked from 6:30am till 8:30pm a couple of nights to remove the snow from the parking lots. Taking a total of about 1 week.
2. \*We worked about one and a half weeks removing trees and limbs from all over the property from the storm. We need to decide what we are going to do with the debris.
3. I walked with the contractors to get the bids going on the T 3 units.
4. I went and made the copies of the architectural designs for the contractors.
5. \*Richard and I went into the attics of buildings 1-10 to find any roof leaks and found that 1-8 have leaks that need to be addressed. I have work orders from buildings 2,4,7,and 16 all having leaks in their units.
6. \*I have been in contact many times with the city of Federal Way about the racquet ball court and he needs an answer as to what we are going to be doing with it.
7. I spent some of my weekend and will be spending part of my week putting together a Maintenance Goals list for the

board to decide what needs to be accomplished and what all needs to be on that list.

8. I have had a couple of conversations with Justin about what needs to happen and about the north fence line from the homeowners trees falling on our fence.
9. We cleaned the gutters on buildings 48 and 49.
10. We put up a new mailbox stack for building 7 because you cannot get replacement parts anymore.

My Resident Managers report is going to change somewhat, I am going to start putting on my report what has be happening and anything that needs to be discussed at the board meeting rather than the day to day stuff that everybody already knows what we do.