

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

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

**Thursday, March 8, 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, Kai Eng – 10D, Sylvia Schulz – 16C, Gayle Bosshart – 49A, Kim Smith – 47A, Jeannett Romano – 12C, Leona Saffery – 46B, George Jupiter – 23C, Arlene Park – 51A, Roy Kauer – 45A, Laura Walter – 32A

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

**APPROVE MINUTES:**

**MOTION:** Dottie Manfred motioned that we approve the Board Meeting minutes from February 9, 2012 and Executive Meeting minutes from March 1, 2012 as written. **SECONDED:** JoAnn Hugil seconded. Motion passed unanimously.

**FINANCE REPORT:**

See attached report.

**TREASURER'S REPORT**

This report is being submitted to the best of their knowledge and their research to this date.

The Financial Report appears to be in order. The 30 Day aging on delinquency is back up to \$8,921.22 up from last month's \$844.15. This month's included 13 new so it is not believed that this is a timing issue. This month's total delinquency is \$52,372.66 which includes 24 units.

Received a report of "other income" from Justin; but still have many questions.

Questioning why we are obtaining long distance charges? Justin stated that it was mostly for fax machine charges.

Need Tall Firs cell phone plan, land line and internet statements with details for cost review.

Lowe's receipts need to be scanned and supplied with the monthly financials provide by Targa.

Is the \$767.00 bill for the spa or pool pump. John stated it was for the spa.

The water irrigation meter 9739083, account 3032301 continues to have high monthly charges, October reading \$572.54, December reading \$168.80. Why is this not turned off and receiving dormant monthly fee of \$22.10?

Co-Chair recommendations: 1) Develop a process for Operational overage to repay the Reserve Fund. 2) Incoming Treasurer should review all interest rates on all accounts for the past four months; recommend the best placement of money, possibly moving accounts. 3) Based on electrical usage for the Cabana and Racquetball buildings a programmable thermostat should be installed to reduce costs. 4) Recommend having the 2012 Budget and the 2012 Reserve Fund budget available at each meeting so the Board knows where the money is coming from when they approve expenditures. 5) The Reserve fund budget along with the envelope study needs to be utilized by Targa to develop a maintenance plan for the Board to review. 6) All credit cards and bank signing cards need to be tracked by Targa and Treasurers; a list of how many, where they are and who is on the signing cards for accurate documentation for Board turn over. Targa should be keeping this information on file.

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

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

See attached report.

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

See attached.

WPTS came to fix the carport lights on Buildings 11 and 12. As they were being fixed Building 7 and 8 lights went out. It was discovered that the wrong lights were put in causing deterioration. There are approximately twelve more converters that need to be checked and possibly replaced. If we pick up parts it cheaper and they will install them.

If there were heaters installed by a former employee in 1999 they need to be checked by a qualified electrician due to improper installation.

It is recommended that a letter be sent out with the Annual Meeting packet notifying homeowners of the possible defect.

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

**Nominating – Phyllis Hilt Chair –**

There are two candidates for each Phase and the At-Large positions. The following individuals have sent in biographies for the 2012 March 29<sup>th</sup> elections: Phase I – JoAnn Hugill and Kai Eng, Phase II – Laura Walter and Sylvia Schultz, Phase III – Carol Young, Gayle Bosshart, Kim Rivard and Sandy Bacon and the At-Large position – Dottie Manfred and Don Hilt.

**Architecture – Dottie Manfred Chair**

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

There is a meeting set up for 1:00 PM in the Cabana. In addition, there are no original plans available from the County or City.

**Property Rules Compliance – Colleen**

Phase I was completed today and there were a number of rule violations but none were serious. The main issue was trying to concentrate on cleaning up for spring.

**Landscape –**

New members: Jeannett Romano and Laura Walter

**Safety and Crime Prevention –**

New members: Gayle Bosshart and Leona Saffery

**Safety Phase I – Open**

**Safety Phase II – Open**

**Safety Phase III –.Open**

**Block Watch - Open**

**Website – Dottie Manfred Interface –**

I am sad to report that Rob Moorhead our Webmaster has resigned. He has given us a recommendation for a replacement. If there is anyone who would like to join the Website Committee I would really appreciate you help. We need to take a look at the whole website and see how effective it is because there may be some cost cutting measures.

Gayle Bosshart has volunteered. Additionally, if there is anyone else who didn't make the meeting and would like to join please email me.

**Rules – Inactive**

**Reserve Account Funding – Inactive**

## Budget – Inactive

### UNFINISHED BUSINESS

#### Executive Board Meeting motions March 1, 2012

- Motion made and seconded that Tall Firs pay the invoice from AA Side X Side in the amount of \$3,263.10 and bill that back to the homeowner regard the flooding of the unit below.
- Motion made and seconded to approve work on Buildings 11 and 12 carport lighting \$1,500.00 plus tax to a contractor other than Cabco.
- Motion was made and seconded to tear down the structure in the Racquetball building and save all usable materials.
- A Super Lien has been drafted by CLG and the cover letter to be mailed to all Homeowners explaining this matter. A motion was made and seconded to accept the letter as drafted and to be sent with the Annual Meeting notice.
- FHA approval has been renewed through 2014 and the fee for this renewal process was \$500.00 the Board approved the payment of KSB invoice.
- Motion made and seconded to accept the Delinquency Report as written.

Unit T-3 carport situation update: Kim stated that the original plans for the Racquetball building was found and will be handed over to Justin for Targa to hold. No plans for any of the buildings were found by the City or County. Original builder is no longer alive so we can't go back to him for the plans.

Deck reimbursements to Tall Firs: Justin stated that all payment plans are on schedule. Justin will get end dates for the deck payments into the next Financial Statement.

### New Business

Annual Meeting: The Annual Meeting date is set for March 29<sup>th</sup> at 7:00 PM at Foundation House. Justin stated that the package should go out by the 15<sup>th</sup> of this month. Parking is available in the Group Health Parking lot as space is needed for residents and family.

Point of order: Kai Eng brought up that on February 16<sup>th</sup> he asked for the capacity of the Cabana and he wanted to know why John hasn't posted that information? Justin answered that the Board asked the Fire Marshall to evaluate the room, which has been done, but the sign hasn't been posted because we are waiting on the exact number. However, the number is quite smaller than the number of people that show up for your Annual Meeting.

North fence damage: Justin stated that in 2009 the Property Manager sent out notices to the homeowners of the possible damage to the fence and ask that the trees be cut back or down completely. In February, Justin went and knocked on the doors of the homes and gave them his business card and asked what their plan was to fix the situation. They stated they would get back to him but since he hadn't heard from them he sent a certified letter March 14<sup>th</sup> to both homeowners stating their responsibility. We are giving them 30 days to fix the fence and remove the damage issues. If that doesn't happen a second letter will go out that we will hire a vendor and bill them the cost.

Re-roofing of Buildings of 1 through 8 and 16: Justin stated that in the Board's packet there are three bids. The first two gave a building by building breakdown. Dottie stated that she didn't feel comfortable voting on this tonight and everyone agreed. Justin stated that the idea was to review then make recommendations. Kim suggested that the Architecture Committee should take a look at this as well as the Board. John stated that he has gone through about half the property looking for damage and those are the buildings that have damage. Townhouse need to have access through the interior so he has to check with each homeowner.

Recovery recommendations: Justin was sent an email with recovery recommendations by Sylvia for the Board to look at and the next Board. Discussion ensued stating that a lot of the items have already been dealt with or are in the process of being worked.

Community Maintenance Seminar from CAI: Dottie stated that there would be several areas of interest. The meeting is Tuesday, March 27<sup>th</sup> in Renton. The title is Community Maintenance Pay Now or Pay Later, which we are right in the middle of doing. She thought that if anyone was interested it would be a good idea. It costs \$65.00 for non-members and \$45.00 for

members. It was asked who were the CAI members. Dottie stated that Targa submitted all Board changes to CAI. Justin then stated that he has not contact CAI but that's not to say it hasn't been done. Kim stated that Justin will validate who's a member and let the Board know.

Irrigation: Colleen wanted to state the following as her opinion and not as Board President: That with the really big financial burdens going on right now that irrigation cannot be a priority. She knows that everyone wants a beautiful property but with the financial crunch out there that we are not the only Association struggling. We need to be realistic about what we can and can't afford to do. So we may have some brown grass or a big water bill this summer. So what will it be people?

Dottie stated that we have a lot homes that have gone to foreclosure and so we are not getting the funds in that we were getting in the past. So with these roof issues and the surprise events that continually crop up it's going to make every penny has to be stretched as far as we can. It's not stretching a dollar it's stretching a penny. Kim stated that the Board doesn't take this lightly and that she and Carol have done research on this and we need to tighten our belts. The upkeep of the buildings comes first and the grass last. John stated he felt that the plants and shrubs should be watered but not the grass.

Colleen asked if there were any opposing views on the matter? Mark stated because of the events coming up that at the Budget meetings each year there has to be a slight increase. It is better to have small increase because we are way below reserve study analysis. This is a typical instance that when things crop up all at once it tight. So we need to understand that it's better to have small increases rather than a big one.

John asked what does the Board want to do about the watering?

**MOTION:** Kim motioned that we table this discussion for the new Board is seated in April. **SECONDED:** Mark seconded. Motion was passed unanimously.

#### **Homeowner Questions:**

Don Hilt – 51D: stated that he thought everything could be done for \$300,000. Dottie stated that doesn't account for the T-3s at \$200,000 plus the balance of the 19 units as a time and material contract. The other bids were for only 6 units and they were incomplete and not accurate. The Reserve study

Jeannett Romano – 12C:

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**

### **February 2012 – March 2012**

#### Discussion Items

#### Action Item List

- 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 Nominating Candidate Notice
- Attended Executive Session on March 1, 2012
- Coordinated with Resident Manager daily work order/ bid requests
- Wrote follow-up emails & letters to action items from Executive Session

# MANAGEMENT MAINTENANCE REPORT

## FOR THE MONTH OF

February 8<sup>th</sup> 2012 to March 7<sup>TH</sup> 2012

1. We checked the chemicals in the Hot Tub on a regular basis.
2. We have been sanitizing the floors in the cabana and Hot Tub as expected.
3. We recessed the fire extinguishers so that they are not sticking out anymore.
4. I have been to the city many times to find out what has to be done with the racquet ball court.
5. I have met with many contractors throughout the month for bids on the roofs, T three units, and the racquet ball court.
6. I have had Richard pressure wash sidewalks that needed the moss removed.
7. I had Richard sand and paint on of the breeze way railings to figure out how long it would to for and accurate accounting on the maintenance list, and if it could be done while it is cold.
8. I had W.P.C.S. here and got the carport lights fixed and are now working properly.

9. I also had W.P.C.S. fix the carport and building light fixed on 7 and 8.
10. I met with several of the board members to discuss work that needs to be done on one of the units.
11. Rented the cabana a couple of times this month.
12. After the executive board meeting I was instructed to return the racquet ball court to its original condition with the exception of the wall on the right so I may still have an office, and work is underway and should be done by Tuesday next week.
13. I met with the fire marshal to get answers on the gas stored on the property and the seating capacity of the cabana and he said the we can only have up to 49 people at any given time, so any meetings that are going to require more than 49 people have to be held off site where there is more seating available.