

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

www.tallfirshoa.com

Thursday, April 12, 2012

APPROVED MINUTES AT MAY 10, 2012 BOARD MEETING

	Board of Directors			Staff
P	Colleen Adams, Director	Phase 1 (O)	P	Justin Smith, Property Manager
E	Kai Eng, Director	Phase 1 (E)	P	John Roundtree, Resident Manager
E	Sylvia Schulz, Director	Phase 2 (E)		
P	Peggy Karpenko, Vice President	Phase 2 (O)		
P	Gayle Bosshart, President	Phase 3 (E)		
P	Sandy Bacon, Treasurer	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, Kim Smith – 47A, Jeannett Romano – 12C, Roy Kauer – 45A, Marie Masterson – 45A, Andrea Watts – 19A, Kim Rivard – 42B, Carol Young – 43C

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

NEW BOARD APPOINTEES:

Gayle Bosshart was elected President, Peggy Karpenko was elected Vice President, Sandy Bacon was elected Treasurer and Dottie Manfred was elected as Secretary.

APPROVE MINUTES:

MOTION: Dottie Manfred motioned that we approve the Board Meeting minutes from March 8, 2012 as written. **SECONDED:** Colleen seconded. Motion passed unanimously.

MOTION: Dottie motioned that we approve the Special Board Meeting minutes from March 15, 2012 as Written. **SECONDED:** Colleen seconded. Motion passed unanimously.

FINANCE REPORT:

See attached report.

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

TREASURER'S REPORT:

All items covered in the Financial Report.

PROPERTY MANAGER'S REPORT – JUSTIN SMITH:

See attached report.

RESIDENT MANAGER'S REPORT – JOHN ROUNDTREE:

See attached.

John mentioned that there is a homeowner that keeps garbage on the deck. A Violation's letter was sent.

The Board will have to set up something so that there is no three month lag between inspections. The Board will have set up some schedule for Board Members to take turns attending the walk-around at 9:00AM the morning of the monthly Board meeting.

The Racquetball court office is being taken down but is going slowly because Richard is no longer working here.

Comments were made that the new worker is required to have skills.

John has included a list of things that he thinks he needs to do and he wants the Board to identify what needs to be done.

John had to put the Kubota in for service because it wouldn't start and it needs tires and rims. Unsure as to the issues with the kaboda so we don't know how much the expense will be.

Dottie asked about the issue with the Spa heater. John replied that there were elements and the bottom element melted. This is a result of using chemicals in the Spa and there is nothing that can be done about it. It just deteriorated over time. The cost of the part was about \$100.00.

COMMITTEE REPORTS - OPENINGS NEED TO BE POSTED ON THE MAILBOXES

Architecture – Dottie Manfred Chair

Members: Carol Young, Kim Rivard, Dave Kincaid, Mark Alenick, Don Hilt.

Our initial plan was to get two bids for the Project Manager position and two bids from a construction company that also had a project manager. The Committee interviewed Jeff Samdal, who also did our Reserve and Envelope Study and he has submitted a bid as the Project Manager. We also interviewed Jorve Roofing, who has promised a bid by Friday, April 13th. We also interviewed DRI Construction. Unfortunately, they have not returned any phone calls or email so we are assuming they will not bid and we will look for another construction company to bid. We have also contacted Ken Clark as Project Manager and we have emailed him all the data that we gave to the other bidders. He has been out of town but will review the data tonight and will get in touch right away to look over the property. We are hoping to have all the bids in time for the next Executive meeting. Additionally, we did put up caution tape around the carports on the three T-3 end units for safety that was recommended by one of the contractors.

Marie Masterson asked if the Project Manager would be for the site or just the roofing issues. Dottie answered that it is just for the roofing issues.

Peggy was concerned about removing the Plexiglas coverings and Dottie stated that they would remain for the time being and will be replaced with proper sky lights when the roofs are replaced.

Property Rules Compliance –

Phase II was not completed today because of a miscommunication with the new Board members.

Landscape – Chair – Gayle Bosshart

Members: Jeannett Romano and Laura Walter

By Laws – Chair – not yet assigned

Members: Kai Eng, Sylvia Schulz, Mark Alenick

Maintenance – Chair – not yet assigned

Members: Kai Eng, Mark Alenick, Jeannette Romano, Don Hilt and Marie Masterson

Safety and Crime Prevention –

Members: Gayle Bosshart and Leona Saffery

Safety Phase I – Open

Safety Phase II – Open

Safety Phase III – Arlene Park

Block Watch - Open

Website – Chair - Dottie Manfred –

Rob has agreed to stay on for the month of April 2012 and he has given us a name for his replacement. Dottie will contact him and get the website coordinated so there is not discontinuation.

Reserve Study – Chair not yet assigned

Members: Mark Alenick and Guy Parisi

Rules – Inactive

Budget – Inactive

Nominating – Inactive

Unfinished Business

Executive Board Meeting April 5, 2012 – Tabled since it occurred prior to the current Board Meeting.

T-3 - discussed under Architecture Committee report.

Super Lien Priority – Justin stated that Targa would have the Attorney draft a letter explaining what the Super Lien is and why it is needed. It will be sent out with a ballot and the Homeowner will be advised there is a \$100.00 fine if it is not returned.

Old Business

Fence damage - Justin stated that letters were sent out to the homeowners whose trees damaged our fence during the storm. So if there is no response Targa will send a demand letter out next.

New Business

Roof issues on Buildings 1 through 10 – John stated that he had the buildings in question has had work requests issue with moisture in their units from the roofs. Justin stated that he had the bids that were submitted. Dottie asked if these were the same bids that we received before and Justin stated that they were. Dottie stated that out of the three bids all were bidding different buildings and they had submitted lump sum bids which are unacceptable. Justin stated that it was his understanding that the Architecture Committee was getting bids. He asked Colleen if he was to get more bids or was the Architecture Committee getting bids. Since he hadn't heard anything he assumed the Architecture Committee was getting the bids. Dottie stated that the message did not get back to the Architecture Committee, however, we will look into it immediately and all the buildings had water issues will be addressed.

Carol asked if the buildings could be tarped but it was decided not to do that.

Dottie asked if John has gone in and looked at the leaks and were there pictures being taken. John answered yes. Dottie stated that she would get the Architecture Committee together with you to discuss which buildings need to be done. John stated he will go through his list and get all the buildings that have reported leaks.

Colleen wanted to state that the Architecture Committee when they started didn't realize what a dirty job this has been and she really wanted to let everyone know that she really appreciated all the time and effort that everyone is putting in. It amazes her and that some of the Committee members didn't have a lot of knowledge and what's been learned by talking to all of these people is tremendous. Dottie responded thank you it is appreciated. Someone stated that we can do this together. Dottie stated that is the key – to do it together. It really does take a village to accomplish all that we need to do. Justin's comment deleted with a lot of laughing. ☺

Recovery recommendations – This was submitted by one of the new Board member who is on vacation now but Justin wanted the other new Board members to be aware of it.

Report Cards – Dottie wanted to report on the Report Card that the Board developed and passed out at the Annual meeting. The Board is going to have a lot of work to do to bring up people's opinions. Most of the people that turned in the cards thinks that the Board is doing an average job, the Property Management is doing an average job, and the buildings are average and below. The landscaping is average to below average. So we are aware that people are seeing different things. The thing that was upsetting to me was a lot of people felt that the Board meetings are kinda useful to them. So I am hoping that the group that does come can come up with ideas to get more people here and to make the meeting more meaningful to more people. We do want to start having the Homeowner Forum meetings soon.

The Maintenance Committee sign-up sheet represent a group of people that will walk around the complex that either need to be repaired or just something that has been over looked and then report to the Board and to decide what can be done. We hope it will give us a guideline of what the issues are and then what we can afford to fix or repair. So please pass that on to your neighbors and friends.

Dottie stated that she would get a list of open committees and a brief description to be posted on the mailboxes.

John stated that if people would send him emails when they spot a light out would be really helpful.

Dottie asked what the current policy is for John to tow cars. John stated that he had to put a warning on the car, then give them 24 hours to fix it and then he can tow the car. It was discussed that what happens when someone is a constant and continual abuser. John stated it's the same procedure. Dottie stated that we need to review the Rules and tighten that up.

Additionally, if you suspect that there is criminal activity call the police. Do it every time you see the problem. The police are currently cruising through several times already so let them know the problems.

Homeowner Questions:

Roy Kauer – 45D asked if there was a way items on the Boards agenda and is there going to be a “Flee Market” this summer? Also is there some way to get emergency preparedness for the entire community. Justin stated to send him an email and he would coordinate with the Board to have it added.

Jeannette Romano – 12C asked what is going to be done about the standing water around the complex. She is worried that with summer coming there will be bacteria and mosquitoes that carry disease. Also could a homeowner plant a bush? Justin stated that the individual needs to come to the Board to get approval and get it coordinated with the Landscape Committee. He then stated that future Board and homeowners need to know that it was previously approved. Dottie stated that if people want to donate plants we are going to have to coordinate with the Landscaper as to where they should go. A good place to get free flowering tree is through the Arbor Foundation.

Kim Rivard – asked the Attorney at the Annual Board meeting why we were writing off \$8,250 automatically each year and not assigning it to a unit. Justin said he wasn't sure and he would get to her.

Don Hilt – 51D asked who and when are they going to paint the fences. Justin stated that he has asked the Board to come up with a maintenance scope of work. Specifically, what the Board requires John to do on a daily basis. It is not just what his capabilities are; it's what the job requires. Because his capabilities could overlap several areas consequently it spreads him so thin that nothing gets done in a timely manner.

Kim Smith – 47A asked is Richard gone and the answer is yes. She also asked how many units are vacant and what the percentage of ownership. Justin stated that he didn't have that information. There is 30% on rentals.

Carol Young – asked if the Board could schedule a weekend paint party. Justin asked if Carol was volunteering to set that up and she stated that the Board needed to authorize it. Carol stated let's pitch in and do some of this stuff since we don't have the money to hire some of this out.

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

Motion: Dottie motioned to adjourn. **Seconded:** by Sandy. Vote was unanimous.

Other/Adjourn

Meeting adjourned at 8:00 PM

Submitted by:
Dottie Manfred, Secretary

Tall Firs Condominium Association

Community Association Manager Report

March 2012 – April 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 Annual Meeting Notice packet
- Facilitated communication/questions regarding Annual Meeting with attorney.
- Prepared Agenda/ ballots/ sign-in process for Annual Meeting
- Attended & facilitated sign-in process at Annual Meeting
- Prepared & sent out final tally & conclusion email to BOD regarding Annual Meeting
- Attended Executive Session on April 12, 2012
- Wrote follow-up emails & letters to action items from Executive Session

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

March 7TH 2012 to April 10TH 2012

1. I checked the chemicals on a regular basis.
2. I repaired the heaters in my unit.
3. I picked up trash several times and changed the 320th trash.
4. I walked around with the violations committee and found a few problems that need attention.
5. I painted the trim around the deck on unit 7 C now that it has had proper time to dry out.
6. I started the take down of the racquet ball court floor as instructed and.
7. I fixed the partition between units 51 B and C as well as the light post and light as instructed.
8. I helped out at the annual meeting.
9. I had the heater fixed in the hot tub because the contactor inside the unit fried.
10. I am in the process of helping Justin out to find a new employee so we have a full time employee.
11. I took a much needed vacation.
12. I have cleaned out the cabana for the board meeting and also to be rented out.
13. I took off the pool cover so I can get it ready for the season.
14. I am pressure washing the tennis courts to get them ready for the season.

15. I am also adding in my report this time a list that I have come up with that I think the board should discuss about for the maintenance list that is maintenance things that have not been put on a list that should be on there.

1. PRESSURE WASH BUILDINGS
2. PRESSURE WASH SIDEWALKS
3. GUTTER CLEANING
4. POOL CLEANING 3X PER WEEK BETWEEN THE MONTHS OF MAY AND AUGUST
5. BATHROOM, SHOWER, AND FLOORS CLEANED EVERY MORNING
6. CABANA CLEANING WHEN RENTED AND BEFORE MEETINGS
7. HOT TUB CLEANING EMPTY AND REFILL ON THE 19TH OF EACH MONTH
8. POOL AND HOT TUB CHEMICALS CHECKING EVERYDAY
9. WORK ORDERS
10. LAWN WATERING AND PLANT WATERING
11. PARKING LOT BLOWING (WHEN ITS FALL AND WINTER AND THE LANDSCAPERS ARE NOT HERE)
12. KEEPING CURBS CLEAN AND PAINTED
13. TRASH PATROL EVERYDAY 320TH TRASH CHANGED EVERY OTHER DAY
14. LIGHT REPLACING
15. REPLACING WATER SPIGOTS WHEN NEEDED
16. REPLACING SIDING WHEN BROKEN OR VANDALIZED
17. VINYL FENCE CLEANING 2 TIMES A YEAR
18. PUTTING UP CHRISTMAS DECORATIONS AND LIGHTS/AS WELL AS TAKING DOWN
19. TAGGING CARS
20. VIOLATIONS WALK AROUND
21. MANAGEMENT MAINTENANCE REPORTS
22. SHOP CLEANING EVERY FRIDAY
23. DRIER VENT INSPECTIONS
24. BATHROOM VENT INSPECTIONS
25. TENNIS COURT PRESSURE WASHING
26. BASKET BALL COURT PRESSURE WASHING
27. RACQUET BALL COURT MAINTENANCE
28. TRIM PAINTING
29. HAND RAIL PAINTING
30. BREEZE WAY PAINTING