

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

www.tallfirshoa.com

Thursday, May 10, 2012

Approved June 23, 2012

	Board of Directors			Staff
P	Coleen Adams, Director	Phase 1 (O)	P	Justin Smith, Property Manager
P	Kai Eng, Director	Phase 1 (E)	P	John Roundtree, Resident Manager
P	Sylvia Schulz, Director	Phase 2 (E)		
P	Peggy Karpenko, Vice President	Phase 2 (O)		
P	Gayle Bosshart, President	Phase 3 (E)		
E	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

Mark Alenick – 29B, Marie Masterson – 45A, Carol Young – 43C, Rob Moorhead – 31D, Kim Smith – 47A, Jeannette Romano – 12C, Arlene Park – 51A, Andrea Watts – 19C, Jodi Kauer – 45D, Marj Hause – 11A

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

Gayle introduced the current Board members and notified the assembly that the minutes are recorded.

APPROVE MINUTES:

Motion: Dottie motioned that we accept the Board minutes of April 12, 2012 as revised. **Seconded:** Kai seconded and was passed unanimously.

FINANCE REPORT:

See attached report.

Justin stated that we finished the month with all accounts paid at closing this is the third month in a row now that we have paid all the bills without having to hold anything. This is good news for the Association. This means we are not overspending which is a huge dialing back.

Delinquencies addressed at Executive Meeting and read into minutes at this regular meeting.

#1 – **Motion** by Dottie, seconded by Coleen and passed unanimously to accept homeowners request, effective the end of May, to pay the amount of \$398.00 towards the end of the month without incurring any late fees as long as she keeps that payment plan.

#2 – This is a plumbing issue that the Board agreed with last month. Numbers 3 through 6 are with the Attorney which we will go over here shortly.

#7 and #8 – New delinquencies. Homeowners just received the initial letters.

#9 – Bank Owned. We can incur the costs of sending this to a collection agency but they probably will not pay this until they sell the Unit. Justin stated they would be required to pay all associated costs but there is no guarantee that we will collect attorney fees.

#12 – Same as #9.

#10 - With the Attorney to go over its initial payment plan.

#11 – Homeowners has been sent the initial letter.

#13 and #14 - With the Attorney.

#15 – Final letter has been sent. If we don't get any response the next step is to send the account to the Attorney to start collection process. Dottie asked if that would result in shutting off the electricity. Justin stated yes.

#16 – With the Attorney.

Justin stated that what he needed from the Board is on #9 and 12 does the Board want to leave those as is and monitor them and trying and get communications going rather than send them to the Attorney.

Motion by Dottie, seconded by Gale and unanimously passed to not send #9 and 12 to the Attorney since they are bank owned and incur the late fees and interest against them.

Justin stated the majority of items in the Attorney Summary Collection do not require any action by the Board.

#6 - This is a bankruptcy that is over now and the original amount owed was \$17,343.02 and the owner paid \$17,418.94. So the balance owing on the account of \$3,145.15 is attorney or legal fees that has not been paid.

#8 - Unclear to the Board in that it states that it is owned by the Association. Justin stated that is correct that the Association has taken ownership of that unit and he reviewed the unit today along with Kai and Sylvia. There is some work to be done in order to bring the unit up a rentable condition in order to gain income for past due homeowner's dues. Justin stated that in his opinion he doesn't think there is a great deal of expense that needs to go into it. There needs to be a refrigerator and range, carpet cleaning, general cleaning and painting. Coleen stated that she thinks the dishwasher doesn't work because they took all of the other appliances. Justin stated that once the power gets turned back on and de-winterized that can be determined. Dottie asked if Targa can start right away interviewing applicants to rent the Unit. Justin stated that until the Unit is ready to be shown the answer is no.

John gathered some cost estimates for appliances, heaters, carpet cleaning and painting from Lowes and that would be \$3,700.00. Justin stated that he could follow the process from start to finish he just needs to know what the Board wants as to John's role other than letting people in and out. Also he wants to know what dollar amount to work with.

Kai stated he would like to table this issue until we have more information and a logical plan and numbers to evaluate this.

Motion by Dottie, seconded by Coleen and passed with one nay vote by Kai, to grant Justin the amount of \$3,000.00 to make Unit 8-D rentable.

Motion by Coleen, seconded by Dottie and passed with one nay vote by Kai, to accept the financials as is.

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:

Unit 9-D has water issues from his window. The Unit is on the bottom floor and the windows are old single pane and metal frames. John stated that the flashing was not installed properly

Motion by Dottie, seconded by Gayle and passed with one nay vote by Kai, for Targa find a company that can repair the flashing on Unit 9-D with the costs coming from Reserve and if it's determined to be the Homeowner's old window causing the problem they will be charged with the repair. If the repair costs over \$2,500 Targa will ask for 3 bids.

John stated that he has the Kubota back and it runs great. The recommend maintenance plan is to change oil and have a tune-up done once a year. Dottie asked what the warrantee was for the repairs, and John stated he did not know until he gets the paperwork.

John got the pool hook fixed because the pool is over 6 feet we need that rope across the pool. If anyone sees people jumping or climbing or sitting on the rope tell them to get off. John stated the pool is now under surveillance, and showed Board members the surveillance screens after the meeting. Dottie asked is the pool under surveillance now and the Board would like to see the monitor.

Justin stated that if we are making arrangements for contractors to be on the property, they must John or Justin prior to their arrival. Dottie stated that she would pass this on to the Architectural Committee.

John stated that we also need pool rules, as require by the Health Department, riveted to the fence siding before we can open the pool. The sign will cost \$200.00, and should state the pool is under surveillance. Additionally, John stated that the gate to the pool by the Tennis Courts would not be accessible.

EXECUTIVE MOTIONS

EXECUTIVE MEETING APRIL 12, 2012

Motion: Gayle made a motion to accept Big Foots bid for \$569.40 plus WSST and ask them to proceed as soon as possible. **Seconded:** Coleen seconded and motion was passed unanimously.

Motion: Gayle made the motion to accept EarthTech bid for \$10,830 plus WSST. **Seconded:** Coleen seconded and it passed unanimously.

The funds for the above roofing motions for Unit 51C will come from our Reserve account.

Motion: Dottie made a motion to not add late fees to Unit 5C until their insurance make the payment. **Seconded:** Coleen seconds the motion and it passed unanimously.

Motion: Dottie made a motion to send the issue of the Homeowner who refuses to pay for deck surfacing to the Association's Attorney. **Seconded:** Coleen seconded and the motion passed unanimously.

EXECUTIVE MEETING APRIL 23, 2012

Motion: Coleen motioned that John be allowed to work overtime on weekends starting May 5th until the June 14th Board meeting when we will reassess. **Seconded:** Gayle seconded and it was passed unanimously.

Motion: Coleen motioned to up the starting wage for our second employee to \$13/hour. **Seconded:** Dottie seconded and it was passed unanimously.

Motion: Dottie would like to rescind that motion and have agenda items to the Secretary the Sunday before each meeting. **Seconded:** Gayle seconded and it was passed unanimously.

Motion: Dottie motions that we accept the Change Order for 51C to include the lower shed roof in the amount of \$1,715.00 that is being repaired by EarthTech Ind. **Seconded:** Coleen seconded and was passed unanimously.

Motion: Dottie motioned to have John install locking thermostats in the Cabana. **Seconded:** Sandy seconded and the motion was passed unanimously.

EXECUTIVE MEETING MAY 3, 2012

Motion: Sylvia motioned that we hold a Homeowners Forum June 28th to inform Homeowners about the T-3 repair, roofs, and how to fund the project. **Seconded:** Kai seconded and it was passed unanimously.

Motion: Dottie motioned to increase dues by 8% starting July 1, 2012. **Seconded:** Sandy seconded and it was passed. However, Kai wanted it noted that he was in favor of the increase but not the motion due to the fact that two Board members were not in attendance.

Motion: Dottie motioned that Targa bill a Homeowner for the cost of a lien release fee incurred in Chapter 13 bankruptcy. **Seconded:** Sylvia seconded and it was passed unanimously.

EXECUTIVE MEETING MAY 7, 2012

Motion: Coleen motioned that Targa contact the delinquent homeowner to pay the regular monthly dues now and in 90 days we will revisit to see what her situation is to repay back dues. **Seconded:** Gayle seconded and the motion passed unanimously.

Motion: Coleen made a motion to have the Architecture Committee review the Satellite Policy and include the following on the form: Print Homeowner's Name, Unit #, Date of request, note it could take a 3-4 week processing time and Phone number at least. **Seconded:** Sylvia seconded and motion passed unanimously.

Motion: Dottie motioned that we accept Rob Moorhead's new monthly rate effective May 2012 as our Webmaster. **Seconded:** Kai seconded and the motion passed with one nay vote by Coleen.

Motion: Dottie motioned that the protocol procedure be revised to state that all financial issue be sent to the Treasurer and then forwarded to Targa with a copy to the Board. All Agenda items be sent to the Secretary and then forwarded to Targa with a copy to the Board and everything else go through the President and then forwarded to Targa with a copy to the Board. **Seconded:** Coleen seconded and the motion passed unanimously.

COMMITTEE REPORTS - OPENINGS NEED TO BE POSTED ON THE MAILBOXES

Architecture – Chair - Dottie Manfred

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

Dottie stated that the Committee has received four bids. However, none of them are complete as far as what we had expected. We will start setting up meetings with the Board to interview these contractors. Dottie stated that from the bids we have it will range from two and a half months to three and a half months. There will be a meeting on Saturday May 12th.

Property Rules Compliance – Chair – Coleen Adams

Coleen stated that she had to work today but Kai and Sylvia will walk with Justin and John. Justin stated that several letters will go out ranging from cleaning patios, plants, etc

Landscape – Chair – Gayle Bosshart

Members: Jeannett Romano, Sylvia Schulz, Dottie Manfred and Laura Waltar

Gayle stated that there was no report. Carol stated that she saw EarthTech dumping grass clippings into the wetlands. She notified them that they couldn't do that and she would report them. They then proceeded to clean it up.

By Laws – Chair – not yet assigned

Members: Kai Eng, Sylvia Schulz, Mark Alenick

Kai stated that he had several proposals to include. Dottie mentioned that Justin has a boiler plate that he can use.

Maintenance – Chair – not yet assigned

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

Safety and Crime Prevention – Chair – not yet assigned

Members: Gayle Bosshart and Leona Saffery

John stated the area near the Basketball Court is very dark and the Homeowner of 26-D stated that they would be willing to have a motion sensor light installed on their deck and would pay for the electricity.

Motion: Dottie motioned that we authorize John to install a motion sensor light on Unit 26-D with funds coming from Operations. **Seconded:** Coleen seconded and the motion passed unanimously.

Safety Phase I – Kai Eng - Kai volunteered to walk with Coleen.

Safety Phase II – Mark Alenick - volunteered.

Safety Phase III – Arlene Park - Arlene needs some others to walk around with her at night and two members volunteered, Kim Smith and Andrea Watts.

Block Watch - Open

Website – Chair - Dottie Manfred

Dottie stated that Rob has been working really hard getting everything up-dated and is almost there.

Reserve Study – Chair not yet assigned

Members: Mark Alenick and Guy Parisi

Rules – Inactive

Budget – Inactive

Nominating – Inactive

Unfinished Business

“Super Lien”: Justin stated that he sent out to the Board the Attorney’s letter and he noted that the only change was to underline and bold the last sentence of the first paragraph. Targa office will take care of that.

Notification needs to go out as soon as possible. Dottie stated the Board wanted the Attorney’s letter, a cover letter from Targa and the ballot all to go out at once. Justin stated that you still have to give written notice of a vote by mail prior to all of that going out. Dottie stated that Sylvia is building a half sheet notice to be put on everyone’s door prior to the vote.

Motion by Kay, seconded by Sylvia and unanimously passed for Targa to develop a letter to notify the Community of the “Super Lien” vote by mail.

North Fence Damage: Justin stated that the letter had gone out to the offending Homeowner to respond by April 30, 2012. As of this date, May 10, 2012, there has been no response.

At this point Justin suggests:

- 1) Repair the fence and bill the Homeowner and lien their property.
- 2) Send a final letter giving them a specific time to fix it stating that’s what we will do.

Motion by Dottie, seconded by Gayle and passed unanimously for Justin to get a couple of bids on the cost to repair the fence.

Old Business

Satellite Dish installation:

Motion by Coleen, seconded by Dottie and carried with 2 nay votes by Sylvia and Kai to allow a Satellite Dish to be installed on the fascia of Unit 22-D

New Business

Garage Sale: No one in the audience volunteered so Dottie will ask Phyllis Hilt if she would Chair the Committee this year.

Cabana and pool camera locations: John will show the Board the monitor after the meeting.

Homeowner Forum: There will be a meeting on Monday June 24th and it will be posted on the mailboxes. Sylvia noted that she will check out Christ Lutheran Church to hold the meeting and Colleen will assist.

CAI Training: Sylvia stated that she, Gayle and Sandy are going June 7th to CAI training for new Board members. At this point they have paid the \$65.00/person themselves Sylvia then asked if the Board would pay half of their registration fees

Motion by Dottie, seconded by Colleen and unanimously passed, that that the Association will pay half of the CAI registration fee for the three new members attending the CAI New Board Member training class on June 2, 2012. Funds will come out of the Operation’s budget.

Sylvia has requested CAI update their records to include all the new Board members.

EarthTech Issues: Complaints continue that Earth Tech employees are still blowing dirt into the buildings, entranceways, open windows and mailboxes. Justin will again contact Earth Tech about the issues

Unit 29-D stairs: John stated that AA Side X Side did an emergency repair to replace several rotten stairs at a cost of \$525.46. The stairs were a safety hazard to the new owner and her children. John reported that the deck also needs repair.

Motion by Dottie, seconded by Colleen and unanimously passed, that we accept AA Side X Side invoice for \$525.46 to repair the stairs on Unit 29-D. The funds will come from Reserve

Unit 23-A Fence: Sylvia reported the current owner of Unit 23-A has request a fence be built around her patio. Originally, the unit had a fence, however, when the current owner bought the Unit the fence had been removed John stated that he has the material on-site to replace the fence. Sylvia stated that she would have the owner submit a Request for Service.

Homeowner Questions:

Jeannette Romano – 12C: has submitted a request to Gayle, Landscape Chairperson, to plant some plants. Additionally, she asked Justin if he has interviewed anyone for the maintenance position. He stated that he has reviewed many applications and has narrowed it down to six people. He will discuss setting up interviews with the Board. Jeannette also expressed concern about some of the Homeowners being able to pay the increase in homeowners dues.

Kim Smith – 47A: asked about the (alleged) drug deals and prostitution that is going on around here and she is wondering “Are we safe”. Gayle reminded her that if you see anything suspicious, report it to the police

Carol Young – 43C: asked John why the downspout/gutter material is leaning against the side of the building for six months waiting to be installed. Justin asked that she send that information to him in an email and it would be taken care of.

Mark Alenick – 29B: brought up that not all pool signs have to be expensive and he would like to see some bids on that. Also he felt that doing two at a time would be less expensive that doing individual decks. He also wanted to discuss lighting on Building 13 in that some days the light is on and others it is not. Dottie asked that he turn in a Request for Service so the problem is recorded.

Motion: Coleen motioned to adjourn. **Seconded:** by Gayle. Vote was unanimous.

Other/Adjourn

Meeting adjourned at 9:00 PM

Submitted by:
Dottie Manfred, Secretary
Partially condensed by:
Sylvia Schulz

Tall Firs Condominium Association

Community Association Manager Report

April 2012 - May 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
- Wrote follow-up emails & letters to action items from Executive Session

MANAGEMENT MAINTENANCE REPORT

FOR THE MONTH OF

April 10TH 2012 to May 7th 2012

1. I checked the chemicals in the Hot Tub on a regular basis.
2. I called the phone numbers on the reader board and took off the ones that were no longer to be posted.
3. I had the hook holder for the pool line repaired.
4. I had the stairwell for unit 29 D replaced because they were rotten and very dangerous.
5. I pressure washed the tennis court so I could open it on the first of the month as expected.
6. I pressure washed the pool area and am getting the pool ready to open on May 25th for Labor Day weekend.
7. I repaired the water spigot on unit 26 D.
8. I have been working on restoring the racquet ball court and should be finished no later than Sunday 5/13.
9. I had the Kubota sent in it needed to be serviced and major repairs.
10. I started working weekends so I could get caught up on some of the things I am falling behind on.
11. I installed the thermometer covers as directed.