

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

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

Thursday, June 14, 2012

Approved July 12, 2012

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
P	Sylvia Schulz, Director	Phase 2 (E)	P	John Roundtree, On-Site Manager
P	Peggy Karpenko, Vice President	Phase 2 (O)		
P	Gayle Bosshart, President	Phase 3 (E)		
P	Sandy Bacon, Treasurer	Phase 3 (O)		
E	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:** Andrea Watts 91-C, Arlene Park 51-A, Beth Hendler 12-D, Carol Young 43-C, Deanna Kirkpatrick 46-D, Deborah Bonikowski 11-C, George Jupiter 23,-C, Jeannette Romano 12-C, Jo Ann Hugill 13-C, Kimberly Halko 11-B, Marie Masterson 45-A.

**Call to Order:** Gayle called the meeting to order at 7:00 pm. Reminder that this is a business meeting for the Board of Directors, and homeowners comments and questions may be asked at the designated time after the business meeting has concluded. Meeting is being recorded.

**Board Resignations:** Coleen Adams, Phase 1, submitted her resignation on June 10, 2012, for personal family reasons. Dorothy Manfred, member at large, submitted her resignation on June 13, 2012, for personal and health reasons. Willing homeowners will be appointed by the Board to fill the remaining term of these positions. Peggy Karpenko recommended Jo Ann Hugill, a willing candidate, to fill the Phase 1 position. Positions will be filled after the opening has been posted for at least one week. The notices state Gayle Bosshart as contact. Justin will also accept notice from homeowners wishing to be considered as appointees to the open positions.

**Minutes Approval:** Motion to accept Minutes from May 10, 2012 Board meeting tabled until all Board members have reviewed them. Motions from the Executive Meetings of June 7 and June 11 will be read into the Board Minutes at a later time when Minutes are approved.

**Financial Report:**

Sandy Bacon reported:

\$526,926.35 Total Cash Assets including Reserves (fully funded) and CD's.  
\$50,144.88 Total Expenses  
\$63,037.88 Delinquent Expenses

**Motion** made by Sylvia Schulz, Seconded by Peggy Karpenko, and unanimously passed to accept the Financial Report as written.

**Property Manager Report:** See Attached

Phase 3 Property Walk this morning resulted in 17 violation letters being sent to homeowners.

**On-Site Manager Report:** See Attached

RFS – Unit 1-B – Leak in roof. John will go in attic tomorrow morning to investigate cause of leak.

RFS – Request from homeowner in Phase 1 to remove pine tree that is growing too close to the building.

**Motion** made by Sandy Bacon, Seconded by Sylvia Schulz and unanimously approved to remove the pine tree next to building 13-D.

**Motion** made by Sandy Bacon, Seconded by Kai Eng and unanimously approved for John to purchase ant control pellets.

John and Terry are installing drains in front of Bldgs. 9 10 11 12. Plants in front of Bldg. 12 need to be removed in order to install drains. After drain installation, plants will be replanted.

John will repair walls and apply sealant around deck to correct Unit 9-D leak.

Board approved John's request to have WPCS, come to the property and provide an estimate to determine compatibility between Ballast and Lights on 16 poles. Five poles have been corrected in the past.

**Motion** by Sandy, seconded by Kai and unanimously approved by the Board to approve John's request to receive a list of homeowners who are delinquent with their homeowner's dues in order to manage use of the property amenities.

**The Board President and Property Manager, found it necessary to remind some of the homeowners to refrain from side conversations and comments during the business meeting.**

**New Employee:** Justin announced a new employee, Terry McCray, is on the property. Homeowners were reminded to use RFS's if they have requests for service and refrain from asking Terry or John to do specific things.

Justin, John and Terry will review accomplishments and future work plans every 7 days.

**Water Hoses:** Kai noted that, in response to a February RFS to check hoses and sprinkler heads, John purchased 15 new hoses. Hopefully homeowners will help out with the watering this summer. Justin reminded homeowners to be sure to rewind hoses on holders when not in use.

## **COMMITTEE REPORTS**

**Motion** by Sylvia Schulz, seconded by Sandy Bacon and unanimously approved to reconvene the Budget Committee. Sandy Bacon, Tall Firs Treasurer, was appointed Chairperson of the Budget Committee.

Sylvia volunteered to clarify committee responsibilities and update committee member lists. In the future, committee Chairman will submit a written report along with their verbal report to the Board.

**Maintenance Committee:** Members Present: Kai Eng, Marie Masterson, Jeannette Romano

Kai reminded homeowners to use the Request For Service system .

**Architectural Committee:** Members Present: Carol Young

Kai advised that Fred Knowles, Professional Home Inspector for Buyers Protection Group, will evaluate Buildings 1, 18, 19, 20, 21, 32 and 33 roofs from the outside. There is no charge for this evaluation. He will use the information gathered during the evaluation to prepare a bid for a professional inspection of these roofs, inside and out, to determine the recommended repair or replacement of these roofs.

Carol questioned what the building inspection was to entail, and cautioned Board to be aware that HOA is legally required to repair everything in the report. However, this question was later asked of Mr. Knowles, and he assured us that it is the HOA's decision what to repair/replace, since this is a privately requested report.

**Website Committee:** Members Present - Sylvia

Sylvia volunteered to Chair the Website Committee.

Board agreed that John has permission to directly advise Rob Moorhead of property information such as pool hours, etc.

**Landscape Committee** Committee Members Present: Gayle, Jeannette, Sylvia

Discussed need to reduce landscaping costs, improve care of plants and shrubs and lay down bark.

Landscape committee meeting to be scheduled.

Bids obtained by former committee member will be reviewed.

If we decide not to renew the annual contract with Earth Tech, we must notify them of that decision 30 days before the renewal date of October 1, 2012.

**Crime and Safety** Members Present: Deanna Kirkpatrick, Arlene Park

Deanna regrets she must resign from the committee, since she is moving out of the area.

Deanna and her neighbors have been working with officers Lindsey Tiroux, Chris Walker and Jason Ellis of the Federal Way Police Department. These officers are aware of and investigating the increase in crime on our property, including unusually heavy traffic in some areas, day and night, alleged drug deals, prostitution, etc.

Deanna suggested we hire a security company to monitor our property during the summer.

Deanna requested a 5 mile per hour sign, and recommended parents be reminded children should not play in the street.

Justin reminded homeowners to write down car description and license numbers of suspicious activity and to contact himself or John during the day. After hours, homeowners should write down car description and license numbers and call 911 when problems are observed. Do not call John or Justin after hours.

Crime and Safety Committee will notify homeowners, in their monthly report, of infractions that have taken place on the property during the past month.

Pros and Cons of vehicle decals were discussed. Issuing decals is dependent upon occupants completing vehicle information forms, which has been incomplete in the past.

Sylvia asked Deanna to contact Lindsey Tiroux, Federal Way Police, and invite her to speak on crime prevention and safety at our upcoming Homeowners Forum

**By Laws:** Members Present: Kai Eng, Sylvia Schulz

Committee has requested and received two samples of By Law templates from CLG to be considered as a guide in preparing Tall Firs By Laws.

## **Unfinished Business**

**Motions read into the minutes from Executive Board of Directors Meeting held June 7, 2012**

**Motion** made, Seconded and passed unanimously that the HOA write off Unit 44-C's delinquent about amount due of \$194.27.

**Motion** made, Seconded and passed unanimously to rescind motion made at May 10, 2012 Board of Director's Meeting granting Justin \$3,000.00 to make Unit 8-D rentable.

**Motion** made, Seconded and passed, with Peggy Karpenko casting the one nay vote, to approve the resolution stating "If a special meeting has been called to remove a Board Member, and if the removal of a Board Member has been successful, the removed Board Member may never again be nominated, elected, appointed, or serve in any capacity as a Board Member."

**Garage Sale:** Due the absence of a Chairperson, there will not be a Garage Sale this year.

**Unit 8-D:** Attorney response addressing HOA "ownership" concerns attached.

**Cabana Occupancy Sign:** Sign of 49 MAX has been posted.

**Super Lien Policy:** Board will establish a plan to pursue the Super Lien Policy.

**Homeowners Forum:** Forum will be held June 28, 2012 in the Cabana

## CAI Training Report: Postponed

### New Business

**Northwest Fence: Motion** by Gayle, seconded by Sandy and unanimously approved to authorize Justin to forward a copy of the proposal for fence repair, from Secoma Fence, to the homeowners who live on the opposite side of fence, advising them of the cost to repair the Tall Firs fence, with the stipulation that if they do not offer to pay for the repair, Tall Firs will order the repair and bill the homeowners responsible.

If they decline we will repair the fence and bill the homeowner. There are 3 sections that need repair for a total of approximately \$895.00 plus tax from Secoma Fence.

**Motion** by Gayle, seconded by Sandy and unanimously approved to appoint Sylvia as Secretary for Tall Firs HOA Board.

**Motion** made by Kai, seconded by Sylvia and unanimously approved to replace broken window in unit 10-A, with the cost being billed to the responsible person. The unit is in bankruptcy.

**Outgoing Mailboxes:** Mail carrier has suggested we not put outgoing mail in the outgoing mail boxes, because they are not secure.

**Roof and Gutter Repair:** Buildings 5, 6, 15-A and 29. Roofing is bare of grit and sand. This problem will be referred to the Architectural Committee.

**Fence Replacement: Motion** by Sandy, seconded by Kai and unanimously approved to install fence around patio at 23-A.

#### **Collection Agency vs Attorney:**

Justin stated collection agencies do not cost anything up front, however the time it takes to collect, the options for collection and what they collect could be different from account to account. The attorneys are in a better position to start lien proceeding when appropriate, and people are more likely to respond to a letter from an attorney than from a collection agency.

**Resolution** to prevent recalled Board Members from serving on the Board presented to the Board Members for signature by Sylvia. Justin advised that, according to advice from CLG, the Resolution is not enforceable. Sylvia will check further to determine an enforceable means for adopting this policy.

### HOMEOWNERS QUESTIONS AND COMMENTS

**Motion** by Sylvia Schulz, seconded by Sandy Bacon, and unanimously approved to give **Jeannette Romano**, 12-C permission to plant a Holly Bush outside her Unit 12-C.

**George Jupiter**, 23-C stated he did not receive a letter from Targa advising him of the homeowners dues increase.

**Andrea Watts**, 19-C asked for the reason behind the 8% homeowners dues increase.

**Beth Hendler**, 12-D stated many homeowners are in fixed income, and the monthly homeowners dues increase of 8%, which is effective July 1, 2012, is an added hardship. She stated the notice of dues increase letter did not give homeowners enough advance notice. Beth asked why we are not looking at other landscaping options and noted past boards mismanaged our funds and our property.

It was noted that the maintenance of our 30 year old property has been lacking in some areas for several years, and we are now in a position of working to bring our property back to the condition we all expect and appreciate.

Justin agreed it should have been done differently in the past, but we are now dealing with the results, and if you do not have yearly dues increases in anticipation of major repairs in the future, you are unable to maintain your property. Our Reserve Account is below the level recommended for our property, and Justin emphasized that consistent, adequate deposits in the Reserve Account is essential for proper care and maintenance of the property.

Justin also explained that 15% of the condominiums in Tall Firs are in various stages of foreclosure. Because of this, the association is not receiving monthly dues from 15% of the homeowners, and the other 85% of the homeowners are paying the bills for 100% of the property.

**Marie Masterson** and **Arlene Park** asked John if he had discovered mold in the attics he has inspected. John replied he has seen some mildew or mold, but it is not the type that causes illness in humans.

**Carol Young** recommended we take down the tree behind Kim Rivard's unit. When asked if she had sent in a RFS, she noted she had not and she did not intend to.

**Motion** by Kai, seconded by all, and unanimously approved to adjourn the meeting.

Respectfully Submitted,

_____	_____	_____	_____
Sylvia Schulz	Date	Gayle Bosshart	Date
Tall Firs Board Secretary		Tall Firs Board President	

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **May 2012 - June 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

# MANAGEMENT MAINTENANCE REPORT

## FOR THE MONTH OF

May 7th 2012 to June 11th 2012

1. Checked the chemicals in the Hot Tub and pool on a regular basis.
2. I had a vent installed in the Hot Tub pump room to ventilate properly.
3. I repaired the spigot in the back of unit 10 B.
4. \*The gutters on buildings 19 back side, 31 back side, and 35 back side need to be replaced.
5. After several discussions about the pool rules sign I was finally able to open the pool on Friday June 8th.
6. I painted the fences on buildings 20, 21, 32, and 33. I talked to a contractor that sells cedar and he said that if there is still any staining from the fences after they have been painted it is because of a chemical in the wood and the only way to avoid it is to wait another year and put on another coat.
7. I have a new employee and his name is Terry McCray so please make him feel welcome.
8. Terry and I have been working on the irrigation in front and behind of buildings 9 and 10 and should be working by the end of the week and we will no longer have to go around day to day and turn it on there.
9. I had a contractor come in and cut the cement in front of buildings 9 and 10 so that we could run the pipes for the irrigation and the new drains on those buildings rather than taking 4 more days to tunnel under the concrete.
10. The Racquet Ball court repairs were postponed due to more important things that needed to be done and now that there is a new employee I will be able to catch up on the things that have been pushed off.
11. Painted all the speed bumps.
12. On days that it is hot terry paints while I do irrigation and on days it is raining we both do irrigation.

13. I took off the hose bib covers and untied the hoses.

14. I purchased 15 new hoses to replace the bad ones so that homeowners had hoses to help us water.

15. I called all season's pest control to get rid of a bees nest and fill the rat box next to building 26.

16. I received a work order for building 1b about a roof leak as well as pictures.