

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

www.tallfirshoa.com

Thursday, July 12, 2012

Approved August 9, 2012

| | Board of Directors | | | Staff |
|---|--------------------------------|--------------|---|--------------------------------------|
| P | Kai Eng, Director | Phase 1 (E) | P | Justin Smith, Targa Property Manager |
| P | JoAnn Hugill, Director | Phase 1 (O) | P | John Roundtree, On-Site 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 | Don Hilt, Director | At Large (E) | | |

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

Homeowners Present: Carol Young, Kim Rivard, Phyllis Hilt, Mark Alenick, Marie Masterson, Arlene Park, Andrea Watts, Jeannette Romano, Beth Hendler, Roy Kauer

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

Motion made, seconded and unanimously passed to approve Minutes from June 14, 2012 Board meeting.

Financial Report was distributed to Board Members and reviewed by Justin Smith.

Motion by Kai, seconded by Sylvia and unanimously passed to approve the Financial Report as presented.

Property Manager Report:

[See Attachment A](#)

Justin will be on vacation August 9, and a representative from TARGA will attend the August 9 Board meeting in his place. Agenda items are due to Justin by July 29 for the August 9 Board meeting.

On-Site Manager Report:

[See Attachment B](#)

Motion by Kai, seconded by Sylvia and unanimously approved that John post a sign on the mailbox Kiosks and the Pool door stating "As of July 13, 2012, homeowners who are delinquent on their dues will not be allowed to use the facilities, pool, racquetball court or tennis court. This includes their tenants until such time as they become current."

COMMITTEE REPORTS

Architectural Committee: Members Present: Don Hilt, Carol Young

Don Hilt, reported on the outcome of the roof tear down of Unit 21-C by YORK Enterprise. Damage is extensive and repair will include replacing one large beam, top plate on outside wall, vertical post and replace the top 2x6 on the bottom plate. No damage was found in the wall going into the garage.

York will provide a report and engineering drawings, for the three end units. The report and drawings will be used by the Architectural Committee to write a Statement of Work. Using the Statement of Work, Justin will solicit bids from three construction companies for the work to be done.

Kai commented that YORK's theory on the carports in the adjoining buildings indicated an inspection of the carports and the Plexiglas removal would reveal how many require replacement and/or repairs of the roofs.

Maintenance Committee: Members Present: Mark Alenick, Kai Eng, Don Hilt, Phyllis Hilt, Marie Masterson, Jeanette Romano.

Phyllis Hilt presented a list of prioritized maintenance needs to be worked during the summer months.

- Replace rotting fence panels
- Paint rusting railings, stairs and underside of stairs
- Hose and brush (not pressure wash) debris from roofs
- Paint undersides of new decks
- Replace identified gutter replacements before fall
- Clean gutters and downspouts
- Clean grated property drains.
- Inventory uneven sidewalks
- Exposed decks - Approximately 6 have rotting structural components
- Summer watering, paint curbs, spot clean vinyl siding.

The Board agreed with a request from Phyllis that we reestablish and implement the **Maintenance Goals and Objectives** list. This list will be the result of cooperative coordination between the Maintenance Committee, Tall Firs Board, Property Manager and On-Site Manager.

The Board approved Phyllis's request to call a meeting, in the coming week, between Phyllis, John and Justin to establish Maintenance Goals and Priorities to be presented to the Board.

Landscape Committee: Members Present: Phyllis Hilt, Marie Masterson, Jeannette Romano, Sylvia Schulz, Laura Waltar

The committee's main goal is to reduce Landscaping costs by approximately \$30,000 per year. The savings is intended to fund a temporary six month on-site position.

The committee will revisit the Landscaping maintenance activity schedule and present revised specifications to the Board by the August meeting. When approved, Justin will solicit bid proposals from at least three landscaping vendors. Phyllis volunteered to solicit bids from vendors while Justin in on vacation in August. Contractors that may be asked to solicit bids include Earth Tech, DeWitt, Teufel and Ever So Green. A new contract will be awarded in September.

Motion by Sylvia, seconded by Kai and unanimously approved to direct Justin to notify Earth Tech. no later than September 1, that Tall Firs will not automatically renew their current landscaping contract that comes due October 1, 2012. The Landscaping Committee will create a new set of specifications for our landscape services, and will entertain bids from several landscape companies including Earth Tech.

Motion by Kai seconded by Don and unanimously approved to direct Justin to seek applicants to fill the on-site, temporary six month, \$10 p/h, no benefits, position.

Website Committee: Members Present - Sylvia

Sylvia reported Rob Moorhead is upgrading the Tall Firs website to make the Request for Service interactive, allowing the homeowners to submit a Request for Service from our website directly to Justin with a cc to John. Future development may include the ability for Justin to respond directly to the homeowner.

Crime and Safety Members Present: Arlene Park, Phase III, Mark Alenick. Phase II, Kai Eng Phase I
Committee members monitor lights in their Phase and report any outages to John.

Disaster Preparedness: Roy Kauer volunteered to chair the committee. Thank you Roy.

By Laws: Members Present: Kai Eng, Sylvia Schulz, and Mark Alenick

No Report

Rules & Regulations: Inspection of Phase 1 today resulted in no violation letters.

Unfinished Business

Motions read into the minutes from Executive Board of Directors Meeting held June 23, 2012

Motion made by Kai Eng, **seconded** by Peggy Karpenko and unanimously passed that the Board accept York's Proposal as amended.

Motion by Gayle, seconded by Sylvia and approved with one nay vote by Peggy, to proceed with receivership of 8-D and to invest a maximum of \$3,500 for cleaning, painting and repairing Unit 8-D in preparation to rent the unit.

Motion made by Kai, seconded by Sylvia and unanimously approved by the Board to accept the resignation from Tall Firs Board of Directors, received June 7, 2012, from Colleen Adams for personal and family reasons.

Motion made by Sandy, seconded by Kai and unanimously approved by the Board to accept the resignation from Tall Firs Board of Directors, received June 14, 2012, from Dorothy Manfred for personal and health reasons.

Motion made by Sylvia, seconded by Sandy and passed; with one nay vote by Kai; to schedule a special meeting September 13, 2012 to bring in Proxy's to adopt the Super Lien Policy. Kai voted nay because he felt the meeting should be held in August. This will replace the regular September meeting. Gayle will advise Justin of our decision and instruct him to follow the established procedures that include preparing the letter to the homeowners and the Proxy.

Motions read into the minutes from Executive Board of Directors Meeting held July 5, 2012

Motion by Gayle seconded by Sylvia and unanimously passed to appoint Jo Ann Hugill to fill the Phase 1 Board Member position to serve until the next general election.

Motion by Gale, seconded by Kai and passed, with one nay vote by Peggy, to appoint Don Hilt to fill the open At-Large Board Member position to serve until the next general election.

Delinquencies

Motion by Kai, seconded by Sylvia and unanimously approved to accept payment plan submitted by owner of **Unit 26B**, with the condition that a lien be filed against her property in the event she fails to make the agreed upon payments.

Motion by Sylvia, seconded by Kai and unanimously approved to release the lien and close the file and write off \$474 legal fees on **Unit 17-C**.

Motion by Peggy, seconded by Sylvia and unanimously passed to ask Justin to send a letter to **Unit 46-A** advising her she is responsible for homeowner's dues effective the date that she became the owner.

Unit 23-D and Unit 10A – The Board agreed not to proceed with Condominium Law Group's recommendations at this time.

End of motions read into the minutes from Executive Meetings.

Unit 8-D - Justin submitted two bids for painting the unit and one bid for cleaning. Appliances will be purchased. Heaters and dishwasher need to be tested when electricity is turned back on. Justin will call Puget Sound Energy to turn on power. Washable paint was recommended. Justin will pull together a package for the Board to approve at the August Board meeting.

Super Lien Amendment:

Motion by Kai, seconded by Sylvia and not approved that the Board, as representatives of the entire community, approve the Super Lien Amendment.

Note by Justin: TARGA believes this motion is not enforceable because our Declarations state 60% of the homeowners (120 individual homeowners) must vote by Proxy or in Person. Two thirds (2/3) of the 60% must approve.

North Fence Report: Justin included updates from the City and homeowners who own property on the north side of the fence. Communications are still in progress concerning responsibility for fence damage and financial responsibility for repairs.

Privacy Trees: Patios behind buildings 11, 12, 13 and 14 do not have fences. A sketch was presented by JoAnn Hugill for placement of privacy trees around her patio. It was discussed that planting of privacy trees should be considered behind buildings 11, 12, 13 and 14, at the expense of the homeowner. Since this project appears to be growing in scope and complexity, it will be necessary to determine the appropriate number of trees to be planted behind each unit, and the willingness of each homeowner to pay for their trees. JoAnn will collect information and be the point person. The Landscape Committee will work with JoAnn to develop a proposal to the Board.

Building 1 Roof Leak: Board reviewed photos from the outside and inside of Building 1. John stated that similar conditions exist in Buildings 4, 5 and 6, although we do not have photos of these buildings. We have an outstanding Request for Service to repair a leak from a homeowner in Building 4.

John reported he had obtained bids from AA Side X Side and Earth Tech for reroofing Building 1.

Don will get the Code that is required by the shingle manufacturer to ensure a guarantee. This information will be used in specifications

Motion by Don, seconded by Kai and unanimously approved to request Justin solicit bids for reroofing the living areas of Buildings 1, 4, 5 and 6 per specifications.

New Business

Motion by Kai, seconded by Don and unanimously approved by the Board to adopt the proposed revisions to the Tall Firs Election Procedures.

Motion by Don, seconded by Jo Ann and approved, with one nay vote by Kai who stated we should get 3 bids, by the Board to accept Proposal ET-001 from Earth Tech Construction Division for \$4,125 plus tax to repair and replace sidewalk and patio trip hazards.

Motion by Don, seconded by JoAnn and approved by the Board, with one nay vote by Kai, to repair five decks in 2012. Units included are: 22C, 23C, 24C, 29C, and 29D. Homeowners are financially responsible for the cost of the surface. Deck repair costs will be paid from a \$40,000 Tall Firs Reserve Account item designated for deck repairs in 2012.

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

Respectfully Submitted,


Sylvia Schulz
Tall Firs Board Secretary

Date July 18, 2012

Gayle Bosshart
Tall Firs Board President

Tall Firs Condominium Association

Community Association Manager Report

June 2012 - July 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 previous meeting

Submitted by Justin Smith, TARGA Property Manager

MANAGEMENT MAINTENANCE REPORT FOR THE
MONTH OF
June 11th 2012 to July 11th 2012

1. I checked the chemicals on a regular basis in the hot tub and pool.
2. I vacuumed the pool regularly and cleaned the hot tub.
3. I had the pole lights replaced that needed replacing and now all the lights for the pole lights are 250watt metal halide bulbs.
4. We repaired the water line in the back of unit 26-D and repaired the ceiling where the shut off is.
5. We have been doing trash patrol regularly and changing the trash on 320th.
6. I finished sanding and painting the railing on unit 10- D, and started unit 16-C.
7. Terry, while I am doing the railings is painting the fences where the trim needs to be done.
8. All the gutters on carports have been cleaned out and will be doing buildings on pour weather days.
9. We cleaned up the shop from the tear down of the racquet ball court and took the debris to the dump.
10. We put ant killer around the buildings as requested.
11. I took care of many work orders.
12. We repaired the water line behind building 10 B and repaired the wall inside the unit.
13. We worked on the irrigation in front of and behind building 9, 10. As well as put in new drains on those buildings.
14. I supervised York Enterprises demo. Of unit 21C.
15. We repaired the water damage in unit 9 B from the water running off the roof.
16. I installed new motion sensors on unit 16- C and at the cabana.
17. Walked the grounds with the contractors for repairing some of the sidewalks that are a tripping hazard.
18. Took the pine tree down that was next to building 14 as instructed by the board.
19. I did the walk around with Justin, Kai. And Sylvia.
20. I went into unit 1-c to inspect the attic for leaks, and have the pictures for the board to inspect.

Submitted by John Roundtree, On-Site Manager