

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

www.tallfirshoa.com

Thursday, August 9, 2012

Approved October 11, 2012

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Monika Bryant, 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.

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.

Monika Bryant, TARGA was introduced as Justin's representative while he is on vacation.

Motion made, seconded and passed, with one abstention, to approve Minutes from July 12, 2012 Board meeting. Don Hilt abstained from approving the minutes since he did not receive a copy of July minutes.

Financial Report was distributed and read by Monika Bryant, TARGA Representative, for the period ending July 31, 2012.

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

Property Manager Report:

See Attachment A

On-Site Manager Report:

See Attachment B

COMMITTEE REPORTS

Architectural Committee: Members Present: Don Hilt, Phyllis Hilt
Architectural issues are addressed under Unfinished Business.

Landscape Committee: Members Present: Phyllis Hilt, Jeannette Romano, Sylvia Schulz, Gayle Bosshart, Don Hilt

Landscaping Contract: Landscape Committee Chairman, Phyllis Hilt, briefed the Board on the Committee's recommendation to revise landscaping activity and specifications for our next contract.

Motion made by Sylvia and seconded by Don to adopt the Landscaping Contract Specifications.

Chairman will mail bid packets to: DeWitt Landscaping, EarthTech, EverSoGreen, Teufel Landscape, and Green Effects. Bids will be presented to the Board in September so that we have a contract in place by October 1, 2012.

Tree Request: The Landscape Chairman briefed the Board on owner requests for trees to be planted at the edge of patios behind Buildings 11-12, and 13-14. To be discussed further under New Business.

Shrub Replacement: Landscape Chairman also noted that the Landscape Committee had inventoried the need for new plants and shrubs in Phase I to replace the dying and diseased Juniper and Oregon Grape plants that have outlived their useful life. Since no one on the Landscape Committee is an expert on Landscape Architecture, Phyllis asked the Board to approve a consultation with Landscape Designer Nancy Fritz. Ms Fritz has degrees in Landscape Design and Horticulture.

Motion by Sylvia, seconded by Gayle and unanimously approved to hire Nancy Fritz for a 2 hour consultation at the rate of \$90 per hour plus tax.

Phyllis will schedule the consultation with Nancy Fritz and any Landscape Committee members who can attend.

Beauty Bark: In order to predict costs for the next budget cycle, the Landscape Chairman will also obtain estimates for installing beauty bark in all of our planting beds.

Summer Watering: The Landscape Chairman also noted that John's monthly report mentioned an earlier Board had decided that he and his crew are not required to water the lawns this year. In an economic turndown, amid multiple foreclosures, the Landscape Chairman recommended we maintain our property in a manner to attract new home buyers.

Motion by Sylvia, seconded by Kai and unanimously approved to rescind any previous motion to discontinue lawn watering, and instructs the crew to water lawns and beds.

A flyer asking homeowners to help with watering will be posted on the kiosks.

Maintenance Committee:

See Attachment C

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

Maintenance Goals: Maintenance Chairman, Phyllis Hilt, presented prioritized Maintenance Goals for the period of July 2012 thru December 2012. The maintenance goals were originally developed in consultation with our Property Manager and Resident Manager. They were then reviewed with members of the Maintenance Committee.

Motion by Sylvia, seconded by Kai and unanimously approved to adopt the Prioritized Maintenance Goals for July thru December 2012, subject to minor formatting edits discussed and approved.

Rules & Regulations Committee: **Motion** by Don Hilt, seconded by Sylvia Schulz and unanimously approved to deactivate the Rules & Regulations Committee since it was created for specific project that has been completed.

Unfinished Business

Delinquencies

There were no new delinquencies requiring Board action on the August Delinquency Report. Therefore, there was no Executive Board Meeting in the month of August 2012, and there were no Executive Meeting Motions to be read into the minutes.

T-3 End Unit Rebuild

Don Hilt, Architectural Committee Chair, provided an update on the three T-3 end units. We received York's report and recommendations for the T3 tear down and assessment. The Architectural Committee recommended using the report as the Statement of Work for the bids. The Architectural Chairman has requested bids from 5 companies.

Roofing Repairs

Originally, with the Board's approval, Don Hilt, Architectural Committee Chair, requested roofing bids for Buildings 1, 4, 5 and 6. Because of reports from homeowners of water damage in their units, Buildings 34 and 50 have been added to the list of roofs needing repair or replacement. Gayle will instruct Justin to have the original bidders amend their bids to include these two additional buildings.

It was reaffirmed by the Board that we will move forward on preparing Unit 8D for rental. Justin will be advised to proceed with hiring vendors to paint, clean and repair the unit. Sylvia will give Justin specs on a range and refrigerator to be purchased from Lowes. Total cost of unit upgrade will be under \$2,500.

New Business

Justin Smith, Don Hilt and Sylvia Schulz attended an interview of Ronnie Mitchell to fill a temporary position working under the direction of On-Site Manger, John Roundtree. It was unanimously agreed to hire Ronnie on a temporary basis at \$10.00 per hour. He started working this week.

Motion by Sylvia, seconded by Kai and unanimously approved to end Terry McCray's probation period, and offer him full time employment, including benefits, at \$13.00 per hour.

Motion by Sylvia, seconded by Kai and unanimously approved to allow homeowners in Units 13C and 13D to each purchase four (4) arbor vitae shrubs to be planted approximately 10 feet from the edge of their patios. John will dig the holes and the homeowners will plant and care for the trees.

Landscape Committee Chairperson, Phyllis Hilt, briefed the Board on requests from homeowners Jeanette Romano (12C) and Beth Hedler (12D), requesting permission to plant a row of privacy shrubs behind Buildings 11 and 12. The Board agreed that additional trees in this location are not appropriate because there are tall evergreen trees approximately 10 feet from the homeowner's property line as well as personal plantings and concrete pavers beyond the homeowner's property line. Since these particular condo's look out on an expanse of grass and there are no homes within the direct view of the homeowner's patio, privacy does not appear to be an issue.

CAI registration forms were distributed to Board members who were encouraged to attend the CAI Day on October 20, 2012. This is Washington's largest annual educational conference and trade show for community associations. **Homeowners Comments**

Homeowner Jeanette Romano (12C) reminded the Board that membership in the Arbor Foundation gives new members one free tree. Jeanette encouraged all Board members to become members.

New homeowners, Darrel and Renate Whitcomb (50A) presented pictures and reported mold and water leakage in their attic. John volunteered to investigate at the situation.

Mark Alenick (29B) requested he attend the CAI Annual Conference in the event any current Board members cannot attend. The Board unanimously agreed with his request.

Beth Hendler (12D) voiced concerns about investing HOA funds to upgrade Unit 8D in preparation to rent the unit to recover the outstanding funds owed to the association.

Beth Hendler (12D) asked why we were having a community-wide yard sale, when the Board had voted against it at the previous Board meeting. It was explained that at the previous Board meeting, no one had volunteered to chair the event. However, since that meeting a homeowner had graciously volunteered to take the responsibility of advertising and overseeing the event, so it was scheduled to take place on Saturday, August 11, 2012. It was noted the participation was low with three families selling items.

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

Respectfully Submitted,



Sylvia Schulz
Tall Firs Board Secretary
August 20, 2012

Gayle Bosshart
Tall Firs Board President

Tall Firs Condominium Association
Community Association Manager Report
July 2012- August 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

Management Maintenance Report
For The Month Of
July 11th 2012 to August 8th 2012

1. I checked the chemicals in the pool and hot tub on a regular basis.
2. I worked out a maintenance goals chart with Phyllis and Justin and have already started working on the items.
3. I completed the rot iron railings on units 10-D,16-C,8-C and the railing that was previously under the ivy.
4. We treated 16 Decks for mold and primed and painted all of them.
5. I purchased the materials for fixing the fences so that those remaining fences could be repaired and painted.
6. I purchased the paint for the curbs and speed bumps and stop lines and will have them completed by the next board meeting.
7. We fixed the water line on unit 40 A so it no longer leaks.
8. We are watering when and where is needed per previous board meeting we are not required to water the lawns this year however we have been trying and homeowners have also been lending a hand and thank you to them.
9. While I have been and will be working on railings and curbs Terry has been painting trim and fences and repairs and rebuilds.
10. The health department was here on Thursday the 2nd and I will give a report on that at the meeting.
11. I have had many contractors here over the last two weeks for bids on the roofs that will be replaced this year as well the decks that will be repaired this year.
12. I had AA side X side here and they fixed the water leak in unit 46- A and the homeowner was pleased.
13. I had a homeowner call about a leak in their unit which was unit 35 A and needs to be discussed as well as unit 50 A.
14. We have been able to accomplish many things since Terry has started and many more to accomplish now that have 2 employees.

Submitted by John Roundtree, On-Site Manager

Tall Firs Maintenance Goals July - December, 2012

In Priority Order:

The first 6 prioritized items are to be completed during the summer months of dry weather.

1R) Remove, replace, and paint, rotting white fence panels

R/Entire Fences:

Units:

- | | |
|------|---|
| 17-B | a. Use same materials used for other new fence construction |
| 25-D | b. Apply primer and paint OR two coats of paint on new wood |
| 26-A | c. Use paint with mildew protection |
| 38-A | |

R/Selected Boards, Posts, or Rails:

Units:

- | | |
|--|---|
| 34-A (selected boards) | a. Match boards removed |
| 34-C (rails) | b. Apply primer and paint OR two coats of paint on new wood |
| 35-B (top board) | c. Use paint with mildew protection |
| | 35-C (post) d. When boards are replaced, the remaining boards in the fence will also be scraped and painted. |
| 36-A (boards and rails) | |
| 36-B (boards and rails) | |
| 36-C (boards and rails) | |
| 36-D (selected boards) | |
| 41-A (selected boards) | |
| 41-B (selected boards) | |
| 42-A (selected boards) | |
| 42-B (selected boards) | |
| 50-A,B,C,D (selected boards and rails) | |

2R) Paint underside of decks replaced in 2009/2010

Units:

- | | | |
|-----|------|---|
| 3-C | 16-D | a. Apply bleach to the underside of all decks to be painted |
| 3-D | 17-C | b. Apply primer and paint OR two coats of paint to new wood |
| 5-C | 17-D | c. Use paint with mildew protection |
| 6-C | 30-C | |
| 6-D | 30-D | |
| 7-C | 39-D | |
| 7-D | 41-D | |
| 8-C | 42-C | |

3R) Paint rusting railings/stairs/and underside of stairs at locations completed by previous resident manager.

Units:

- | | | |
|------|---|--|
| 2-C | 10-D | a. Paint 4 units in 2012: 8-C, 10-D, 16-C and Building 8 railing |
| 3-C | 15-D | b. Paint additional units in 2012 if time permits |
| 5-C | 16-C | c. Paint 4 additional units each year |
| 5-D | 23-C | |
| 8-C | 31-C | |
| 9-C | 31-D | |
| 9-D | 40-C | |
| 10-C | Building 8/ivy covered railing above sidewalk | |

4) Paint curbs and stop lines

5) Identify gutters to be replaced before fall. Contractor will install gutter replacements. Crew will make spot repairs. **R**/Gutter purchase and installation are reserve item expenses.

6R) Resolve building drainage issues so that water is directed away from foundations at the following locations:

Buildings:

- | | | |
|----|----|---|
| 11 | 6 | a. Buildings 11, 22, and 47 will be done first because of condition |
| 22 | 12 | b. All buildings will be done this summer |
| 47 | 13 | |
| 3 | 14 | |
| 5 | 15 | |

The last 5 prioritized items are to be completed before December 31, 2012.

- 7) Clean gutters (garage and carport gutters already done/no power washing)
- 8) Treat and remove roof moss (do at the same time as gutter cleaning/no power washing)
- 9) Hose and brush debris off roofs (do at the same time as gutter cleaning/no power washing)
- 10) Pressure wash sidewalks in Phase III (Phases I and II have been done)
- 11) Spot clean vinyl siding on buildings, vinyl fence around pool, and patio fences/no power washing on patio fences

Items 7, 8, and 9 are grouped together because all items involve roof work.

Items 10, and 11 are grouped together because the items can be done in the rain and will not compete against our warm-weather work.

NOTES:

- 1) R = Reserve Item Work/Expense
- 2) Targa and John should continue tracking labor hours spent on reserve expense item projects. This will allow the Association to extend work for the temporary maintenance position.
- 3) Contractor Work – 2012

Deck Repairs

R 22C
R 23C
R 24C
R 29C
R 29D

Roofing

R Building 1
R Building 4
R Building 5
R Building 6

T-3 Structural Repairs

R 21C
R 18A
R 32A

- 3) In August, Justin Smith will have the City's Surface Water Management Office inspect all drainage sites on our property, including drains set into the asphalt roadway. Justin will present inspection results to the Board.
- 4) When Surface Water Management personnel are on our property in August, John will ask for advice on how to drain water away from Building 47.

Adopted by the Tall Firs Board of Directors July 26, 2012