

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

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

Thursday, October 11, 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:** Mark Alenick 29-B, Andrea Watts 19-C, Mick Crawford 33-D, Arlene Park 51-A, Phyllis Hilt 51-D, Rob Moorhead 30-D, Russell Peterson 26-D, Coleen Adams 8-B

**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.

**Financial Report** was distributed by Justin Smith, Targa Property Manager.

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

**Property Manager Report:**

**See Attachment A**

Justin Smith responded to the question about determining responsibility for insurance claims. If owner is responsible, Targa will bring to Board's attention, and Per State law, the Master Policy is first in line, although the responsible homeowner is responsible for the deductible. After deductible is paid, the association covers anything over and above. If total cost is less than the deductible, the homeowner is responsible. If it is a contractor who causes damage, Targa will contact the contractor directly for payment.

**On-Site Manager Report:**

**See Attachment B**

John Roundtree reported that he had revised the Maintenance Goals List to reflect actual work completed. John reported he had obtained bids from Tacoma Gutters for \$6,875, including down spouts, and CR Gutters for \$4,000 for replacing deteriorated rain gutters. Cost and length of gutters on the bids were significantly different, and the Board felt a need for clarification.

**Motion** by Don, seconded by Kai and unanimously approved by the Board that Justin obtain a clarification from Tacoma Gutters and CR Gutters concerning the length of gutter being replaced and a breakdown, not including down spouts, from Tacoma Gutter. Justin is to obtain a timeline for job completion.

John asked that the winterizing letter to be sent to all homeowners include a strong reminder to residents that they will be fined \$50 if they do not clean up after their pets. Gayle will compose a flyer to be posted on the kiosk's addressing this problem.

**In the future the Board has directed Justin to obtain a timeline for completion of a project as part of the bid process.**

## Committee Reports

**Architectural Committee:** Members Present: Don Hilt, Chairperson, Phyllis Hilt

Committee Chairman, Don Hilt, reported York is working on the first of three T-3 end units. Architectural Committee will meet October 14, 2012, and will use the Buyer's Protection Group report as a statement of work to determine next steps for repair/replacement of the remaining 18 T-3 carport/garage roofs.

Decks are complete with the exception of the railings which are on order. The railings should be available for installation in November 2012.

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

Committee Chairman, Phyllis Hilt, reported a tree at the entrance on 320<sup>th</sup> that is uprooting the adjacent sidewalk, meets the requirements for removal. Pruning the roots is not an option. No permits or fees are required by the City of Federal Way, however a request to remove the tree must be submitted in writing to the City.

**Motion** by Gayle, seconded by Sandy and unanimously approved by the Board that Justin will write a letter to the City of Federal Way asking for permission to remove a tree and stump, that is causing sidewalk damage, at the Tall Firs entrance off of 320<sup>th</sup> SW. Upon approval from the City, Justin will secure bids for the cost of removing said tree and stump.

In July 2012, Nancy Fritz, Horticulturist and Landscape Designer, inspected Phase I and part of Phase II of our property. She recommended removal and replacement of plants and shrubs in Phase I, and strongly recommended spreading a nourishing, compost mulch on all bare flower beds to restore nutrients to our hard packed, scorched soil. The cost to apply compost mulch to the bare sole in the entire complex would be approximately \$8,875 for the mulch and the application by Affordable Landscape Corporation, the low bidder who is recommended by Nancy Fritz.

The Landscape Committee recommends using the \$9,990 savings from our newly negotiated Earth Tech Landscape contract, to purchase and apply compost mulch.

**Motion** by Sylvia, seconded by Don and **not** approved by the Board, that we use the \$9,990 savings from the Earth Tech Landscape contract for landscape purposes only, based on recommendations from Nancy Fritz, Landscape Consultant.

**Motion** by Sylvia, seconded by Kai and unanimously approved by the Board that Don Hilt be reimbursed by Tall Firs in the amount of \$180 for a personal check written to Nancy Fritz for her services.

**Maintenance Committee:** Members Present: Phyllis Hilt, Don Hilt, Mark Alenick, Kai Eng

Maintenance Goals: Committee Chairperson, Phyllis Hilt, reported the committee met with John and Justin to reprioritize Maintenance Goals to be accomplished by the end of 2012.

1. Downspouts
2. Replace Gutters (contractor)
3. Install Drainage Systems
4. Clean building and carport gutters
5. Hose and brush debris from roofs
6. Treat and remove moss from roofs
7. Pressure wash sidewalks as needed
8. Spot clean vinyl siding as needed
9. Complete current irrigation/drainage project
10. Clean upper deck fascia boards
11. Clean patio fences as needed
12. Finish fence work on Units 41-A, 41-B, 42-A, 42-B

John pointed out that the drainage and irrigation systems are being installed simultaneously for Buildings 11, 12, 13, 14 and 15.

**Motion** by Don, seconded by Kai and unanimously approved by the board to approve the reprioritized Maintenance Goals.

**Disaster Preparedness Committee:** No Report

Gayle announced a Block Watch presentation for Crime Prevention, November 13, 2012 at 6:30pm in the Cabana.

**Website Committee:** Members Present: Rob Moorhead, Sylvia Schulz, Chairperson  
Rob Moorhead, Webmaster, reported he is developing an online, interactive system for homeowners to submit Request's For Service. When operational, the system will allow homeowners to send RFS's directly to Justin with a copy to John. It will also enable Justin and John to reply directly to the homeowner using the system.

**Safety Committee:** Members Present: Kai Eng, Phase I, Mark Alenick, Phase II, Gayle Bosshart, Phase III  
Kai commented that, Committee members should resume regular checks in the evening now that dusk and dark occur quite early.

**Bylaws Committee:** Members Present: Sylvia Schulz, Chairperson, Kai Eng, Mark Alenick

**Budget Committee:** Members Present: Sandy Bacon, Chairperson, Mark Alenick,  
Chairperson, Sandy reported the Budget Committee will hold weekly meetings starting on October 22, 2012.

Justin requested the committee complete their work and submit it to Targa by the November Board meeting, so Targa can mail out payment information by December 1, 2012.

**Unfinished Business**

**Motions** read into the Minutes from Executive Meeting held October 4, 2012.

**Motion** by Gayle, seconded by Sylvia and unanimously approved by the Board for the Maintenance Committee to reconvene and reprioritize the outstanding Maintenance Goals for October, November and December 2012.

**Motion** by Gayle, seconded by Sylvia and unanimously approved that we direct Targa to advertise and manage rental of Unit 8-D for a fee of 10% per month with a \$100 charge per signed renewal. **MOTION RESCINDED 10-11-12**

**Motion** by Sylvia, seconded by Don and unanimously approved that Gayle will advise CLG we have prepared Unit 8-D for rental, and have secured Targa to manage the rental.

**Motion** by Sylvia, seconded by Don and unanimously approved that Gayle will advise CLG we have made a decision not to proceed with Units 23-D or 10-A at this time. The Board will reevaluate our decision in six months.

**Motion** by Don, seconded by Sylvia and unanimously approved to accept the bid from Pipeline Video and Cleaning North for \$1,495 to "Clean 23 type 2 catch basins removing sediment and washing down basin and lid."

**Motion** by Don Hilt, seconded by Sylvia and unanimously approved by the Board to make an interim revision in the Communications Protocol that states: Gayle Bosshart, Board President, shall be the designated contact person with the Association's legal staff. Gayle's communications with CLG will be copied to Justin to ensure clear and complete communications.

### **Unit 8-D Update**

**Motion** by Sandy, seconded by Sylvia and unanimously approved that Targa is directed advertise and manage rental of Unit 8-D. Targa will charge a 10% per month fee with a \$300 per new lease signed.

**Motion** by Sandy, seconded by JoAnn, and unanimously approved to instruct Targa to advertise rental of Unit 8-D for **\$850 per month** with a \$425 Security Deposit/Fee, plus a \$35 application fee, \$150 Hold Fee to Targa.

### **North Fence Update**

Justin reported that the damage resulting from the 2011 ice storm has been repaired. Justin is in the process of sending the letters and liens associated with the damage.

### **Storm Drains**

Justin reported that, based on the City's letter requiring Tall Firs to flush the storm drains, Pipeline Video and Cleaning has completed the required flushing. A Pipeline representative and John will look at other drainage problems on our property, including Buildings 43, 44, 47 and 22, and make recommendations for solutions.

### **Roof Repair**

**Motion** by Don, seconded by Kai, and unanimously approved by the Board to accept Architectural Committee's recommendation to **not** reroof Buildings 1, 4, 5, 6, 34 and 50 but to **make repairs** per the Statement of Work which includes the enclosed memo and Fred Knowles of Buyer's Protection Group's Inspection Reports.

**Motion** by Don, seconded by, Sylvia and unanimously approved by the Board to instruct Justin to request bids for repair of Building 1, 4, 5, 6, 34 and 50.

### **Adding Attic Insulation**

The company installing additional insulation in Unit 13-C recommends adding two roof jacks (air vent) in the roof for the bathroom vents. Conversation ensued concerning homeowner versus association responsibility for venting, etc. The homeowners will proceed with added insulation and postpone installation of roof jacks.

## **New Business**

### **Car Pool Van Parking**

**Motion** by Gayle, seconded by Peggy and unanimously approved by the Board that the driver of the Car Pool Van, in Unit 33-A, be directed to park the Car Pool Van in the RV lot. This is the result of a complaint from a neighbor complaining the Van is "unsightly".

### **Email Voting**

The Board confirmed with Justin that it is a legal requirement to have 100% Board participation with 100% YES vote in order to legitimately exercise a vote by email.

### **Reserve Study 2013**

Justin reminded the Budget Committee that the Reserve Study is part of the 2013 Budget Plan. The Board agreed to use the same company, Association Reserves, as in the past.

### **Tree Removal**

John requested to remove a tree from the northwest corner of the property. Investigation to follow.

### **Financial Reports**

Justin advised the Board that the Financial Reports from Targa will not be available for the November Executive Meeting which falls on November 1, 2012. The Delinquency Report will be available for the November Executive Meeting.

**Delinquencies**

There were no new delinquencies requiring Board action on the October Delinquency Report.

**Homeowners Questions and Comments**

Mark Alenick, Unit 29-B, requested the tree stump behind his unit be included in any future stump removal projects. He also mentioned he feels John should have leeway in hiring AA Side X Side, without Board approval, for emergencies. Justin responded that "our contract states we don't have to wait for emergency items".

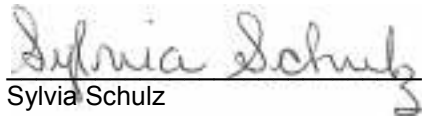
Mick Crawford, Unit 33-D, stated we failed to inspect handrails to Code. Mick also stated, in the past, we black balled Daniels Construction due to the company's failure to complete projects on time. Mick stated the deck railing manufacturer does not recommend surface mount installation. It was noted that the railings that are surface mounted should have a boot to protect the deck from water.

Phyllis Hilt, Unit 51-D, commented that the Block Watch flyer should be posted on the Kiosk's, since we do not have much traffic on our website where it will also be advertised.

Phyllis Hilt, Unit 51-D, asked for clarification concerning the trees needing removal on the northwest corner of the property. Gayle asked the Landscape Committee to investigate.

Gayle declared the meeting adjourned at 9:45 pm.

Respectfully Submitted,

  
Sylvia Schulz  
Tall Firs Board Secretary

10-25-2012  
Date

\_\_\_\_\_  
Gayle Bosshart  
Tall Firs Board President

\_\_\_\_\_  
Date

**Tall Firs Condominium Association  
Community Association Manager Report  
September 2012 - October 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
  - Supervised deck replacement project
  - Scheduled and bid out numerous projects and communicated with the Board
  - Met with on site staff throughout the month to discuss progress on daily projects

Resident Manager's Report  
For The Month of  
September 13th to October 11th

1. I checked the Hot Tub on a regular basis.
2. We took care of the trash daily.
3. I did my report for August to September and turned it in on time, which is attached to this report.
4. I had a meeting with Gayle, Justin, and Phyllis for the maintenance goals and accomplished a lot of the stuff that was required and I removed the things that were put on the list that were not completed like the rest of the decks and they were completed this week.
5. I repainted the partitions in between each unit on buildings 48 and 49 as asked of me.
6. I cleaned out the shed for the Kubota and reinforced the shelves and built another one with the material from taking down the stuff from the racquet ball court so that the shop can be more organized and so I have a place to store the ice melt, as well as extending the doors so that the Kubota can be driven in without taking off the snow blade.
7. I ordered the ice melt for the upcoming winter as usual.
8. I installed 1 new water spigot on the back of building 14 and a new water spigot on the back of building 9, which completed 2 work orders.
9. I went to the water company and got a copy of the water shutoffs on the property as directed for me to do by the board president and on this map also has the power shutoffs in case of an emergency.
10. We completed the fences behind buildings 25 and 26 we ran into many problems with this fence and had to repair the entire fence instead of just 25D and 26A as was directed. As I have stated in the past when we first did the maintenance goals list, that when we start fixing a fence if we run into problems they too have to be fixed as we come across them.
11. The five decks that were to be completed this year are complete with the exception of 29D which we are waiting for the railing but still had the contractor take the deck apart and repair it so that the vinyl was laid down in case the rain started.
12. The T3 end units were started on Wednesday starting with 21-C.
13. I had Ronnie start on the drains behind building 11 and 12 and the side of 13 and completed a work order that was causing water problems in the unit. The front of those buildings will be started on Monday and they should be completed within a week and a half.
14. I am starting on buildings 13 14 15 on Monday as well and should be done within the same amount of time. Terry will be doing the drains on building 22 as well on Monday.
15. We ran a new Drain down the side of building 6 so that the water is directed away from the building.