

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

Thursday, November 8, 2012
www.tallfirshoa.com

	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
E	Sylvia Schulz, Director	Phase 2 (E)		
P	Peggy Karpenko, Vice President	Phase 2 (O)		
E	Gayle Bosshart, President	Phase 3 (E)		
P	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: Andrea Watts 19C, Mick Crawford 33D, Carol Young 43C, Arlene Park 51A, Phyllis Hilt 51D.

Call to Order: In President, Gayle Bosshart's absence, Vice President, Peggy Karpenko 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 unanimously passed to approve the Financial Report as presented.

Property Manager Report:

See Attachment A

On-Site Manager Report:

See Attachment B

Pipeline Video and Cleaning North

Prior to the regular 7pm meeting, Pipeline representative, Billy, advised the Board that after the Tall Firs drains were cleaned, we still have drains clogged; possibly with debris, sediment, tree roots and deteriorated concrete. Billy recommended that three drain pipes and catch basins be cleaned. He estimated the job would cost approximately \$1,270 per day, plus dumping fees, and would take approximately 3 days to complete. Pipeline will send an estimate for this work to Justin for the Board's approval.

Committee Reports

Architectural Committee: Don Hilt, Chairman will report under Unfinished Business.

Landscape Committee: Phyllis Hilt, Chairperson, No Report

Maintenance Committee: Members Present: Phyllis Hilt, Chairperson, Don Hilt, Kai Eng

Phyllis discussed the Board adopted Maintenance Goals that were revised and approved by the Board in October 2012. She requested that, in order to simplify the reporting, the Resident Manager, John, should use the Board's list of prioritized goals and check every item off as it is completed. The Board approved the Maintenance Committee's request. The Board requested that the Resident Manager be asked to submit the "checked off list" to Justin on the first working day of each month, and that this list be forwarded to the Maintenance Committee Chairman for updating before the monthly Board Meeting.

Disaster Preparedness Committee: No Report

Website Committee: No Report

Safety Committee: Kai reported all lights are working properly in Phase 1.

Bylaws Committee: No Report

Budget Committee: Sandy Bacon, Chairperson, reported the Budget Committee will present the proposed 2013 Budget at the December 6, 2012 Executive Board Meeting. Upon approval of the Board, the 2013 Tall Firs Proposed Budget will be presented to the homeowners association at the regular Monthly Board Meeting to be held on December 13, 2012.

Unfinished Business

Unit 8D Update

Justin reported that he has listed the 2 bedroom Unit 8D on Craigslist. The Board considered the possibility of purchasing and installing a washer and dryer in the unit.

York Proposal

Motion made, seconded and unanimously approved to accept the Option 1 additional York bid as follows:

Breakdown of the "Option 1" section:

Gutter sections & downspouts, installed - \$758.67

Trim removal, disposal, and inspection underneath - \$254.89

Trim material & install - \$551.03

Caulking/sealing, prime and paint trim (matching) - \$323.43

Travel time, supervision, & fuel charge – \$119.79

Total: \$2,007.81

Buildings 1, 4, 5, 6, 34 and 50 Reroof Project

Don reported that the contract has been awarded to Daniels Construction. Justin stated the work is scheduled to begin on November 15, 2012 and be completed by December 15, 2012.

Gutter Replacement

Approve adding back gutter to bid specification.

Ducts and Flues Maintenance

The Architectural Committee, Property Manager and Board are in agreement that maintenance of ducts and flues in attics are the Tall Firs HOA's maintenance responsibility.

Motion made, seconded and unanimously approved to reimburse JoAnn Hugill \$165 for the cost of replacing ducts in the attic of her Unit.

Building 43 and 44 Crawl Space

No Report

Earth Tech Updated Contract

Justin agreed to provide Board members with a copy of the updated landscaping contract between Tall Firs and Earth Tech. Justin noted there is some misunderstanding with Earth Tech's interpretation of the contract concerning blowing debris from entry ways and blowing asphalt during wet weather. The Landscape Chair agreed to resolve this issue with Earth Tech. The board agreed that Earth Tech is not to blow entryways when it is raining in order to prevent splatter.

Resident Manger's Contract

As requested Justin provided Board members with a current copy of the Resident Manager's Contract.

New Business

Executive Meeting Motions

Sylvia read the following motions from November 1, 2012 Executive meeting into the regular minutes.

Motion by Gayle, seconded by JoAnn and unanimously approved the revised wording of the Tall Firs Communications Protocol. Specifically the last item is revised to read:

“The Board President shall be the designated contact person between the Board and the Association's legal staff. “

Motion by Don, seconded by Gayle and unanimously approved to accept bid proposal from York Enterprises dated 10/26/2012 for \$101,704.26 plus WSST for the scope of work pertaining to units 1901-B, 1901-C, 1905-A, 1905-B, 1905-C, 1905-D, 1829-D, 1837-A, and 1837-B.

Motion by Don, seconded by Sandy and unanimously approved the bid proposal from Tacoma Gutter Service, Inc. in the amount of \$3,500.00 plus WSST for the scope of work pertaining to Buildings 2, 9, Buildings 13, 14 and 41 (carports), Buildings 7, 56, 18, 32, 33, 34, 35, 50, 48, 49, and 31. Note: It appears that the building numbers on the bid do not match the list of gutters to be replaced on the Maintenance Goals Update (October 2012 to February 2013).

Motion by Don, seconded by JoAnn and unanimously approved the bid proposal from Daniels Construction in the amount of \$30,717.00 plus WSST for scope of work pertaining to Buildings 1, 4, 5, 6, 34 and 50. The Board agreed that the contract with Daniels should include the requirement that the buildings pass inspection before payment for the work is made by Tall Firs.

Exterior Light Fixture Replacement

John has contacted Puget Sound Energy and requested an assessment and estimate for the rebate amount if we were to contract with PSE to replace exterior light fixtures as needed.

Winter Hose Storage

All hoses have been collected by Tall Firs crew members and placed in storage for the winter months to prevent damage from the weather.

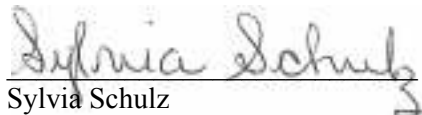
Bus Passes

Bus passes were distributed to those present.

Homeowners Questions and Comments

The Property Manager and the homeowner of Unit 51D discussed a violations letter that had been sent to the owners for having more than 7 planters on their patio. According to the Rules and Regulation, the maximum number allowed on a deck or patio is 7. The homeowner noted the rule was intended to apply to 2nd floor decks where excessive weight can become a structural issue. The Board rescinded the violations letter to the homeowners of Unit 51D and agreed the issue will be addressed by the Rules Committee when it reconvenes in 2013 to update the Rules and Regulations.

Respectfully Submitted,



Sylvia Schulz
Tall Firs Board Secretary

12-12-2012
Date

Gayle Bosshart
Tall Firs Board President

Date

Tall Firs Condominium Association

Community Association Manager

Report October 2012 - November 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 October 11th to November 7th 2012

1. We picked up trash on a regular basis.
2. I took down the Tennis nets and closed the Tennis court for the season.
3. I put on the pool cover and winterized it for the winter.
4. I had 8 lights changed because they were burnt out.
5. I purchased a new light and replaced it on building 7 as a test light and then replaced the light on building 43 C and D due to the ballast was out in it.
6. I received one phone call from unit 4 A because water was running into the bathroom from the down spout and fixed the problem.
7. I received a phone call from unit 34 A at 1am Saturday morning because water was running into his entrance and bathroom walls and found that it was because of the downspout outside of his unit and is now fixed.
8. I sent my revised maintenance goals list to Justin to be dispersed to the maintenance committee and the board.
9. We have been working on drains and should be finished with building 22 by the board meeting.
10. I have been working on the buildings with water problems from gutters before others and then will continue with all others before we move on to another project.
11. All buildings have been treated for moss and are very apparent because the moss comes off easier than normal.
12. We have also been picking up all hoses and putting on spigot covers as we go and will be done by Friday.
13. We helped York Enterprises put up the beams for the T three units because of how heavy they are.
14. I went around and made sure that all downspouts are installed and connected correctly.
15. Ronnie dug up buildings 11 and 12 and I did buildings 13, 14, and the end of 15 to make sure the drains are new and running correctly, as well as now the fronts of those buildings have irrigation in front of them.