

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

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

Thursday, December 13, 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)		
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:** Kim Rivard 42B, Andrea Watts 19C, George Jupiter 23C, Mick Crawford 33D, Mark Alenick 29B, Phyllis Hilt 51D, Lew Cox 1828A, Arlene Park 51A

**Call to Order:** Gayle Bosshart, President, 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.

**November 8, 2012 Board Meeting Minutes** were read and approved by the Board.

**Motions from December 6, 2012 Executive Board Meeting read into Minutes**

**Motion** by Don, seconded by Sylvia, and unanimously approved that Gayle will instruct Targa to determine if **Unit 42D and 19A** are currently occupied by renters. If the units are occupied by renters, The Board agreed that Gayle will instruct Justin to investigate the feasibility of implementing the Rental Intercept policy as described in the CLG Summary of Collection Matters, dated 11/30/2012.

Gayle will inquire of CLG whether the owner of **Unit 10A** has filed Chapter 7 or Chapter 13 Bankruptcy. At this time, the Board agreed to postpone making a decision on CLG’s recommendation concerning this Unit.

**Motion** by Sylvia, seconded by JoAnn and unanimously approved to purchase a three year old range from Sandy Bacon for \$200 to be installed in the Resident Manger’s Unit 8A.

Board agreed to purchase and install a combination smoke/carbon monoxide detection monitor in the resident manager’s unit by January 1, 2013. A smoke/carbon monoxide detection monitor has been installed in rental Unit 8D.

**Motions from November 29, 2012 Executive Board Meeting read into Minutes**

**Motion** by Sylvia, seconded by JoAnn and unanimously approved that Sandy will prepare the Resident Manager's Employment Agreement with necessary revisions to be presented to The Board at the next Executive Board meeting.

**Motion** by JoAnn, seconded by Sandy and approved with 2 no votes, to grant a \$500 Year-End Bonus to John Roundtree, Resident Manager, and to grant a \$250 Year-End Bonus to Terry McCray, Maintenance Position #1.

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

**Motion** to approve the Financial Report was tabled until corrections have been made. Justin stated corrections will be addressed by January 1, 2013.

Don questioned a discrepancy on "operating" and "reserves" in the report that needs to be corrected. Sandy, Treasurer, will check into this and will provide an explanation at the next monthly Board meeting.

Kai noted Invoice #50 from AA Side by Side should be corrected to list Unit 31C.

Kai noted the \$1,400 and \$1,029 charges from AA Side X Side for removing fence debris, and recommended the Board consider more economical options for debris removal in the future.

**Property Manager Report:**

**See Attachment A**

The question arose concerning the Tall Firs contract with on-site employees. There is disagreement between Targa and Tall Firs Board of Directors concerning employee benefits, specifically "floating holidays". Justin made it clear that Targa determines and awards the details of the employee benefit package. The Board has requested that Targa provide the Board a copy of the employee benefits package.

**On-Site Manager Report:**

**See Attachment B**

In addition to the Report, John noted that some Hydrangea plants have grown up against the buildings, and interfere with cleaning the building siding. The Board instructed John to dedicate one or two days to trim all Hydrangeas by removing the dead flowers only.

John reported that the fireplace in Unit 3A has a problem with down draft, and the homeowners were asked to refrain from using that fireplace. At the present time, John is aware of three other units with this problem, and alternating the heights of chimney stacks and/or installing a rotating cap will eliminate this condition. There are four other chimneys with caps that need to be replaced. Justin will contact a company that can do this work.

Bathroom vents need to be replaced in Units 49D and 19D, similar to replacement that was done in Unit 31C. AA Side X Side did the work on Unit 31C. John will request a contractor to do this work.

Tacoma Gutter mistakenly replaced the front gutters on buildings 20 and 21 and 32 rather than the front side of buildings 32 and 33. Front and back sides of building 27, backside of building 23 and backside of building 17 had to be redone.

In response to a request from Mr. Urdahl, the new homeowner of Unit 22D, the Board agreed to advise the homeowner that Unit 22D deck will be repaired/replaced in 2013.

Discussion of plugged sewer lines resulted in comments that Lakehaven Water District, Engineering Department office has good drawing of sewer lines. John Bowman is a helpful contact at Lakehaven.

## **Committee Reports**

**Architectural Committee:** Don Hilt, Chairman, reported that 2012 scheduled deck repair/replacements have been completed and have passed inspection.

**Landscape Committee:** Phyllis Hilt, Chairperson, No Report

**Maintenance Committee:** Phyllis Hilt, Chairperson, distributed a copy of Reprioritized Maintenance Goals, adopted by the Board in November 2012. The completed items have been crossed off. John was requested to use this current list to record future completions. The Resident Manager will continue to submit the “checked off list” to Justin on the first working day of each month. This list will be forwarded to the Maintenance Committee Chairman for updating before the monthly Board Meeting. The Maintenance Committee will reconvene in January 2013 to create 2013 Prioritized Maintenance Goals to present to the Board for approval.

**Disaster Preparedness Committee:** No Report

**Website Committee:** Sylvia Schulz, Chairperson, reported that Rob Moorhead, webmaster is making good progress creating an interactive, online Service Request system that will provide ease in submitting and tracking Service Requests.

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

**Bylaws Committee:** Sylvia, Chairperson reported the committee will meet in January 2013.

**Budget Committee:** Sandy Bacon, Chairperson, reported the 2013 Tall Firs Proposed Budget is ready for approval by Board of Directors and will include a 2% dues increase effective February 1, 2013, and a 10% increase in Reserve Account deposits. Actual Reserve Account projections will be available in January 2013. Budget Committee will reconvene in May 2013 for evaluation.

**Motion** by Sylvia, seconded by Kai and accepted unanimously that we accept the 2013 Proposed Budget as prepared by the Budget Committee.

**Rules and Regulations Committee:** The Board has determined that the Rules and Regulations Committee will reconvene in 2013. There will be a sign up sheet for people to serve on this committee at the January 10, 2013 board meeting.

## **Unfinished Business**

### Unit 8D Update

Justin reported that he had renewed the rental listing for Unit 8D on Craig’s List. The listing needs to be renewed on a weekly basis. Three emails have been received in response to the listing.

### York Contract Update

York will be starting January 7 to finish work on original proposal in coordination with the new contract for the inner T-3 roofing repairs.

### Daniels Contract Update

Work is going slowly, partly due to difficulty coordinating access to the buildings. Homeowners are given 48 hours advance notice of need to access their unit. Some of the causes for roof leaks are not included in the Knowles Report, and those instances are being investigated and listed. The Unit 1B roof leak is being investigated. Justin will send updates to the Board between monthly Board meetings.

### Building 43 and 44 Crawl Space

Justin stated this issue ties into the Pipeline project. He called 12-12-12 to remind Pipeline that they owe us timelines and actual costs. Justin will forward that information to the Board when received.

### 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.

### Super Priority Lien

Justin will check to see if his office has received our approved Super Priority Lien from the County. Justin will email a copy to Board members when available.

### Unoccupied Units

There is concern that unoccupied units may not have been winterized. Since we do not have permission to enter unoccupied units, Justin will check into the status of these units.

## **New Business**

### CLG Attorney

Justin informed the Board that Dainen Penta has left the CLG group and Valerie Faris Oman has been assigned as attorney for Tall Firs legal matters.

### Website Invoices

Sylvia submitted invoices for \$167 for Website renewal and \$12 for Domain Name renewal.

### Range Installation

The replacement range has been installed in the Resident Manager's Unit, and Sandy will submit an Invoice for \$200 for the sale of the range to Tall Firs.

### Auditor

Justin will contact the auditor who conducted the Tall Firs audit for 2011, and engage him to perform a 2012 audit.

## **Homeowners Questions and Comments**

George Jupiter, Unit 23C, reported a problem of water leaking and mold in his unit. The HOA will replace the roof jacking.

Mark Alenick, Unit 29B, expressed concern that we have again hired Daniel's Construction to work on Tall Firs buildings, when we have a history of problems concerning the timeliness and quality of Daniel's work. John responded that Daniel's is being carefully monitored.

Mark also questioned the large amount of delinquencies on our Delinquency Report. Sandy responded that the majority of the delinquent amount is from three units in foreclosure.

Mark also asked what the people look for when doing the monthly Rules and Regulations walk about. He noted a bright pink window covering in the unit above his. He also suggested inspections include walking up the deck stairs to be sure the decks are being cared for properly. Justin assured him that is being done wherever possible.

Kim Rivard, Unit 42B, noted there was paint overspray onto her patio and her favorite plant from the painting of her deck underside. John requested she submit a Service Request to have this corrected. Kim also asked if the dumpster enclosures will be washed. John responded yes.

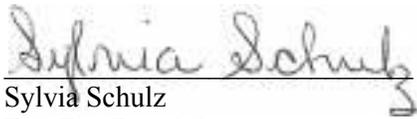
Phyllis Hilt, Unit 51A, noted Kai had pointed out we paid \$1,400 to AA Side X Side to remove debris from the property, and reaffirmed the need to explore more economical ways to remove debris.

Mick Crawford, Unit 33D, reminded the Board he had not received an answer to his letter asking about replacement of the T-3 Carport Plexiglass. The current Architectural Committee Chairman, Don Hilt, responded that a previous Architectural Committee in 2011 had determined to replace the existing Plexiglass with a 2 X 4 foot skylight. The homeowner declared this is "unacceptable". A long discussion ensued concerning reduction of light, common areas, fire hazards, structural revisions, cost and other related and unrelated issues.

Justin reminded Board members and homeowners that we must strive to work together in an adult manner.

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

Respectfully Submitted,



Sylvia Schulz  
Tall Firs Board Secretary

12-13-2012

Date

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

\_\_\_\_\_  
Date

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **November 2012 - December 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 as well as communicated with Monika Bryant via email or text while on vacation.
- 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
- 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 Managers Report

December 2012

1. I returned the maintenance goals list to Phyllis Hilt as asked on a one time basis and will be turned into Justin on the first working day of each month. Starting January
2. (Discussion) Tacoma Gutter was here on the 20<sup>th</sup> and the 21<sup>st</sup> to install new gutters and they made a mistake and put up new gutters on buildings 20, 21, and 32 in the front and should have been installed on the back of 20, 32, and 33. They will be back here on the property by Friday to install the gutters on the back side of buildings 32, and 33. As discussed prior to the board approving my list of gutters to be replaced I stated that the gutters I pointed out were the ones that could be seen, and since then I have found that the gutters on buildings 17 back side 27 back side and the back side of building 23 also need to be replaced, after cleaning them out we found many holes in these gutters where rust has been able to form.
3. (Discussion) We have completed all moss removal from roofs and gutter cleaning on all buildings except for the T-3 units and cannot finish them until I find out where we are with the repairs of these buildings.
4. The only buildings that are left on the list to do drain repairs are buildings 3, 47, and redoing in between buildings 4 and 5.
5. (Discussion) Michael Daniels has started the repairs on the buildings he was approved to repair and has to have a dry day to repair the roofing that is causing a leaking issue.
6. All hoses have been removed and spigot covers have been put into place.
7. We have begun Pressure Washing sidewalks in phase 3 and will continue on to bad areas in phase 2 and phase 1 where needed, when completed.
8. (Discussion) I received 2 work orders for unit 49-D and the homeowner is requesting to bathroom vent jacks to be installed and someone to come in and inspect the attic space and see if something can be done about the moisture in this area.
9. (Discussion) Unit 19-D had called me about 4 months ago to look at their bathroom vent in their master bedroom and I found that the fan needed replacing then received a phone call to re inspect this area and asked her to turn in a work order requesting a roof jack because after the homeowner replaced the fan I looked at it and he had replaced the entire ceiling when they called me just recently the ceiling around the fan has mold around the entire fan again.