

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, January 10, 2013
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
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: Mark Alenick 29B, Phyllis Hilt 51D, Arlene Park 51A, Carol Young 43C, Sharon Horton 19C, Gary Rygmyr 44D, Kim Smith 47A, Chris and Rebecca Hewitt 49D.

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.

December 13, 2012 Board Meeting Minutes

Motion by Kai, seconded by JoAnn and unanimously passed to approve the December 13, 2013 Board Meeting Minutes as corrected.

Motions from January 3, 2013 Executive Board Meeting read into Minutes

Motion by Don, seconded by Sylvia and unanimously approved to instruct Targa to authorize CLG to write off balance of \$5,226.21 in legal fees, treat owners’ account as current, close the file and release the lien on **Unit 42D**, per recommendation by CLG.

Unit 10A – No Action by the Board. This unit will be removed from the Delinquency List.

Unit 23D – No Action by the Board. Trustee sale is scheduled for February 15, 2013.

Motion made and amended by Sylvia, seconded by Peggy and unanimously approved to request York Enterprises amend their current contract by issuing a Change Order that states they will not replace the existing Plexiglass with skylights, but will replace the current Plexiglass with new Plexiglass of the same type and size as the current Plexiglass installation in the carport roofs of Units 1901B, 1901C, 1905A, 1905B, 1905C, 1905D, 1837A, 1837B and 1829D.

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

Questions from last month’s Financial Report:

Sandy Bacon, Treasurer, explained she met with Sara, Targa bookkeeper, and they have corrected a bookkeeping practice that was misleading by creating a Reserve Account Expense that will more accurately record Reserve Account expenses. Sandy also reported a breakdown for Tall Firs income has been added to the bookkeeping practices.

Questions from current month's Financial Report:

Kai questioned how Targa's individual invoices compared to the total monthly fees. Justin will investigate the confusion and get back to Kai.

Board members were reminded that the Lakehaven Water District invoices continue to show unusually high water usage in Buildings 18, 19, 30 and 31. The Board agreed that John will check these water meters, and will look for water leaks in the buildings.

Lakehaven Water District invoice raised a questions concerning billing.

Building 1 used 6,900 cubic feet of water for \$355.03

Building 39 and 40 used 4,200 cubic feet of water for \$479.66.

Justin will contact Lakehaven for an explanation.

Frequency of pest control monitoring was questioned. John will talk to the pest control representative.

Property Manager Report:

See Attachment A

Justin responded to reports that people outside the community are illegally dumping trash in Tall Firs dumpsters. Homeowners are encouraged to write down the auto's license plate, or take pictures showing license plates if possible and call 911 to report a non-emergency activity.

The Board has requested some contract and personnel information from Targa, however information from the Board to Targa is required before Targa can respond to the Board's requests.

On-Site Manager Report:

See Attachment B

In addition to the written Property Manager's Report, John informed the Board of the following:

Building 23 carport post needs to be replaced. We have a pole that will be used.

Buildings 48 and 49 have roof leaks that were not repaired in a timely manner, and the walls, ceiling and insulation are wet. The entire attic area of these buildings is receiving rain water. Justin will have one bid Friday morning from AA Side X Side to replace this roof. Justin will obtain two additional bids and the Board will hold a special executive meeting to approve one company to replace the roof as soon as possible.

Roof Repairs on Buildings 1, 3, 4, 5, 6, 34 and 50: Daniel's Construction has completed 90% of the inside attic repairs. Outside work will be done when the weather is dry.

The work that has been completed on Building 1 does not include new roof leaks that were reported by the homeowner this week. These roof leaks were not included in the original work order, and must be repaired as soon as possible. Justin will obtain bids for repair of the additional roof leaks.

One bid was received to correct chimney heights and replace chimney caps from Chimney Specialist. Fireside bid has not yet been received.

Motion by Gayle, seconded by Sandy and unanimously approved that Justin will choose the better of the two bids for necessary materials to correct chimney heights and replace chimney caps. Tall Firs staff will install.

Committee Reports - Sign-Up sheets were available for all committees.

Nominations Committee: Volunteers are needed to serve on the Nominations Committee for the upcoming Annual Election of Board of Directors. There was no response from homeowners present. Although Board members may not serve on the committee, Board members will need to recruit volunteers. Phyllis will share electronic files of materials used by last year's Nominations Committee.

Budget Committee: No Report
Disaster Preparedness Committee: No Report
Architectural Committee: No Report.
Landscape Committee: 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, and the outstanding Items 10, 11 and 12 have been deferred to 2013. The Maintenance Committee will reconvene in January 2013 to create 2013 Prioritized Maintenance Goals to present to the Board for approval. A meeting of Phyllis, Justin and John is scheduled for Thursday, January 17 at 1pm.

Website Committee: Sylvia Schulz, Chairperson, reported that Rob Moorehead, webmaster, is researching alternative website hosts. The Board unanimously approved Rob to pursue changing our website host to the company he determines is the best choice.

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.

Rules and Regulations Committee: The Board has determined that the Rules and Regulations Committee will reconvene in 2013.

Unfinished Business

Unit 8D Update

Justin reported that he has shown the unit three times. The Board unanimously approved to purchase a used washer and dryer for \$500.

York Contract Update

York has stopped work pending final decision on Plexiglas vs Sky Lights. York will not warrantee the installation of Plexiglas. One alternative option is to install two UV rated 2 X 6 Sky Lights, at \$968.97 per carport, that will reflect more light into the carport area than the existing Plexiglas. The extra cost includes the second Sky Light and the labor to cut the extra Sky Light hole. According to information from York Construction, Plexiglas is a safety hazard, whereas Sky Lights are not the safety hazard. Sky Light installation will be warranted against leakage, whereas Plexiglas installation will not be warranted. When Justin receives complete cost estimates, he will inform the Board.

Building 43 and 44 Crawl Space

Pipeline Video and Cleaning North came to the property and submitted a plan for Board approval.

Motion by Sylvia, seconded by Sandy and unanimously approved to accept a bid for time and materials, not to exceed \$5,000 without Board approval, from Pipeline Video and Cleaning North

Bid includes:

Clean and assess the property drain lines.

Drain standing water from under Buildings 43 and 44.

Assess permanent solution to water accumulation under Buildings 43 and 44.

Drain water from the vaults under the basketball/racquetball courts.

Assess solution to the Vault water collection problem.

North Fence Collection Efforts

Targa originally placed a lien on the property of owners responsible for the fence damage. They later learned that there is now a law that you cannot place a lien on another person's property unless they are in your association. CLG attorney advised Justin that if the repair cost was over our insurance deductible, we could file a claim, and the insurance company would attempt to collect, however the fence repair cost is only

\$900 compared to our \$5,000 deductible. Small Claims court is another option, however if Tall Firs won, we would be required to collect the money which would include attorney's fees which cannot be included in the small claim. Unfortunately, the CLG attorney advised the Tall Firs Board to write off the fence repair as a loss.

Waste Management Reimbursement

Cost of the \$996 repair has been collected, however the reimbursement did not include Sales Tax. Justin talked to Waste Management today, and they are sending a check for \$94.60 Sales Tax.

Super Priority Lien

Targa has made two follow up calls to the County. They are very backed up, and approving and mailing out the Super Priority Lien is not a high priority for them. Targa will continue to follow up with the County.

New Business

There have been five mail box break-ins in the past two weeks. Homeowners were reminded to never put outgoing mail in the outgoing mail box mounted on the mail box kiosk. Justin reminded the Board that there are options to replace our existing mailboxes with sturdy, break-in proof mail boxes. Justin will contact the company that installs these mail boxes to obtain a bid for purchase and installation. He believes they can be installed in the same configuration as the existing mail boxes. If all mail boxes are installed in one location, such as the RV lot, it would be possible to monitor the area with a camera.

John will post a flyer on the Kiosk's advising homeowners of the mail box break-ins, and reminding homeowners to never place outgoing mail in the outgoing mail boxes.

Homeowners Questions and Comments

Front Door Replacement

In response to homeowner's question, the Board confirmed the requirements for replacement of the front door must be a white, six panel door.

Building 49 Roof Repair

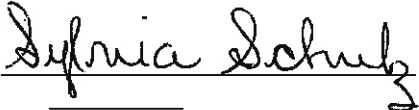
Justin reminded the homeowner of Unit 49D that we will solicit bids for repair and will notify the homeowner and the Board as soon as they are received. The Board will meet in an Executive session to approve the winning bid so work can commence as soon as possible.

Fence Replacement

Mr. Hewitt, Unit 49D stated the fence behind his unit did not need to be replaced and expressed concern about the poor quality of work on the new fence recently built for his unit.

Motion by Kai, seconded by Sylvia 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
December 2012 – January 2013

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
- 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

