

Tall Firs Homeowners Association
Board of Directors Meeting Minutes
 Thursday, February 14, 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	Sylvia Schulz, Secretary	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 29B, Phyllis Hilt 51D, Arlene Park 51A, Carol Young 43C, Gary Rygmyr 44D, Andrea Watts 19C, Lisa Jaffee 26B, Kim Rivard 42B.

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.

Motion by Kai, seconded by JoAnn and unanimously passed to approve the January 10, 2013 Board Meeting Minutes as written.

Motion from January 24, 2013 Executive Board Meeting read into Minutes

Motion by Don, seconded by Jo Ann and approved by the Board, with one descending vote by Kai Eng who preferred the 2' X 4' option, that we rescind all previous motions on the T3 skylights, and approve installing two 2' X 6' skylights in the nine T3 carport roofs included in the current York contract, for a total additional cost to the contract of \$8,720.73 plus WSST.

Motion from February 3, 2013 Executive Board Meeting read into Minutes

Motion by Sylvia, seconded by Kai and unanimously approved by the Board to accept the bid from Northwest Abatement Services, Inc. in the amount of \$5,798.42 to repair water damage to Unit 49D as described in the bid.

Note: It was noted that minutes are missing for the Special Executive Board meeting held January 17, 2013. The secretary will prepare said minutes and present to the Board for approval at the Executive Meeting to be held March 14, 2013. The following motion was made at the January 17 meeting:

Motion by Sylvia, seconded by Kai and unanimously approved by the Board to accept the bid from Northwest Roof Services, Inc., in the amount of \$22,295.00 plus permit and sales tax, to install a new composition roof system to Buildings #48 and #49, per contract No. 013-026 specifications.

Property Manager Report:
Resident Manager Report:

See Attachment A
See Attachment B

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

Reroofing of Buildings 48 and 49 has been completed and bathroom and dryer vents have been reinstalled.

Bathroom and Dryer Vents in Buildings 18, 19 and Unit 22C need to be replaced as soon as possible, because of improper installation as well as disconnects that allow moisture collection in the attics. Don reminded the Board that a previous Board considered replacing all bathroom and dryer ducts and vents at a cost, at an earlier time, of \$165 plus tax per unit. John mentioned a lower cost may be available if a large number of units are completed at one time. John also recommended every homeowner should learn how to properly clean their dryer vent and do it on a regular basis.

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

Nominations Committee: Gary Rygmyr, Nomination Chairman, presented the Nomination Letter to the Board for approval. Following a discussion concerning the "Candidate Requirements" as listed in the Tall Firs Nominations Procedure, the Board voted 5 in favor and 2 opposed to remove the candidate requirement "Have never been recalled from a prior Board position" from the Nomination Letter. The Nomination Letter will be forwarded to Targa and mailed to all homeowners.

Motion by JoAnn, seconded by Peggy and approved with two nays by Don and Kai to remove the bullet "Has not been recalled" from the Nomination letter and correct the dates.

Budget Committee: No Report

Disaster Preparedness Committee: No Report

Architectural Committee: Don reported the he had updated the Scope of Work for the Cantilever decks to include the six decks that will be repaired/replaced this year, and to specify that the deck railing is to be attached to the fascia board. John requested that rotten fascia boards be replaced before attaching the railing.

Landscape Committee: No Report

Maintenance Committee:

Attachment C

Phyllis Hilt, Chairperson, reviewed the process for establishing maintenance goals and distributed copies of the Tall Firs Maintenance Goals – 2013. The Maintenance Committee recommends the association hire a contractor versus having the on-site crew do the following projects:

6. Exposed Decks – Contractor - A new Scope of Work was distributed
Justin and Phyllis recommend a bid be requested from Earth Tech for Six decks
Bids required by March 14, 2013 Board Meeting
7. Inset Decks – Contractor – Bids required by April 11, 2013 Board Meeting
Scope of Work to be developed for time and materials by a person yet to be identified
44 total – plan to do 22 this year
8. Repair/Replace Rotten Building Trim – John will identify areas to be repaired/replaced with spray paint on Buildings 27, 28, 31, 32, 33, 34, 35, 36, 37, 44, 45, 46, 50, 51.
9. Paint Building Trim – Contractor – Buildings 27, 28, 31, 32, 33, 34, 35, 36, 37, 44, 45, 46, 50, 51
10. Paint Wood Fences – Contractor
\$9,000 allowed plus \$14,450 allotted for Painting Wood Fences Contractor
~~Paint Carpets~~ – See Paint Wood Fences
11. Dryer Vent Extension – Contractor – Justin will secure bids by July 11, 2013

Limited to first floor units.

Homeowner will make decision and be responsible for cost.

12. Dryer Vent Cleaning - See **Motion** below

Motion by Sylvia, seconded by Gayle and unanimously approved to advise homeowners of the need to have their **dryer vent cleaned**. Homeowners will be advised that they are responsible for the cost of this service, and they will have the opportunity to sign up to have their dryer vent cleaned by a contractor identified by the Tall Firs HOA or they may choose to hire their own contractor to do the job. Homeowners must provide proof that this has been done by December 31, 2013.

Motion by Phyllis, seconded by Don and unanimously approved to secure bids from contractors for work needed on Exposed Decks, Inset Decks, Repair/Replace Rotten Building Trim, Paint Building Trim, Paint Wood Fences and Install Dryer Vent Extensions on ground floor units.

Motion by Phyllis, seconded by Sylvia and unanimously approved that \$14,450 designated for carport painting will be rolled into the budget to Paint Wood Fences.

Motion by Phyllis, seconded by Gayle and unanimously approved that Resurfacing Tennis Courts and Painting Inside of Carports be deferred until a later date.

Motion Phyllis, seconded by Gayle and unanimously approved that Justin will secure all bids from contractors, and will request that all bids be sent directly to Justin at the Targa office.

Motion by JoAnn, seconded by Sylvia and unanimously approved to accept the revised Tall Firs Maintenance Goals – 2013. [See Attachment C – Maintenance Goals for 2013.](#)

Please see Attachment C for status of Items not listed here.

Justin announced that Disaster Preparedness packets are available in the Cabana.

Website Committee: Sylvia Schulz, Chairperson, reported that Rob Moorhead, webmaster, has changed our web host company from Hostway to West Host. Sylvia submitted a statement from West Host for \$129.60 which she has paid and requests reimbursement. Sylvia will receive a refund for the unused portion of our contract with Hostway. Sylvia will forward that refund to Tall Firs. The web host change is seamless to the user. Rob is continuing to develop the interactive Service Request System.

Safety Committee: Safety Committee members reported all lights are working properly.

Bylaws Committee: No Report

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

Justin reported Targa sent out 8 violations letters resulting from the inspection walk of Phase I.

Unfinished Business

Reserve Study

Justin reported the agent hired to do the Reserve Study will contact Targa in the next two weeks.

Audit Report

Justin reported that he will prepare for the annual Audit and will meet with the Auditor at the Targa office May 22, 2013 to conduct the 2013 Tall Firs Audit.

York Contract Update on Buildings

Work on the nine T3 carports will be completed, except for painting, by Friday, March 1, 2013. Justin will discuss with York, Inc. the timeline for proceeding with the next nine T3 carports.

Daniels Construction Update on Buildings 1, 4, 5, 6, 34 (35) and 50

Justin reported that he had inspected the outside work and the attic work and reported all work has been satisfactorily completed per the Tall Firs contract with Daniels Construction with the following exceptions:

- Exterior painting and chimney caulking will be done when the weather allows.
- Siding pulled up during repair has not been reattached.
- Roof repair on Building 1 is not acceptable, and Justin has advised Daniels to redo that work to an acceptable standard.

Motion by Don, seconded by Kai and unanimously approved to pay Daniels a progress payment of \$12,000.

Motion by Kai, seconded by Don and approved with one nay vote by JoAnn to request Fred Knowles, 253-261-4091, email fknowles@bpgwi.com be hired to inspect the work done by Daniels Construction on Buildings 5 and 6.

Justin distributed pictures of the attic in Buildings 5 and 6 showing moisture resulting from roof leaks. He stated the work done by Daniels, as described by the Knowles report, will not solve the roof leak problems that currently exist. John stated that there is still a roof leak in Building 1, after the Daniels Construction work has been completed. John also stated he anticipates roof leak problems in Building 4 will require roof repair in near future. John has looked at two leaks in Unit 4D.

Motion by Don, seconded by JoAnn and approved, with one nay vote by Kai, that Justin will solicit a bid from Northwest Roofing to reroof Buildings 1, 4, 5, 6, 34, 35, 50.

Note: Tall Firs has a bid, previously submitted by Northwest Roofing in June of 2012, for approximately \$87,000 to reroof Buildings 1, 4, 5, 6, 34 and 50. Building 35 was not included in that bid.

Motion by Sylvia, seconded by Kai and unanimously approved that, based on recommendations from the Board, the Architect Committee and individual homeowners, Tall Firs will not solicit bids from Daniels Construction for any work to be done on Tall Firs property.

Justin agreed to send a list of approved vendors, that are preferred by Targa, to Tall Firs Board of Directors.

Pipeline Video and Cleaning

Motion by Don, and unanimously approved to accept Pipeline's bid to correct the improper drainage and water collection problem on the Northeast corner of Tall Firs property for \$7,995.00 plus WSST.

Note: Since this contractor is currently working on site, we will waive the requirement of three bids for work over \$5,000.

Kubota Driveway

John noted that it was previously stated that excavation work for a Kubota driveway would also be done while the excavator was on the property. John stated this is not the case, and the work to build a driveway for the Kubota "can be done by hand".

Unit 8D Update

Justin reported that he has shown Unit 8D four or five times this month. Two possible renters completed applications that were not approved. Justin will follow up on one good possibility.

Super Priority Lien

Justin reported he continues to check with the County on the status of Tall Firs Super Priority Lien approval by the County. The County is about one year behind on processing Super Priority Liens.

New Business

Mail Box Replacement Proposal

Consideration of this proposal for \$22,119 including tax, was tabled until the next Tall Firs Board Meeting on March 14, 2013. Justin suggested Board members look at similar mailboxes installed in the housing development across the street from the Aquatic Center. It was suggested that this subject be presented to homeowners at the Annual Election Meeting.

Homeowners Questions and Comments

Gayle announced that, due to the very long length of Board meetings, the Board will consider allowing homeowners questions and comments at the beginning of the meeting rather than at the end.

Lisa Jaffe 26B thanked the Board for working hard to avoid an assessment in light of the many repairs that need to be done on the property.

Lisa asked for permission to varnish the inside of her new fence rather than paint it. John reminded the Board that previous requests of this nature have not been approved by the Board.

Mark Alenick 29B, once again, reminded the Board that Daniels Construction work has been unsatisfactory in the past. The Board reminded Mark that the Board has approved a Motion not to use this company in the future.

Mark also asked what firm was being used for the Reserve Study analysis. Justin responded that Association Reserves, who has done the Reserve Study for the past three years, will be doing the Reserve Study for 2013.

Gayle passed out bus passes.

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

Respectfully Submitted,


Sylvia Schulz
Tall Firs Board Secretary

2-21-13
Date

Gayle Bosshart
Tall Firs Board President

Date

Tall Firs Condominium Association

Community Association Manager Report January 2013 - February 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 BOD 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 onsite staff throughout the month to discuss progress on daily projects

Resident Managers Report For the month of February 2013

1. (Discussion) We had Pipe line here and they jetted all the storm lines that were a problem on the property and found that the storm drain next to pole 11 was cemented in and that is why it was not working properly. There are other situations as far as drains go that need to be discussed because of the cost involved.
- 2 One item that was on the list for last year and is on this year's list is installing new drain pipes on buildings 3, 5, 43, 44, and 47. Building 5 in complete 3 still needs to be put in however the last 3 that involves them. (Discussion) I went up in the attics of buildings 18 and 19 and the bathroom vents are all improperly installed in those units and need to be revented into proper vents.
- 3 York Enterprises has been back on the property and installed the skylights in building 18 and have already installed the roof, they will be back out starting on Wednesday to start tearing off unit 19 A and repair that carport .
- 4 We have been working on the Maintenance Goals list that is being approved at the next board Meeting because everything that did not get completed from the last goals list was put into the new list at the top of the list.
- 5 The first item on the list is to identify the cantilevered decks to be repaired in 2013 and they are as follows, unit's 2-D, 15-C, 22-D, 24-D, 45-C, and 45-D.
- 6 The second item on the list is to identify the 2nd story inset decks to be repaired in 2013 and they are as follows, unit's 1-A, B, C, D, unit's 4- A, B, C, D, unit's 11- A, B, C, D, unit's 12- A, B, C, D, unit's 13- A, B, C, D, and unit's 14- A, B, C, D. The rest will be repaired in 2014.
7. The reroof project for buildings 48 and 49 was completed and they installed new vents for each bathroom, and drier vents, along with new flashing around each chimney pipe, and new fascia along the entire ridge of the building.
- 8 I had a work order sent to me from unit 41-B to investigate the power outage in the bedroom and I could not find the problem so an electrician was called in and found that it was the wiring in the walls .
- 9 I had the date changed for the emptying of the Hot Tub, changed from the 19th of the month to the same date as the board meeting so while the tub is filling I could save time and clean the cabana for the meeting, along with it has to be closed for reheating and this way there will not be any distractions from anyone going in or out while there is a board meeting going on.
- 10 I walked around with the gentleman who gave us the bid for the new mail boxes and there were some minor changes made so they could be installed less expensively by repositioning them so that, we do not need to pay an extra amount by pouring pads for them. They will be all in the same areas except for two and the only other changes are their places they will be directly across from where they are now. The two changes are the boxes in front of building 9 will be with the boxes further in that cul-de-sac and the boxes in front of building 22 will also be further in that cul-de-sac with those boxes.

TALL FIRS MAINTENANCE GOALS – 2013

January – June 2013

1. Resolve emergency drainage issues at Building 28. Excavation contractor required.
2. Resolve emergency drainage issues between Buildings 43-44. Excavation contractor required.
3. **Deferred from 2012:** Complete sidewalk pressure washing in Phases I and II
4. **Deferred from 2012:** Complete concrete work on the summer's irrigation and drainage project. Use matching concrete aggregate.
5. Inventory and repair uneven sidewalk panels (where panels meet). All are safety/trip hazards. Replace wooden spacers as needed. Cut concrete edges at an angle or sand as needed. Do not replace entire panel.
6. Second floor decks to be repaired in 2013 have been identified. **Justin to obtain bids before the March Board Meeting. Board to approve bids at March Board Meeting** Second floor decks identified for repair are:
 - Building 2, Unit D
 - Building 15, Unit C
 - Building 22, Unit D
 - Building 24, Unit D
 - Building 45, Units C/D
7. Inset decks (24) have been identified for repair in 2013. **Justin to obtain bids before the April Board Meeting. Board to approve bid at April Board Meeting.** Inset decks identified for repair in 2013 are: (An additional 20 inset decks will be scheduled for repair in 2014.)
 - Building 1 A/B/C/D
 - Building 4 A/B/C/D
 - Building 11 A/B/C/D
 - Building 12 A/B/C/D
 - Building 13 A/B/C/D
 - Building 14 A/B/C/D
8. Buildings with rotten building trim have been identified, and trim needs to be repaired or replaced on the following building: Buildings 4, 5, 6, 9, 10, 15, 16, 17, 18, 19, 20, 21, 27, 28, 31, 32, 33, 34, 35, 36, 37, 44, 45, 46, 50, 51. **Justin to obtain bids before the April Board Meeting. Board to approve bid at April Board Meeting.**
9. **Justin to obtain bids before the May Board Meeting on painting building trim** so that work may begin as weather allows. **Board to approve bid at May Board Meeting.**
10. **Justin to obtain fence painting bids before May Board Meeting. Board to approve bid at May Board Meeting.** To be painted as soon as weather allows. \$9,579 has been transferred from carport interior roof painting to cover the cost of aforementioned fence painting.

Building 35-B Top board
Building 37-C Post

Building 42-B Selected boards
Building 41-A Selected boards

17. **Deferred from 2012:** Drainage Sites
Resolve building drainage issues so that water is directed away from foundations at the following locations:

Building 3 Building 47
Building 5 Building 38 (added)
18. Clean vinyl siding on all buildings, including stair well areas
19. Clean deck fascia boards
20. Clean building and carport gutters (part of 2x yearly maintenance) / Identify gutters to be repaired or replaced.
21. Treat/remove moss where needed (part of 2x yearly maintenance)
22. Pressure wash sidewalks (as needed to keep moss/algae free)
23. Clean all dumpster enclosures and fences. Repair or rebuild as needed #1, 38, 51 (part of 2x yearly maintenance).
24. Replace spigots as needed, before hoses are needed for summer.
25. **Test irrigation system by May 1.** Repair as needed in May.
26. Test hoses and sprinklers to ensure they are in working order before they are distributed for spring and summer use. Ensure that hose bibs are working. Repair as needed.
27. Equipment servicing

-3-

July - December 2013

1. **Deferred from 2012:** Paint all fence boards, posts, and rails shown in No. 6 (January-June, 2012)
2. **Deferred from 2012:** Repaint "Stop" lines and speed bumps.
3. Paint metal stairway railings on front of buildings 3, 5, 6, 7, 8-D, and back of building 8-D
4. Paint underside of decks replaced in 2012 (22-C, 23-C, 24-C, 29-C, 29-D)
5. Paint dumpster enclosures
6. Treat/remove roof moss where needed (part of 2x yearly maintenance)
7. Pressure wash sidewalks (as needed in second half of year)

- 8. Clean building and carport gutters (part of 2x yearly maintenance) / Identify gutters to be repaired or replaced.
- 9. Equipment servicing
- 10. Blow out irrigation system before winter

Discussion:

Reserve Funds Allocated in Reserve Study for 2013

Approve Projects?

Approve Work by Crew or Contractor?

Exposed Decks	\$41,715	Contractor
Inset Decks (#24)	40,977	Crew or contractor? Recommend contractor/because of time needed to complete work
Repaint Wood Fences	9,579	Crew or contractor? Recommend contractor/because of time needed to complete work
Repaint Building Trim	106,090	Crew or contractor? Recommend contractor/because of time needed to complete work and safety
Repaint Carports	15,450	Crew or contractor? Recommend contractor/because of time needed to complete work
Resurface Tennis Courts	12,772	Contractor (specialized)

-4

Maintenance Committee

Recommendations

1) Roll the \$15,450 for repainting carports into repainting wood fences. The rollover would increase the amount for painting fences from \$9,579 to \$25,029.

2) That all bids only be FAXED or delivered to Targa's office .

3) That tennis court resurfacing be deferred to a future date

4) That the Association no longer solicits bids from Daniel's

Construction