

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

Thursday, March 14, 2013

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

Approved May 9, 2013

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
E	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:**

**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 at the beginning of the business meeting. Meeting is being recorded. Bus passes were available to all.

**Homeowners Comments**

Andrea Watts , Unit 19C, submitted a request to have a Satellite Dish installed on her patio fence.

Kim Rivard, Unit 42B, asked what could be done about the fence enclosure at the end of the service road that is falling down. John confirmed that he will completely remove the fence.

Mark Alenick, Unit 29B, asked if mailbox replacement was on the agenda, and he was assured that it is on the agenda and will be discussed.

Roy Kauer, Unit 45D inquired about the possibility of having a stairway added to his second floor inset deck. Justin will check into this.

**Motion** by Kai, seconded by JoAnn and unanimously passed to approve the February 14, 2013 Board Meeting Minutes as written.

**Motion from January 17, 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 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.

**Motion from February 14, 2013 Executive Board Meeting read into Minutes**

**Motion** that the Board will conditionally waive all interest charges and late fees, to this date, on Unit 50B, Moses Corpus. Justin will determine the amount for interest charges and late fees and advise the Board. If a future

payment is missed, all waived fees will be reinstated. All waived fees will be accounted for with Tall Firs Treasurer for tax reporting purposes.

### **Financial Report**

Justin read the information from the Tall Firs HOA Management Report.

Inconsistencies in the complete Financial Report were noted, and the Board will forward a list of discrepancies found in this month's Financial Report to Justin for explanation.

### **Property Manager Report:**

**See Attachment A**

### **Resident Manager Report:**

**See Attachment B**

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

- Crew plans to clean tennis courts at the end of March, 2013.
- Building 50 fence is completed.
- Partitions wall on the end of 51A is completed.
- John noted that Northwest Roofing, Inc. is applying a new roofing underlayment material made of fiberglass and plastic that is more weather resistant and longer lasting. John asked that we recommend to York that they use this material on the remaining T3 carports. Justin will talk to York.
- It was confirmed that there is a budget for dumpsters, and the Board approved John's request to bring in a dumpster to remove old fencing materials now located in the RV lot.

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

**Nominations Committee:** Gary Rygmyr, Nomination Chairman, reported we have candidates for every open Board position. Justin stated the election letter will be sent March 15, 2013 to homeowners. The letter will include a copy of each candidate's Bios and the Proxy.

The election will be held March 28, 2013 at Decatur High School at 7pm.

**Elections Committee** – Rob Moorhead and Leona Saffrey will serve on the Elections Committee.

**Budget Committee:** Sandy Bacon, Chairperson, No Report

**Architectural Committee:** Don, Chairperson, No Report

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

**Maintenance Committee:** Phyllis Hilt, Chairperson

- It was noted that John and crew will identify approximately 24 buildings with rotten trim, and Justin will solicit bids for repair in April.
- A spreadsheet is in development to track major projects.
- Kubota driveway was discussed. Since the Kubota is wider than the concrete path leading from the shop to the street, accumulation of mud has become a problem. The mud that is tracked onto the streets is being washed into our newly cleaned storm drains. Solutions, including constructing an adequate driveway will be explored. In the meantime, the crew will take an alternate route from the shop to the streets by driving behind the basketball court where there is a gravel driveway part of the way.

**Safety Committee:** Kai Eng, Phase I, Mark Alenick, Phase II and Gayle Bosshart, Phase III, reported burned out lights have been replaced.

**Website Committee:** Sylvia Schulz, Chairperson

Rob Moorhead continues to work on the development of a database to track Requests for Service. He is also updating outdated information on the website. Transfer to a new web host has been successfully completed.

**Disaster Preparedness Committee:** Roy Kauer, Chairperson

It was suggested that a Disaster Preparedness presentation be part of the next Tall Firs Homeowners Forum.

**Rules and Regulations Committee:** Gayle Bosshart, Chairperson, No Report

## **Unfinished Business**

### Unit 8D

Justin reported a lease was signed today, March 13, 2013, by a woman who is renting Unit 8D. First month rent, last month rent and the deposit have been paid.

### Super Priority Lien

Justin mentioned the Tall Firs Super Priority Lien has been approved by the County, and a copy was emailed to each Board member. The Super Priority Lien will be posted on the website for access by all homeowners.

### Reserve Study

The association has contracted with Association Reserves to conduct the reserve study. They have all the needed information to proceed, and there is a 10 week turnaround. When completed the Board will receive a copy to review.

### Audit Report

The auditor is scheduled to be at the Targa office on May 28, 2013 to conduct this year's audit of Tall Firs HOA. When completed, a draft report will be presented to the Tall Firs Board for their review. It was confirmed that the Board may ask to meet with the auditor after receipt of the draft.

### York Contract Update

**Motion** by Gayle, seconded by Sylvia and unanimously approved to accept the York Inc. contract in the amount of \$123,113.92 for repair/replacement of nine (9) T3 carports, 1825 B, 1825 C, 1829 A, 1829 B, 1829 C, 1833 A, 1833 B, 1833 C and 1833 D.

Justin will confer with York, Inc. and will request installation of a new roofing underlayment material made of fiberglass and plastic that is more weather resistant and longer lasting. This will be in place of or in addition to the traditional tar paper.

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

Fred Knowles re-inspection of the work done by Daniels will take place Saturday, March 16, 2013. All construction work is complete with the exception of painting, pending good weather.

It was noted that the chimneys on Building 1 are not acceptable. The proper size and rings were not available at the time in installation. They are on order and will be installed upon arrival.

### Pipeline Video and Cleaning Update

Pipeline is scheduled to be on the property April 19, 20 and 21 to work on the proposal approved by the Board in January, 2013. Weather is a determining factor in when their work is completed.

Building 4, Unit A Garage Roof

**Motion** by Kai, seconded by Sylvia and unanimously approved to accept Change Order Bid from Northwest Roofing to replace the garage roof on Unit 4A in the amount of \$2,895 plus WSST.

Inset Deck Scope of Work

There is a total of 48 Inset Decks on the property. This Scope of work is for **24** Inset Decks in Phase I and Phase II. Some of the deck surfaces slope toward the sliding glass door of the unit, and in some cases (possibly 9 units), water has collected and entered the unit. \$40,977 is designated for these decks in the 2013 budget. The homeowners will be financially responsible for the vinyl covering of the completed deck.

**Motion** by Sylvia, seconded by Kai and unanimously approved that we accept the Scope of Work #031413 from Earth Tech for 24 inset decks and handrail refurbishment. Note: In the future, a number will be applied to every Scope of Work received.

New Business

Mail Box Replacement Proposal

Discussion continued on the proposal for \$22,119 including tax, to install theft resistant mailboxes. In light of recent mail box break-ins, it was determined that Justin will present the options available at the Annual Meeting. In view of our financial situation, the Board agreed that Justin will propose financing the mail boxes with a Special Assessment which would be approximately \$100 per person.

Kubota Driveway

In further discussion of the need for an appropriate driveway for the Kubota, John stated there is currently a gravel path between railroad ties behind buildings 28 and 29. He suggested that the current path be extended to meet the street. Justin will get costs on rock/gravel.

Satellite Installation Unit 19C

After Board discussion, it was recommended that Andrea contact the Satellite company and inquire about installing the dish on the fascia board of her roof, per the Tall Firs Satellite Policy.

**Motion** by Don to approve the Satellite installation request. , No second. Motion died.

**Motion** by Sylvia, seconded by Kai and unanimously approved that the Satellite Dish can be installed on the fascia board of the unit, if the installer agrees that is appropriate and acceptable.

The Board requested on-site crew collect wood chips behind bldgs. 48 & 49 and spread them on flower beds.

Justin will contact Metro to acquire a new supply of garbage bags for the bus stop.

**Motion** Sylvia, seconded by Don and unanimously approved to transfer \$200,000 from the Tall Firs Reserve Account in BECU savings account #8211 to the Tall Firs Maintenance Account.

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

Annual Meeting

The Annual Meeting will be held at Decatur on March 28 at 7:00 pm. The Board will arrive by 6:30 pm. Justin is responsible for setting up the paperwork. John will bring refreshments and the ballot box.

Respectfully Submitted,

  
Sylvia Schulz  
Tall Firs Board Secretary

5-9-13  
Date

\_\_\_\_\_  
Gayle Bosshart  
Tall Firs Board Presiden

\_\_\_\_\_  
Date

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **February 2013 - March 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

March 2013

1. We checked the chemicals on a regular basis.
2. I walked the property with pipeline so we knew where they were going to start first.
3. I have been going up on the roofs with the roofers and taking pictures so we can show how bad the roofs are.
4. We started the fence behind building 50 and is finished being built.
5. I received a pipe from the roofers from building 1 that they had to cut out to repipe the drier vent and was packed with lint.
6. We changed many lights on the property when needed or requested to be changed.
7. We repiped the drains in front of building 5 and at the pool and now they drain properly.
8. We finished the pressure washing of the sidewalks.
9. We started and finished the deck fascia cleaning as requested.
10. All of the fences have been cleaned.
11. I worked with the maintenance chairman on the Maintenance goals list for the next year and they have gotten underway.
12. I reported to Justin about things that have gone on and are going to be started on the property.
13. York Enterprises have 90% completed the work on buildings 18,19,21, and 33 and now are waiting on the last of the units to be finished.
14. I had the tennis court cleaned out and will be getting that ready for the season next week, along with untarpping the pool for this year.
15. \*There have been many mailbox break-ins since the last board meeting.
16. The fencing behind building 34, and 35 will be started next.