

**Tall Firs Condominium Association**  
**Board Meeting held on April 11, 2013 at 7:00 p.m. in the Cabana**

Board of Directors			Advisors, Staff and Guests	
<b>E</b>	Kai Eng, Director	Phase 1 (E)	<b>P</b>	Justin Smith, Property Manager, Targa RE
<b>P</b>	JoAnn Hugill, Vice-President	Phase 1 (O)	<b>P</b>	John Roundtree, Resident Manager
<b>E</b>	Sylvia Schultz, Secretary	Phase 2 (E)		
<b>P</b>	Mick Crawford, Director	Phase 2 (O)		
<b>P</b>	Gayle Bosshart, President	Phase 3 (E)		
<b>P</b>	Gary Rygmyr, Treasurer	Phase 3 (O)		
<b>P</b>	Guy Parisi, Director	At Large (E)		

Meeting Attendance: P = Present E = Excused A = Absent

Term Expires: (E) = Even Years (O) = Odd Years

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by President Bosshart and a quorum was present. Kai Eng and Sylvia Schulz were excused.

**HOMEOWNERS PRESENT:** Carol Young 43-C, Kim Rivard 42-B, Andrea Watts 19-C, Arlene Park 51-A, Roy Kauer 45-D and Peggy Karpenko 20-B.

**HOMEOWNERS' COMMENTS:**

Carol Young – gutter flashing coming off.

Andrea Watts – satellite dish request.

**MINUTES:** The minutes of the last Board meeting held on March 14, 2013 were received and tabled.

**ELECTION OF DIRECTORS:** The newly re/elected Directors introduced themselves:

JoAnn Hugill	Phase 1 (O) Director
Mick Crawford	Phase 2 (O) Director
Gary Rygmyr	Phase 3 (O) Director
Guy Parisi	At Large (E) Director

The process was challenged by one homeowner. Our attorney said our process was substantially compliant.

**ELECTION OF OFFICERS for 2013:** Election of officers was conducted by the Board at the Organizational Meeting which followed the Annual Meeting on March 28, 2013. The results of those elections are:

<b>PRESIDENT:</b>	Gayle Bosshart
<b>VICE-PRESIDENT:</b>	JoAnn Hugill
<b>TREASURER:</b>	Gary Rygmyr
<b>SECRETARY:</b>	Sylvia Schulz
<b>DIRECTOR:</b>	Kai Eng
<b>DIRECTOR:</b>	Mick Crawford
<b>DIRECTOR:</b>	Guy Parisi

**MOTION:** JoAnn moves and Gary seconds that the Election of Directors results from the Annual Meeting are ratified. Seconded and passed 5-0.

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**FINANCIAL REPORTS:** Justin reported on our finances. See attached report(s).

**MOTION:** Mick moves and Guy seconds that the financial report dated April 11, 2013 is accepted as presented by Justin. Seconded and passed 5-0.

**RESIDENT MANAGER'S REPORT:** John presented his maintenance management report for April 2013. See attached report.

May 24<sup>th</sup> the pool opens. May 1<sup>st</sup> the tennis court opens.

**COMMITTEE REPORTS:**

Architectural	No Chair	No Report
Landscape	No Chair	No Report
Maintenance	No Chair	John Reported
Safety	No Chair	No Report
	Kai Eng Phase 1	No Report
	Mark Alenick Phase 2	No Report
	Gayle Bosshart Phase 3	Gayle Reported
Web Site	Sylvia Schulz, Chair	No Report
By-Laws	Sylvia Schulz, Chair	No Report
Budget	No Chair	No Report
Disaster Preparedness	Roy Kauer, Chair	Roy Reported
Rules & Enforcement	No Chair	Justin, John and Mick did a "walk-around" of Phase 3. Violation letters will be sent.

**UNFINISHED BUSINESS:**

2013 Reserve Study: Association Reserves will be conducting a Level 1 (Full) Reserve Study. The study should be ready in 6-10 weeks and will be posted on our web site soon after.

2012 Audit: Our auditor will conduct an audit of our 2012 finances in May, 2013.

2013 T-3 Garage and Carport Roofs: Re-roofing the final nine T-3 units has begun

**MOTION:** Gary moves and Guy seconds the March 28, 2013 change order #1 from York Enterprises in the amount of \$1,078.11 plus WSST to add an impermeable barrier (i.e.: Tyvek) on the T-3 roofs (in place of tar paper). Seconded and passed 5-0.

Daniels Construction: Buildings 1, 4, 5, 6, 34 and 50.

**MOTION:** Mick moves and Gary seconds that Daniels Construction is advised to complete the contract work and he will receive his final payment. Project completion "drop dead date" is May 31, 2013. Seconded and passed 5-0.

Justin and John are willing to inspect Daniels work following completion with the caveat that they are not architects.

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Drainage Issues and Piping: Behind building 46 and 47. Work is continuing but because of the saturated ground, they must now wait for dryer weather. Please be patient with the "mess".

In-Set Decks: There are a total of 24 in-set decks requiring refurbishment. We received three bids. Buildings 4, 11 and 12 (12 decks total) need immediate attention. There was general discussion.

**MOTION:** Gary moves and Guy seconds that GCS Construction's bid dated March 30, 2013 for inset deck repair for building 4-A, 4-B, 4-C and 4-D. This is approximately \$8,000 plus WSST for the four decks on building 4. Seconded and passed 5-0.

Trim Repairs and Painting:

**MOTION:** Guy moves and Gary seconds that we postpone the trim repair and painting project until adequate funds become available. Seconded and passed 5-0.

Mailboxes: There was general discussion on how to fund the replacement boxes. Because so many of the existing boxes are either damaged or destroyed completely the post office may soon stop delivering mail to these boxes. The estimated cost is about \$110 per unit. A possible one-time assessment may be necessary.

**MOTION:** Gary moves and Guy seconds to have Justin contact CLG and have them assist us with options for funding the new mailboxes. Seconded and passed 5-0.

**NEW BUSINESS:**

Executive Board Meeting held on April 11, 2013 at 6:15 p.m. in the Cabana.

**MOTION:** Gary moves and Guy seconds that we proceed with garnishment on 8-D – immediately – per CLG. Seconded and passed 5-0.

End of Executive Board Meeting motions.

19-C Satellite Dish Installation Request:

**MOTION:** Mick moves and Gary seconds that 19-C's request to have a satellite dish professionally installed per our installation policy after Targa receives a copy of her required HO-6 insurance policy. Seconded and passed 5-0.

2-D Deck Repairs:

**MOTION:** Guy moves and Gary seconds that a change order from Earth Tech dated April 10, 2013 totaling \$500 plus WSST for additional post and beam deck supports is approved for 2-D. Seconded and passed 5-0.

Pool Light:

**MOTION:** Gary moves and Guy seconds that \$981.85 including WSST be authorized per Classic Pool & Spa, Inc. estimate dated March 25, 2013 for installation of a new LED pool light. Seconded and passed 5-0.

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23-D Deck Refurbishment: Owner wishes to pay for refurbishment now and be reimbursed for the Association's share when her deck is scheduled for repair.

**MOTION:** That 23-D is allowed to refurbish her deck at her own expense using our contractor who will bill her personally and that she will be reimbursed for the association's portion of the bill, by the association after her deck is scheduled for refurbishment. Seconded and passed 5-0.

**ADJOURNMENT:** There being no further business, the meeting was adjourned at 9:45 p.m.

Recorded by:

President:

\_\_\_\_\_  
Mick Crawford

\_\_\_\_\_  
Gayle Bosshart

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **March 2013 - April 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
- Met with vendors onsite to discuss on going projects

## Resident Managers Report

For April 2013

1. I walked the property and made sure the roofers were doing their jobs correctly.
2. The roofers finished building 4 and tore the screen on unit 4-D and have picked it up and are repairing it.
3. \* I received an estimate for the pool light and would like the board to consider it being replaced with this new light.
4. I went to the annual meeting and brought the cookies and coffee and helped with the tables and the various stuff required of me at that meeting.
5. I have been cleaning the tennis court and repairing the posts for the nets and repainted the back board.
6. I pulled the cover off the pool so I can get it prepared for the season.
7. When weather permits we will be painting the tennis court and repairing the rest of the cracks.
8. The deck replacements have gotten under way and two of those decks are complete.
9. York Enterprises have begun the repairs of the last 9 T – 3 units and are coming along with the project.
10. All fences that needed repaired are complete with the exception of building 34 and those should be complete by next week.
11. \* All hoses have been put back out, and we need to purchase more because quite a few of them were broke.
12. We have begun work on the irrigation and are putting in a better system behind 34 and 35 as well as new drains in those buildings.
13. \*\* There has been more mailbox break- ins over the last 3 weeks and the mail lady is holding the mail at the post office for those homeowners to pick up there.
14. I have been working on work orders as time permits.
15. There is now a new drain behind building 2 and 3.