

**Tall Firs Homeowners Association**  
**Board of Directors Meeting Minutes**  
 Thursday, May 9, 2013  
[www.tallfirshoa.com](http://www.tallfirshoa.com)

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

**Meeting Attendance: P = Present, E =Excused, A = Absent - (E) Term expires even years; (O) Term expires odd years.**

**Homeowners Present:** Marie Masterson 45A, Kim Rivard 42B, Carol Young 43C, Arlene Park 51A, Andrea Watts 19C, Roy Kauer 45D.

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

**Homeowners Comments**

Kim Rivard, Unit 42B, asked what could be done about children playing in the muddy area being worked by Pipeline. John will post signs and enclose the area with caution tape.

Arlene Park 51A reported ants in her kitchen and asked if we are spraying for ants this year? John replied spray has been applied. Guy Parisi works at Pest Control, and will check on recommended solutions.

**Motion** by Guy, seconded by Gary and unanimously passed to approve the March 14, 2013 Board Meeting Minutes with a correction of the date in the footer.

**Motion** by Mick, seconded by JoAnn and unanimously passed to approve the April 11, 2013 Board Meeting Minutes as written.

**Motion from April 11, 2013 Executive Board Meeting read into Minutes**

**Motion** by Gary, seconded by Guy and unanimously approved by the Board to proceed with garnishment on 8D immediately, per the CLG recommendation.

**Financial Report**

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

**See Attachment A**

**Property Manager Report:**

**See Attachment B**

## **Resident Manager Report:**

See Attachment C

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

- Due to good weather, John plans to open the swimming pool and hot tub early. Signs will be posted.
- The hot tub will be inspected by the Health Department, and it is possible the hot tub will be closed until we secure a Health Department engineering drawing and meet all safety requirements.
- **Motion** by Guy, seconded by JoAnn and unanimously approved that the on-site crew will remove the trees with branches that overhang the swimming pool, if required.
- John noted the water bill will be significantly higher next month, since the pool was drained for repair this year and it will be refilled.

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

**Architectural Committee:** No Report

**Budget Committee:** No Report

**By Laws:** Sylvia Schulz, Chair

Committee will meet later this month to evaluate three possible templates from which to work.

**Landscape Committee:** No Report

**Maintenance Committee:** No Report

**Safety Committee:** Kai Eng, Phase I, reported all lights in Phase I are working properly. Mark Alenick, Phase II not present, Gayle Bosshart and Arlene, Phase III, reported blinking lights and lights burning 24 hours per day, 7 days a week. John will follow-up.

**Disaster Preparedness:** Roy Kauer, Chair

Roy recognized it is difficult to find people to serve on committees. Roy recommended formation of an ad hoc campaign committee to recruit committee members.

**Motion** by JoAnn, seconded by Guy and unanimously approved to form an ad hoc campaign committee, chaired by Roy Kauer, to canvas each Phase to recruit committee members.

**Web Site Committee:** Rob Moorhead, Chair. Sylvia reported a new Classified Ad feature is operational on the Tall Firs web site. Questions were raised concerning reviewing and monitoring ads as well as applying an expiration date. Rob will address these questions.

## **Unfinished Business**

### Reserve Study

John, Justin and Mick met with Eric of Association Reserves to discuss progress on the reserve study. John reported that Eric needs specific costs for past repairs, etc. in order to provide more accurate projections. Justin will provide Eric with additional information from past projects. When complete, the Board will receive a copy of the review. Turnaround time is approximately 10 weeks.

### 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. However, they have extended that date. 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

Construction work is completed on nine (9) T3 carports, 1825 B, 1825 C, 1829 A, 1829 B, 1829 C, 1833 A, 1833 B, 1833 C and 1833 D. Painting will be completed in approximately one month.

### Daniels Construction Update

Justin and John re-inspected the work done by Daniels on Buildings 1, 4, 5, 6, 34 (35) and 50. All construction work is complete.

### Pipeline Video and Cleaning Update

Pipeline Video and Cleaning was on the property this week to test the ground behind Building 44 and 45 for stability. The ground is not sound enough for them to proceed at this time. While on the property, Pipeline cleaned the drains behind Building 28 and Building 14.

### 2013 Inset Decks

Three bids were received for repair/rebuild of inset decks on Building 4, Units A, B, C, and D. The lowest bid was received from GCS Construction, Inc. for \$2,581.51 incl. WSST per deck for a total of \$10,326.04 for four decks. TARGA has used this company in the past with satisfactory results.

### Mail Box Replacement Proposal

A proposal for \$22,119 including tax, has been received from MAILSAFE Locking Mailboxes to install theft resistant mailboxes.

**Motion** by Guy, seconded by Gary and unanimously approved a project to purchase and install theft resistant mailboxes that will replace the existing Tall Firs mailboxes. The cost of the project will be covered by a onetime special assessment of approximately \$110 per unit to be paid within four (4) months of issuing the assessment. Implementation of the project is yet to be determined.

The existing mailboxes will be removed, and the kiosk will remain and be converted to a bulletin board.

**Motion** by Mick, seconded by Guy and unanimously approved to pay balance due Earth Tech for completed repair/replacement work on Unit 24D and 2D exposed decks, less 15% to be paid when City approved hand rails are installed.

Motion included approval to instruct Earth Tech to proceed with repair/replacement of the two remaining exposed decks, Unit 15C and Unit 22D.

## **New Business**

### Exposed Decks

**Motion** by Guy, seconded by Gary and unanimously approved that Gayle Bosshart, Board President, will transfer the current balance of \$1,851.47 from Homestreet Bank, \$30,700.07 from BECU Savings, \$37,726.60 from Sound Credit Union into Key Bank Maintenance Reserve Account. Upon transfer of funds, the Homestreet Bank, BECU Savings and Sound Credit Union accounts will be closed.

### Trench Enclosure

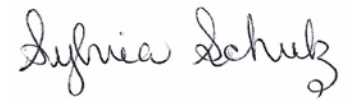
The Board agreed that John will install sign posts and caution tape around the open trench area behind Buildings 43, 44 and 45. A homeowner noted there are large chunks of concrete in this area that are hazardous. John will request Pipeline remove the concrete.

### Drain Installation

**Motion** by Guy, seconded by Gary and unanimously approve to purchase metal grates to be installed where a strip of concrete walk has been removed.

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

Respectfully Submitted,



Sylvia Schulz  
Tall Firs Board Secretary

June 13, 2013  
Date Approved

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Gayle Bosshart  
Tall Firs Board President

## TALL FIRS HOA

### BALANCE SHEET APRIL 30, 2013

CASH - HOA OPERATIONS	30,990.24	
CASH - HOMESTREET BANK	1,851.47	
CASH- BECU SAVINGS #3578648211	30,700.07	
WELLSFARGO CD#9321148117	38,920.29	
48 MONTH CD SOUND CREDIT UNION	38,349.92	
BUSINESS SAVINGS SOUND CREDIT UNION	37,726.60	
KEY BANK- MAINT RESERVE	83,020.96	
TOTAL CURRENT ASSETS		261,559.55
RETAINED EARNINGS	(23,995.85)	
CURRENT EARNINGS	(6,994.39)	
RESERVE MONEY MARKET	(230,569.31)	
TOTALEQIDTY		(\$261,559.55)
TOTAL LIABILITY & EQIDTY		(\$261,559.55)

BUDGET COMPARISON REPORT  
TALL FIRS HOA

APRIL 30, 2013  
Prepared by:  
Targa Real Estate Services, Inc.

	Current Actual Variance	Current Budget	Variance	YTD Actual	YTD Budget	YTD
SUMMARY OF OPERATIONS						
INCOME						
MAINTENANCE DUES/FEES	69,224.42	62,726	(6,498)	255,772.14	249,674	(6,098)
OTHER INCOME	1,293.85	1,021	(273)	4,342.66	3,513	(830)
TOTAL INCOME	\$70,518.27	\$63,747	(\$6,771)	\$260,114.80	\$253,187	(\$6,928)
OPERATING EXPENSES						
PAYROLL EXPENSES	9,068.03	8,841	227	35,480.71	35,363	118
ADMINISTRATIVE EXPENSES	5,025.03	6,990	(1,965)	21,658.90	29,580	(7,921)
REPAIR/ MAINT. EXPENSES	1,829.49	3,156	(1,327)	15,589.98	13,576	2,014
GROUNDS EXPENSE	5,420.25	10,443	(5,023)	26,509.75	46,772	(20,262)
POOL & SPA EXPENSES	35.86	225	(189)	35.86	875	(839)
UTILITY EXPENSES	21,653.92	21,090	564	52,280.80	53,210	(929)
TAX /INSURANCE EXPENSES	6,721.22	6,967	(246)	24,622.22	24,868	(246)
TOTAL OPER. EXPENSES	\$49,753.80	\$57,712	(\$7,958)	\$176,178.22	\$204,244	(\$28,066)
NET OPER. PROFIT/LOSS	\$20,764.47	\$6,035	(\$14,729)	\$83,936.58	\$48,943	(\$34,994)
OTHER CASH FLOW	\$11,079.42 \$17,172	\$15,290	(\$4,211)	\$76,942.19	\$59,770	
NET CASH FLOW (\$17,821)	\$9,685.05	(\$9,255)	(\$18,940)	\$6,994.39	(\$10,827)	

# **Tall Firs Condominium Association**

## **Community Association Manager Report**

### **April 2013 - May 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 to May 2013

1. \* The deck projects are underway and are about half way done.
2. All fence repairs have been completed with the exception of 3 dumpster enclosures the rest of the repairs should be done by the next board meeting.
3. All fence cleaning has been completed.
4. The drainage has been redone behind building 2 and 3, and the drainage in front of building 5 has been completed.
5. Moss control has been put on; on the buildings that has needed it.
6. There is now an irrigation system behind buildings 34, 35, 33, 32, and also down 318<sup>th</sup> street.
7. We will also be checking the rest of the irrigation on the property and make sure it is working properly for the 1<sup>st</sup> of June, and Ronnie will be walking the property also watering the rest of the areas where there is no irrigation.
8. I purchased the paint for the tennis court and am nearly completed and should open on Thursday.
9. I will be painting the basketball court next week which I also have the paint for.
10. The pool light has been installed and the safety rope hook has been repaired again and I am on schedule to open the pool on time if not early.
11. \*The Hot Tub is cleaned and ready for an inspection when needed by the health department however they might close the Hot Tub because we need to go through the v.g.b.a. planning I will not know until they show up.
12. The building cleaning is half way done, once this project is complete we will be starting on our summer goals.