

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, June 13, 2013

www.tallfirshoa.com

Approved 7-11-2013

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
E	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: Kim Rivard 42B, Carol Young 43C, Arlene Park 51A, Roy Kauer 45D, Rob Moorhead 31D, Jeannette Romano 12C, Terese Mikkola 24C, Mark Alenick 29B

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 beginning of the business meeting. Meeting is being recorded. Bus passes are available to all.

Minutes Approval

Motion by Guy, seconded by Gary and approved, with 6 ayes and 1 abstention, to approve the May 9, 2013 Tall Firs Board Meeting Minutes.

Homeowners Comments

Jeannette Romano, Unit 12C asked about the plan for refurbishing inset decks. The Board advised that structural problems will be addressed promptly, however the long range, comprehensive plan is on hold due to budget restraints. Jeanette volunteered to chair the landscape committee, and also inquired about progress on the Mail Box replacement project. Mail Boxes are addressed under Unfinished Business.

Terese Mikkola, Unit 24C asked about installation of a handicap chair her neighbor wishes to install on one of his outside staircases. The issue is discussed under New Business.

Motions from May 9, 2013 Executive Board Meeting read into Minutes

Motion by Guy Parisi, seconded by Gary Rygmyr and agreed to approve Tall Firs Board Meeting Minutes for May 9, 2013.

Motion by Guy Parisi, seconded by JoAnn Hugill and approved that we accept the payment proposal of \$25 per month from homeowner of Unit 39C with the understanding we will review the situation in six months.

Motion by Mick Crawford, seconded by Guy Parisi and approved to grant John Roundtree, Resident Manager, Sick Leave for June 23, 24 and 28 and July 6 to be with his father who is very ill.

Motion by Sylvia Schulz, seconded by Gayle Bosshart that the Board submit the Tall Firs Election Procedure to Valerie Oman, CLG Attorney with a request that she provide a legal basis for her opinion that this procedure is “unenforceable”. Motion failed with 2 ayes, 4 ayes.

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:

- Eight of the grates, that were approved to replace the cement that is removed for drainage installation, do not fit. John will rent a cement cutter to correct the inset size and allow the grates to fit.
- The heat coupling for the hot tub burned out and needs to be replaced.
- The Board has purchased a new waterproof cell phone for John with a program that includes email access.

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

Safety Committee: Kai Eng, Phase I, reported all lights in Phase I are working properly. Mark Alenick, Phase II, reported all lights in Phase II are working properly. Gayle Bosshart and Arlene Park, Phase III, reported Phase III lights are working properly. Carol Young reported some lights in Phase III are on all day because a bush is in front of the photo cell sensor. Guy will look at the situation with John.

Web Site Committee: Rob Moorhead, Webmaster, reported his research has revealed OS Ticket may be adequate to meet our needs for an interactive Service Request system. Rob also has determined that another possible solution may be to create our own database that would meet our specific needs. Rob will continue his research.

The Board requested Classified Ads on the Tall Firs website include an expiration date. Rob will include a request for this information in the Classified Ad submission form.

By Laws: Sylvia Schulz, Chair, reported Roy Kauer has volunteered to serve on the By Laws Committee, and Gary Rygmyr has resigned from the By Laws Committee. Committee is scheduled to meet on July 9 @7pm at Sylvia’s condo, Unit 16C.

Budget Committee: Gary Rygmyr, Chair, will gather information to send to the Budget Committee concerning a meeting scheduled for the evening of Wednesday, June 26, 2013 from 7pm to 9pm.

Disaster Preparedness: No Report

Campaign Committee: Roy Kauer, Chair, reported the By Laws Committee will consider including a description of committee responsibilities in the By Laws.

Architectural Committee: No Report

Landscape Committee: No Report

Maintenance Committee: No Report

Unfinished Business

Reserve Study

Justin reported that Eric of Association Reserves will have a Draft ready by the end of next week for the Board to review. The Board may request a meeting with Eric if needed.

Audit Report

The auditor, Jay Vandal, CPA, is working on completing the Audit Report. The Auditor confirmed he will answer questions by phone (possibly a conference call) or email when the report is complete and delivered to the Board.

Pipeline Video and Cleaning Update

Pipeline Video and Cleaning was on the property again this week to test the ground behind Building 44 and 45 for stability. The ground appeared to be solid enough, however later that day a heavy rain changed the condition of the soil. Pipeline is monitoring the ground stability on an ongoing basis.

2013 Inset Decks

Motion by Gary, seconded by Guy and approved, with 6 ayes and 1 abstention, that the Board will reevaluate the Building 4, Units A, B, C, and D Inset Deck project at the October 2013 Board Meeting.

Mail Box Replacement Proposal

Motion by Gary, seconded by Mick and approved, with 6 ayes and 1 abstention, to postpone the decision on implementation of the Mail Box Replacement Project until the August 2013 Board Meeting.

New Business

Employer ID Number

Based on internet research, Sylvia reported that the Tax ID Number and Employer ID Number are the same. Justin will further check if our number is still valid and if the Tax ID Number and Employer ID Number both serve the same purpose.

Water Bill Increase

Justin reported he talked to the Lake Haven Water District concerning the increase in billing for water for Buildings 23 and 24 from \$644 to \$1990 as reported on the April 2013 billing. The water company was not able to provide a reason since it appears there is no leakage at the actual meters. Justin then mailed a letter to the City of Federal Way requesting an "unexplained overage adjustment". The person responsible for answering is on vacation. The office suggested we check the next billing. Justin will follow up.

Drainage Behind Unit 46A

Motion by Gary, seconded by Sylvia and approved, with 6 ayes and 1 abstention, that we proceed with the drainage specifications for Unit 46A and accept the bid from Earth Tech for \$2,000 plus WSST to be taken from the Tall Firs Operating Budget.

Kai reminded the Board that the City of Federal Way has an easement from South 320th to the northeast corner of our property, through which it drains storm water. Justin will check with the City to ascertain what responsibility the City might have for proper drainage where the City is draining city water through Tall Firs property.

Funds Transfer

Motion by Gary Rygmyr, seconded by Guy Parisi and approved, with 6 ayes and 1 abstention, that when the Certificates of Deposit we currently have at Sound Credit Union and Wells Fargo mature, Gary Rygmyr, Tall Firs Treasurer and Gayle Bosshart, Tall Firs President are authorized, by the Tall Firs Board of Directors, to roll them into Home Street Bank and/or Key Bank Reserve Account.

Motion by Guy, seconded by Sylvia and approved, with 6 ayes and 1 abstention, to grant permission, pending approval of a design drawing from the chair company, to the Homeowner of Unit 24D to have a mobility chair, that rides on the homeowner's stair railing, professionally installed on the back stairway leading down from the deck. The homeowner is responsibility for professional installation, maintenance and removal (when appropriate).

Motion Rescind

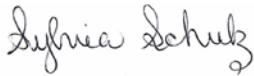
A concerned homeowner brought it to the Board's attention that, at the February 14, 2013 Board meeting, the Maintenance Committee Chairperson, Phyllis Hilt, made a motion as stated below. The Board acknowledged that only Board Members are to make motions, recognized the error and agreed to rescind the motion.

Motion by Sylvia to Rescind the 2-14-13 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 Failed: Mick Crawford challenged the board's authority to rescind a motion. At Gayle's request, Mick will research the appropriate steps to be taken.

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

Respectfully Submitted,



Sylvia Schulz
Tall Firs Board Secretary

7-11-2013
Date Approved

Gayle Bosshart
Tall Firs Board President

TALL FIRS HOA
MANAGEMENT REPORT
MAY31,2013

BEGINNING CASH BALANCE		\$ 30,990.24
ENDING CASH BALANCE		\$ 33,640.10
HOMESTREET M/M ACCT	100%	\$ 1,852.23
BECU SAVINGS ACCT	.50%	\$ 0.00
WELLS FARGO 60 MONTH		\$ 38,920.29
MATURITY DATE 10/06/13	4.40%	
SOUND CREDIT UNION 48 MONTH CD		\$ 38,349.92
MATURITY DATE 07/20/13	2.500%	
SOUND CREDIT UNION SAVINGS		\$ 25.00
KEY BANK – MAINT RESV	25%	\$ 47,183.08
	.20%	
DELINQUENT DUES OUTSTANDING 05/31/13		\$ 63,565.03
ACCOUNTS PAYABLE AS OF CLOSING		\$ 0.00

NOTES TO FINANCIAL STATEMENTS

These Financial Statements are on the Cash Basis of Accounting.

TALL FIRS HOA

BALANCE SHEET

MAY 31, 2013

CASH-HOA OPERATIONS		\$33,640.10
CASH-HOMESTREET BANK		1,852.23
WBLLS FARGO CD		38,920.29
48 MONTH CD SOUND CREDIT UNION		38,349.92
BUSINESS SAVINGS SOUND CREDIT UNION		25.00
KEYBANK-MAIN RESERVE		<u>47,183.08</u>
TOTAL CURRENT ASSETS		<u>159,970.62</u>
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RETAINED EARNINGS	(23,995.85)	
CURRENT EARNINGS	(9,644.25)	
RESERVE MONEY MARKET	<u>(126,330.52)</u>	
TOTAL EQUITY		<u>(\$159,970.62)</u>
TOTAL LIABILITY & EQUITY		<u>(\$159,970.62)</u>

Tall Firs Condominium Association

Community Association Manager Report

May 2013 - June 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 the
Month of June 2013

1. I finished the tennis court painting and stripping.
2. I started the basketball court painting and stripping and the hoops should be finished by the board meeting.
3. Terry has started painting the chimney stacks and is about a 1/3 of the way done.
4. Ronnie has been painting the decks and stairwells.
5. I opened the pool a week early and it has been used by a lot of people almost every day.
6. I drained the hottub and cleaned and refilled it as scheduled.
7. All the buildings have been cleaned.
8. * We received a letter from a homeowner to have a lift installed to help the man up the stairs.
9. I had to get a new phone because mine dropped into the pool when I was checking the chems. And this one is now waterproof, and I can check my email on it.
10. I have kept in contact with Justin to keep him up to date on what we have been doing.
11. We started to water and turn on the irrigation we did not do it in May because it had been raining and is late now because we have been trying to paint when possible and the stop lines are almost complete.
12. I met with Eric from the reserve study and he took the pictures that he still needed.
13. * We tried to do the grates where we had to open the cement to put in the drains however a couple of them cannot be done with grates because the cuts are not wide enough.
14. – I had to have the heat coupling fixed in the hottub because it burned out.
15. I finished the tennis court painting and stripping.
16. I started the basketball court painting and stripping and the hoops should be finished by the board meeting.
17. Terry has started painting the chimney stacks and is about a 1/3 of the way done.
18. Ronnie has been painting the decks and stairwells.
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20. I drained the hottub and cleaned and refilled it as scheduled.
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22. * We received a letter from a homeowner to have a lift installed to help the man up the stairs.
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