

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, July 11, 2013

www.tallfirshoa.com

	Board of Directors			Staff
P	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: Kim Rivard 42B, Carol Young 43C, Kim Smith 47A, Arlene Park 51A, Roy Kauer 45D, 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.

Tall Firs Insurance

Gary Kelly, broker with Rice Insurance Agency was a guest speaker. Gary provided a cost and coverage comparison between CAU, our current insurance provider, and Capital Insurance Group (CIG) the insurance provider his company represents and recommends. The presentation included an extensive discussion of earthquake insurance that raised several important questions and revealed several elements of our current earthquake coverage that we apparently did not completely understand in the past, including a \$25,000 deductible per unit. Gary Rygmyr request Gary Kelly send the Board a sample of the policy he is recommending for Tall Firs HOA.

The Board agreed that we would like to hear a presentation from a CAU representative. Gayle suggested we invite the CAU representative to attend the Tall Firs Board retreat (date to be determined).

Homeowners Comments

Kim Smith, Unit 47A, asked about the status of the Mail Box project. Gayle stated there are some options and the subject will be addressed under Unfinished Business.

Arlene Park, Unit 51A, asked what the current Earth Tech contract includes. Gayle responded that the Earth Tech contract had been reduced and some of the items previously included had been deemed unnecessary and therefore eliminated from the contract, including monthly bush pruning. Arlene requested that Earth Tech staff not blow debris into her entry way.

Kim Rivard, 42B, stated some sprinklers are sending water into areas other than lawn and flower beds and the water is being waster. Gayle asked Kim to send an RFS describing specific incidents, so the problem can be addressed.

Roy Kauer, Unit 45D, stated the need to define Committees in order to involve more people on Tall Firs Committees. This will be further discussed under Committee Reports.

Bus Passes were handed out.

Minutes Approval

Motion by Guy, seconded by Gary and approved, with 6 ayes and 1 abstention, to approve the June 13, 2013 Tall Firs Board Meeting Minutes.

Motions from June 13, 2013 Executive Board Meeting read into Minutes

Motion by Gary, seconded by Guy and agreed, with 5 ayes, 1 nay and 1 abstention, to approve the May 9, 2013 Executive Board Meeting Minutes as written.

Point of Order: Justin stated the minutes for the Executive Board Meeting, held March 28, 2013, as well as the Annual Homeowners Election Meeting, held March 28, 2013, will be on file at the Targa offices and will be presented for approval by the standing board at the time of the 2014 Annual Election Meeting.

Gary recommended we post the Annual Homeowners Election Meeting, held March 28, 2013, on the Tall Firs website with a notation that they are "Draft" minutes that will be approved at the Annual Homeowners Election Meeting to be held in March 2014.

Motion by Guy Parisi, seconded by Mick and approved, with 6 ayes and 1 abstention, that we refer the owners of Unit 15B to a collection agency for the amount due.

Motion by Gary, seconded by Mick and approved, with 6 ayes and 1 abstention, to immediately file foreclosure lawsuit on Unit 19A.

Motion by Guy, seconded by Sylvia and approved, with 6 ayes and 1 abstention, to allow a 5 day extension and waiver of the \$50 late fee to the homeowner of Unit 26B.

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:

- John requested that a portion of the RV lot be identified as a safe place for children to ride scooters, skate boards, etc.
Note: Gayle recommended the above issue be tabled at this time, and be addressed at the Board Retreat.
- John requested he be notified anytime children are seen throwing rocks.
- Basketball nets are being installed at the basketball court.

Accounts Payable

Kai noted that approximately 20 statements included in the Accounts Payable were scanned improperly and did not include complete information. Justin responded that he spoke to the Targa office personnel responsible who has agreed to be more careful in the future.

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

Maintenance Committee

Kim Rivard volunteered to Chair the Maintenance Committee. Gayle Bosshart volunteered to serve on the committee. The committee met with Justin and John at 9am on Tuesday, July 18, 2013, to reevaluate the Goals and Objectives, based on new information, in an effort to move forward in a more productive manner.

Safety Committee: Mark Alenick, Phase II, reported all lights in Phase II are working properly with the exception of the light under the 1808 sign on the carport.

Web Site Committee: It was noted that the RFS form cannot be uploaded directly from the website to John and Justin. At this point, the protocol for submitting an RFS at this time is:

- Log on to the Tall Firs website
- Fill out the RFS form
- Copy the completed RFS form to your email and send to Justin and John

This is the protocol until an interactive ability to “send” is installed. Justin noted that homeowners are sending him direct emails requesting service, and he will advise homeowners of the current protocol when he receives email directly from them requesting service.

By Laws: Sylvia Schulz, Chair, reported the committee met July 9, 2013. The committee selected a template to work from and committee members took individual action items. They will meet again on July 24, 2013.

Budget Committee: Gary Rygmyr, Chair, reported the committee met on June 26, 2013. Main focus was the lack of capital budget and the Reserve Study. The committee will carefully prioritize major capital expenses, looking at the longer term.

Motion by Gary, seconded by Guy and approved, with 6 ayes and 1 abstention, that Gayle Bosshart, Tall Firs Homeowners Association President, and Gary Rygmyr, Tall Firs Homeowners Association Treasurer, are authorized to cash out the Sound Credit Union CD and savings account and deposit the funds into the Home Street Money Market Account.

Campaign Committee: Roy Kauer, Chair, reported the By Laws Committee discussed and determined that the Committees are authorized and defined by the Board and are not part of the By Laws. Roy and Gayle will meet to analyze what needs to happen to consolidate and define the committees. Roy proposes to create templates describing the tasks and duties of the various committees. This is intended to give homeowners a better understanding of committee responsibilities and hopefully generate additional homeowner participation.

Disaster Preparedness Committee: Roy Kauer, Chair, reported he met with City Director of Disaster Preparedness. The committee hopes to have a representative from each Phase to develop the details of a disaster preparedness plan for the Tall Firs community.

Architectural Committee: No Report

Landscape Committee: No Report

Unfinished Business

Reserve Study

Covered in the Budget Review

Audit Report

Motion by Mick, seconded by and approved, with 6 ayes and 1 abstention, to accept the 2012 Audit Report by Jay Vandal, and to authorize the President to sign the IRS Tax Form associated with the Audit Report.

EIN Number

Justin distributed a letter explaining the EIN Number and the Tax Number are inner-changeable and both serve the same purpose. He noted that Tall Firs is not set up with a Master Business License, an L&I account, etc. that are required for Tall Firs HOA to act as the employer of our on-site staff. Justin noted it is a simple procedure to set up the necessary requirements.

New Business

Streamline Meetings

Gary recommended we place all items that need Justin's input at the beginning of the meeting to ensure he is free to leave at 9pm.

Summer Watering Schedule

The two green belts running from SW 318th Place to the back of the property do not have automatic sprinklers. Sylvia requested the on-site staff either manually water these areas with hoses and sprinklers or provide the hoses and sprinklers for homeowners to water. JoAnn offered to water the green belt behind building 13 if hoses and sprinklers are provided by the staff. John noted that we now have three automatic sprinklers in other areas. Some come on at 5am and some come on at 9pm.

Property Signage

Motion by Sylvia, seconded by Gary and approved, with 6 ayes and 1 abstention, to amend the Tall Firs Rule concerning signage to read: Temporary Real Estate Open House signs may be posted at the Tall Firs entrances and at the residence for the period of time the unit is open.

Yard Sale

The community yard sale will take place on Saturday, August 2, 2013. Guy will post an advertisement on Craig's List. Justin will include the information in the Tall Firs News Letter that is scheduled to be mailed to homeowners by the end of July

CAI Annual Conference

Justin will send a list of current board members to CAI. All board members expressed an interest in attending the annual CAI conference.

CAI Reference CD's

Mick will place his CAI Reference Books in the cabana for use by Board members. He will also give his CAI Reference CD's to Rob Moorhead, Tall Firs Webmaster, with a request that Rob post them on the Tall Firs website.

Unit 22D Deck

The deck repair passed City of Federal Way inspection. The bottom step was increased in height to meet code. The Board approved the design and installation of the bottom step and voted to pay the bill in full.

Homeowners Forum

No homeowner's forum is planned for the foreseeable future.

Motion by Guy, seconded by Gary and approved with 6 ayes and 1 abstention to adjourn the meeting.

Respectfully Submitted,



Sylvia Schulz
Tall Firs Board Secretary

August 8, 2013
Date Approved

Gayle Bosshart
Tall Firs Board President

TALL FIRS HOA

BEGINNING CASH BALANCE		\$ 33,640.10
ENDING CASH BALANCE		\$ 26,261.16
HOMESTREET M/MACCT	1.00%	\$ 1,853.02
WELLS FARGO 60 MONTH CD		\$ 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%	\$ 25.00
KEY BANK-MAINT RESV	.20%	\$ 50,259.15
DELINQUENT DUES OUTSTANDING 06/30/13		\$ 64,079.01
ACCOUNTS PAYABLE AS OF CLOSING		\$ 0.00

NOTES TO FINANCIAL STATEMENTS

These Financial Statements are on the Cash Basis of Accounting.

TARGA REAL ESTATE SERVICES, INC.

Tall Firs Condominium Association

**Community Association Manager
Report June 2013 - July 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 July 2013

1. We painted the stair ways on several decks.
2. Half of the chimneys have been painted.
3. I had yet another stolen car removed from the property.
4. There was a blue ford parked down in phase three and I told the owner to remove it before the next day and he did so.
5. I painted the basketball court and finished it this week.
6. I painted the iron railings on building 5/6/7/8/and the partitions in between those buildings.
7. We have all the automatic sprinklers working and watering at 5am.
8. We put in a new drain in down the side of building 4 and 5.
9. Earth Tech started and finished the drain behind building 46 for the water problem.
10. Ronnie has started painting the fences behind buildings 25 and 26.
11. Terry is continuing painting the chimneys.
12. I am painting the railings as the weather stays good as the maintenance goals say.
13. *Discussion* I have had many complaints about certain kids throwing rocks against doors.
14. *Discussion* I had a homeowner complain about kids riding scooters in the property and I would like to talk about this.
15. Robb Moorhead has asked me to look over the new work order forms and they appear to be much better.