

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, August 8, 2013

www.tallfirshoa.com

Approved 9-12-2013

	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: Coleen Adams 8B, Pat Farkass 40B, Carol Young 43C, Don Hilt 51B, Roy Kauer 45D

Call to Order: Gayle Bosshart, President, called the meeting to order at 7:05 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.

Homeowners Comments

Don Hilt Unit 51-A, asked if the Board plans to hold any quarterly Homeowners Forums, since we have not held one yet this year. Gayle advised those present that 2013 Forums have not been scheduled because attendance has been low in the past. However the Board will take the question under consideration.

Carol Young, Unit 43-C, asked if the ditch, left by Pipeline excavation behind building 43, will be filled with gravel. Justin responded no gravel is planned and we must maintain the ditch on an ongoing basis. John will monitor the condition of the ditch.

Don Hilt Unit 51-A, asked if the Board approved painting all the chimneys on Tall Firs property and also if the Board approved changing the color to black.

Bus Passes were handed out.

Motions from July 11, 2013 Executive Board Meeting read into Minutes

Motion by JoAnn, seconded by Mick and approved, with 5 ayes and 1 abstention, that Targa will issue a two week notice of termination of employment to Ronnie Mitchell.

Minutes Approval

Motion by Mick, seconded by Guy and approved, with 6 ayes and 1 abstention, to approve the July 11, 2013 Tall Firs Board Meeting Minutes.

Financial Report

Justin read the information from the Tall Firs HOA Management Report. **See Attachment A**

In response to a question from Gary Rygmyr, Treasurer, Justin explained the bank statements are always one month behind. Therefore, next month's bank statements must be reconciled with this month's financial reporting.

It was reconfirmed that the CD was transferred to Home Street Bank.

Kai asked once again why there is no reference of rental unit income on the HOA statements. Justin explained it is not possible for the Targa accounting system to "marry" the rental income statements with the HOA financial statements.

Accounts Payable

Kai noted three Invoices were paid this month and asked if Board members had been invited to inspect these project before payment was approved. Justin replied that the Board approved payment.

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:

- Tall Firs Hot Tub will be inspected in 2014. It was suggested the Budget Committee include the cost of replacing the safety valve relief system in the 2014 Tall Firs Budget.
- The City of Federal Way advised backflow devices must be installed in three locations on the Tall Firs irrigation system.

Motion by Gary, seconded by Sylvia and approved with 6 ayes and 1 abstention to direct Earth Tech to go forward with their proposal #779236, for material and labor, to install three back flow devices for a total of \$2,700 plus WSST. \$2,700 includes permitting and inspections.

- Approximately 24 chimney stacks are left to be painted and should be completed by end of week.
- John stated that all newly constructed fences have been painted on the outside with two coats of primer and one coat of paint.
- John advised the Board that he will be replacing fire extinguishers as needed.

Unfinished Business

Buildings 23 and 24 Water Bill

Justin reported two letters were sent to Lake Haven Water District concerning the significant increase in water costs to \$1,900 for Buildings 23 and 24 for the period of January and February 2013. Justin requested Lake Haven install new water meters, and they declined to do so. Justin stated Lake Haven showed him the billing cycle for the previous year, and it was similar to the same period in 2013.

Pipeline payment

Motion by Gary, seconded by Guy and approved, with 6 ayes and 1 abstention, to pay the Pipeline invoice #291879 for \$8,754.53.

Insurance Coverage

The Board agreed to invite a CAU representative to give us a 30 minute presentation on our existing insurance coverage at our next regularly scheduled board meeting.

Dryer Vent and Chimney Cleaning Financial Responsibility

The Board agreed that the complex is due for fireplace chimney and dryer vent inspections. Bids from Chimney Specialists and Chimney Sweeps were not adequate, and they will be asked to submit more detailed bids plus references.

Capital Project and Operational Project Planning

Gary created a spread sheet for all Reserve Study projects for the next 12 months.

The same template was used for Operational Projects. John and Kim will fine tune the Maintenance Goals List and coordinate with Gary.

Mail Boxes

Motion by Gary, seconded by Mick and approved with 5 ayes and 2 abstention to proceed with installation of the new mail boxes as described in the bid by Mail Safe as soon as possible. Payment will come from the Reserve Account.

After the old mail boxes are removed, a decision will be made whether or not to keep the old kiosks as billboards.

New Business

2013 Reserve Study

Motion by Guy, seconded by Mick and approved, with 6 ayes and 1 abstention, to adopt the Reserve Study dated June 26, 2013.

Sliding Glass Door

John reported the Cabana sliding glass doors are not tempered and one urgently needs to be replaced. The Architectural Committee will analyze the needs and make a recommendation to the Board.

Committee Reports

Campaign Committee:

Roy presented the first draft of guidelines entitled 'Description of Tall Firs Committee Functions'. Upon approval of this form, committee members will be asked to complete the form which describes the functions, roles and responsibilities of each committee and committee members. The completed forms will provide a useful tool for recruiting homeowners to actively participate in the governance of Tall Firs by serving on a committee.

Safety Committee: Kai reported on lights to be replaced in Phase 1. Mark reported directly to John the lights needing to be replaced in Phase II.

Web Site Committee: JoAnn reported her email link on the website is not operational at this time.

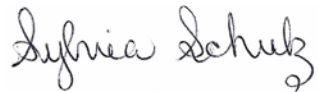
By Laws: Sylvia reported the committee met to continue development work on Tall Firs By Laws. The committee noted the Tall Firs Declarations contains some By Laws and it will be necessary to revise the Declarations once the stand alone By Laws are approved.

Budget Committee: No Report

Disaster Preparedness Committee: No Report

Motion by Mick, seconded by Gayle to adjourn at 8:45pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sylvia Schulz".

Sylvia Schulz
Tall Firs Board Secretary

9-12-2013
Date Approved

Gayle Bosshart
Tall Firs Board President

TALL FIRS HOA

MANAGEMENT REPORT JULY 31, 2013

BEGINNING CASH BALANCE		\$ 26,261.16
ENDING CASH BALANCE		\$ 25,843.72
HOMESTREET M/M ACCT	1.00%	\$ 1,853.78
WELLS FARGO 60 MONTH CD		\$ 38,920.29
MATURITY DATE 10/06/13	4.40%	
SOUND CREDIT UNION 48 MONTH CD		\$ 38,586.76
MATURITY DATE 07/20/13	2.500%	
SOUND CREDIT UNION SAVINGS	25%	\$ 25.67
KEY BANK - MAINT RESV	.20%	\$ 46,885.58
DELINQUENT DUES OUTSTANDING 07/31/13		\$ 65,599.47
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.
 720 S 348TH STREET STE A
 FEDERAL WAY WA 98003
 P.O. BOX 4508
 FEDERAL WAY, WASHINGTON 98063
 (253)815-0393, (253)925-2242

Tall Firs Condominium Association

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

1. We have been working on the painting of the chimney stacks and should be finished by the end of the week.
2. I had the heater in the hot tub replaced.
3. *(discussion) the sliding glass door for the pool entrance area needs to be replaced.
4. Ronnie said to tell the board thank you for his employment.
5. I had to investigate a water leak in a unit and found it to be the homeowner's responsibility and the leak has been taken care of and fixed.
6. I replaced the flag with a new one and also replaced the light because the kids or somebody has broken it.
7. I have taken care of a few work orders that homeowners have put in.
8. I have replaced many lights on the property that have burned out.
9. The Health Department was here and we passed and they recommended that the trees be removed if there was a continuing problem keeping the pool clean.
10. I have been working on the new maintenance goals list with Kim and Gary and I think this one will be more informative and more effective.
11. We have been watering as much as possible where needed.
12. We cleaned the two buildings that were forgotten buildings 8 and 4.
13. People still continue to dump stuff on the property.
14. Earth Tech has been back and is almost finished with the last deck for this year.
15. Pipeline has completed the drainage ditch.