

**Tall Firs Homeowners Association**  
**Board of Directors Meeting Minutes**

Thursday, September 12, 2013

[www.tallfirshoa.com](http://www.tallfirshoa.com)

Approved 10-10-2013

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
			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, Carol Young 43C, Kim Rivard 42B, Don Hilt 51B, Roy Kauer 45D, Beth Hendler 12D, Jeanette Romano 12C, Kim Smith 47A, Dave Kincaid 41A, Mark Alenick 29B.

**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.

**Rose Sapoznick, CIC, CIRMS, Account Executive of Community Association Underwriters of America, Inc. (CAU)** presented a review of our current insurance coverage. The policy is posted on the Tall Firs website.

**Homeowners Comments**

Kim Smith Unit, 47A, expressed concern regarding the increased police activity in Phase III.

Jeanette Romano, Unit 12C, submitted a landscape proposal from K & J Landscaping to be considered.

Don Hilt Unit, 51-A, recommended the mail boxes be installed in locations that take advantage of the existing lighting. He also noted that 48 in clearance is required on the sidewalks per the ADA.

Don Hilt Unit, 51-A, reported he had sewer gas smell in his unit. He has discovered solution is to put bleach down the bathroom sink drain, plug the overflow, and let stand for four hours before flushing out the bleach.

Mark Alenick, Unit 29B, asked questions concerning the location of the new mail box installations and adequate lighting. He suggested adding lighting to the current kiosks.

Beth Hendler, 12D, reminded the board she and Jeanette Romano had volunteered to serve on the Landscaping Committee.

Kim Rivard Unit, 42B, asked if the Reserve Study is now on the website. It has been posted.

Jeanette Romano, Unit 12C, expressed concern about the possibility of a dues increase.

Mark Alenick, Unit 29B, reminded those present that our property is aging and maintenance needs are ever present, so we should expect incremental dues increases in the future.

Bus Passes were not handed out.

### **Minutes Approval**

**Motion** by Guy, seconded by Mick and approved, with 5 ayes and 1 abstention, to approve the August 8, 2013 Tall Firs Board Meeting Minutes.

### **Motions from August 8, 2013 Executive Board Meeting read into Minutes**

**Motion** by JoAnn, seconded by Mick and approved with 6 ayes and 1 abstention, that Targa will issue a two week notice of termination to Ronnie Mitchell.

### **Motions from August 18, 2013 Executive Board Meeting read into Minutes**

**Motion** by Mick, seconded by JoAnn and approved, with 4 ayes and 1 abstention, to instruct Condominium Law Group attorneys to take appropriate actions to protect the Association's interest and to file a foreclosure lawsuit, and have a receiver appointed to take possession of Tall Firs Unit 10A, and evaluate the condition of the unit for rental. It was noted that Targa Real Estate Company cannot be the receiver due to conflict of interest in their being Tall Firs Property Manager.

**Motion** by JoAnn, seconded by Sylvia and approved, with 4 ayes and 1 abstention, to instruct Condominium Law Group attorneys to attend the bankruptcy hearing on Tall Firs Unit 19A, and to file an objection to the debtors' motion to extend the automatic stay, and take appropriate actions to protect the Association's interest.

### **Motions from August 29, 2013 Executive Board Meeting read into Minutes**

**Motion** by Sylvia, seconded by Guy and approved with one abstention that white mail boxes will be purchased and installed on Tall Firs property.

### **Financial Report**

**See Attachment A**

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

### **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:

#### **Fence Painting**

John apologized for his incorrect statement that all new fences had been painted and assured the Board that he and Terry are in the process of painting the unfinished fences (2 coats primer plus 1 coat paint, inside and outside, including trim), some of the old fences in need of painting (2 coats primer plus 1 coat paint, inside and outside, including trim). John also confirmed he has a plan to complete painting the unpainted patio dividers and the underside of unpainted or white decks.

#### **Hot Tub Expense**

Kai questioned the usage of the hot tub in light of the expense involved in keeping the hot tub operating and available 24/7. Gary responded this is an amenity and is one of our smaller expenses.

### **Maintenance Schedule**

Gary confirmed the need for a list of maintenance items, by priority, for John and his staff to follow.

### **Tree Removal**

John asked permission to hire a company to remove a tree and grind the stump, with a rotten trunk, located east of the pool fence. Don Hilt reminded the Board that permission from the City of Federal Way is required when removing trees. Justin will pursue City permission.

## **Unfinished Business**

### **Unit 9D, 2012 Request for Service**

The deck covering was replaced several years ago. A new gutter was installed in the past year. Per John, the RFS stated water gathers at the door and runs down the wall to the unit below. Further investigation into the cause and extent of the water problem will be pursued.

### **Tree Removal**

In response to CAU Risk Management Recommendations, 13-07-03, "Engage a licensed and insured contractor to cut back all tree limbs that are within fifteen feet of a chimney," John will identify trees that need to be trimmed or removed, and Justin will solicit bids for tree trimming and removal.

### **Deck Inspection**

The Board discussed the CAU Risk Management Recommendation, 13-07-04, "Have a licensed and insured structural engineer evaluate the structural integrity of all balconies within the community and advise if they are capable of supporting the anticipated occupant loads. A licensed and insured contractor should correct any deficiencies identified by the engineer."

**Motion** by Sylvia, seconded by Gary and approved with 5 ayes and 1 abstention, to request Earth Tech inspect all decks (per the CAU Risk Management Recommendation 13-07-04), with the exception of the decks that Earth Tech has recently rebuilt, and report back to the Board on the structural stability of the decks, per the Earth Tech bid of \$750 plus WSST.

### **Irrigation Meters**

It was noted that when Earth Tech recently installed three 1 ½ inch "Wilkins" model 950 LX brass double check back flow preventers as required by state and local health codes, they discovered several other domestic meters with irrigation tied into them. These meters should either have double checks installed to protect the domestic water supply (residents) or have the irrigation disconnected. In order to prevent cross connection contamination of the domestic water supply.

### **Finalized Vendor Contracts**

Upon completion of a contract with a vendor, Kai requested the Board require a final statement from the vendor describing the scope of the project, any change orders, and all payments made by Tall Firs. Gary agreed and recommended a final audit of all capital projects upon completion. It was agreed it would be helpful to review one of the major 2013 contracts, and the Board agreed to use the York contract as a test case. Gayle will request Justin send Gary all the paperwork available for the T-3 project completed by York.

### **Homeowners Dues Increase**

Gary presented a letter for Board approval that will be sent to all homeowners explaining the need for a dues increase.

**Motion** by Guy, seconded by Sylvia and approved, with 5 ayes and 1 abstention, that the letter proposed by Gary Rygmyr, Tall Firs Treasurer, be sent to the homeowners, explaining dues will be increased by 8% and then proceed after the 30 day time frame.

### **New Business**

#### **Recycle Waste Container**

John reported the brown recycle waste container will be removed for a savings of \$47.50 per month.

#### **Board Resignation**

**Motion** by Guy, seconded by Sylvia and approved, with 5 ayes and 1 abstention, to accept JoAnn Huggill's resignation from the Tall Firs Board of Directors, due to the fact that she sold her unit and moved from the area. It was noted her service was greatly appreciated.

Notice will be posted on the website and mail kiosks to invite Phase I homeowners to run for the open board position.

### **Committee Chairs**

Architecture: Kim Rivard

Budget: Gary Rygmyr

By Laws: Sylvia Schulz

Disaster: Roy Kauer

Landscape: Sylvia Schulz

Maintenance: Kim Rivard and Dave Kincaid

Safety Committee: Kai Eng, Phase I, Mark Alenick Phase II, Gayle Bosshart, Phase III

### **Committee Reports**

#### **Safety Committee:**

Mark Alenick, Phase II, reported black paint on the three mail box kiosks, reducing the existing lighting. Mark reported lights needing replacement.

**Web Site Committee:** Rob Moorhead, Web Master is developing a work breakdown this month to identify all of the steps needed to accomplish the end result that's desired and to estimate the number of hours needed to complete the work. Rob will present that information to the board at October's meeting.

**By Laws:** No Report.

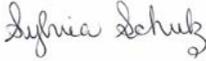
**Budget Committee:** A budget committee meeting is planned for the 1<sup>st</sup> week of October.

#### **Landscape Committee:**

Sylvia reported the committee met and explored possible reductions in our landscape contract with Earth Tech. Sylvia and Kai met with Bobbi Jo and Roy Swain of Earth Tech and negotiated a reduction in services. The reduced Earth Tech Maintenance Activity Schedule will be used as a Scope of Work to provide an accurate comparison of services when soliciting bids from other landscape companies.

Motion by Guy, seconded by Sylvia to adjourn at 9:30pm.

Respectfully Submitted,

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

Sylvia Schulz  
Tall Firs Board Secretary

Date Approved  
10-10-2013

Gayle Bosshart  
Tall Firs Board President

# TALL FIRS HOA

## MANAGEMENT REPORT AUGUST 31,2013

BEGINNING CASH BALANCE		\$ 25,843.72
ENDING CASH BALANCE		\$ 31,239.19
HOMESTREET M/MACCT	1.00%	\$ 40,517.70
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%	\$ 38,418.33
DELINQUENT DUES OUTSTANDING 08/31/13		\$ 70,076.93
ACCOUNTS PAYABLE AS OF CLOSING		\$15,290.00

### NOTES TO FINANCIAL STATEMENTS

These Financial Statements are on the Cash Basis of Accounting.

TARGA REAL ESTATE SERVICES, INC.

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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 August - September 2013

### Discussion Items

### Action Items

- 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*  
Month of September 2013

1. We checked the chemicals and cleaned the pool and hot tub on a regular basis.
2. We check the photo cells 2 times this month to check for lights out on the property.
3. As the board members are aware I removed the drier venting in my unit and put in a new vent as well as venting the laundry vent properly.
4. I met with the contractor that is installing our new mail boxes and he said it takes about 2 to 3 weeks to get them in which puts it at about the week of the 23-24th.
5. I replaced the water heater in the cabana because it was 32 years old and overlooked.
6. I had a leak in the pump room for the pool and thought it was one of the water lines in the wall that broke and came to find out it was the seals on the pump that went out.
7. The health department was here a week ago to do their second check of the year and as always passed.
8. The people from Bens Eveready will be here on the 23 to check our fire extinguishers and replace the ones that are missing.
9. We have been working on painting the fences with 2 coats of primer and one coat of white paint. We will then be working on the trim.
10. I went around and cut the fence posts to their proper height and then painted them.
11. All of the chimney stacks have been painted.
12. \*Discussion\* There is a tree on the hill next to the pool area that is rotted in the center that needs to be removed.
13. As requested I have the work orders for the board to review and what is outstanding.