

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, October 10, 2013

www.tallfirshoa.com

Approved 11-14-2013

	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 51D, Andrea Watts 19C, Arlene Park 51A, 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

Kim Rivard Unit, 42B, asked Board member Kai Eng when he intended to resume voting on Board issues. Kai responded he would resume voting when legal issues regarding our last election are satisfactorily resolved. Gayle stated she had a conversation with Kai on this subject and believed it is his right to refrain from voting under the circumstances.

Don Hilt Unit, 51-D, asked why the Budget Comparison Statement was not included in the homeowners packet. Justin stated it was an oversight and the statement will be included in the future.

Arlene Park 19C, asked for an update on the mail box project. Please see Unfinished Business.

Bus Passes were handed out.

The Kubota Path was added to the agenda
 Replacing the open Board Position was added to the agenda

Minutes Approval

Motion by Guy, seconded by Gary and approved, with 5 ayes and 1 abstention, to approve the September 12, 2013 Tall Firs Board Meeting Minutes.

Motions from September 12, 2013 Executive Board Meeting read into Minutes

Motion by Mick, seconded by Guy and approved, with 5 ayes and 1 abstention, to approve the Tall Firs Executive Board Meeting Minutes for August 18, 2013 as corrected.

Motion by Sylvia, seconded by Gayle and approved, with 5 ayes and 1 abstention, to refer the past due amount for Unit 5B to Condominium Law Group.

Motion by Mick, seconded by Guy and approved, with 5 ayes and 1 abstention, to modify the existing Collection Policy to authorize Targa to turn an account over to CLG if past due amount is not paid after utilities are turned off.

Motion by Guy, seconded by Gary and approved, with 5 ayes and 1 abstention, concerning Unit 19A, we authorize CLG to contact debtors' counsel to fix the dollar amounts in the current proposed plan, to bring the amounts up to the amount actually owed Tall Firs, and request the debtors' agree to an order that will direct the trustee to start paying Tall Firs ongoing dues immediately.

Financial Report

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

Question of reason for \$139. Fountain project cost. Justin will research.

Property Manager Report:

See Attachment A

Resident Manager Report:

See Attachment B

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

- Retainer wall built and drainage installed between Buildings 4 and 5 to prevent further ground erosion and drainage issues.
- Crew is working on fence painting, weather permitting.
- Gutters are being cleaned.

Question arose as to what maintenance projects are planned and prioritized for November. The Maintenance Schedule is posted on the website, and the Maintenance Committee Chairman will report during committee reports.

Committee Reports

Architecture Committee:

Chairman, Kim Rivard

- Requested direction from the Board.
- The committee recommends painting the cantilevered deck underside white rather than the teal color because the vent pipes that must be installed are white.
- No further work on the inside of the Cabana without Architectural Committee recommendations to the Board.
- No additional exterior lights to be installed without recommendation from the Architectural Committee to the Board.

- All future trim paint to be approved by the Architecture Committee in order to ensure conformity.

Maintenance Committee:

Chairman, Kim Rivard and Dave Kincaid

- Requested inventory of association owned tools, supplies, etc. Justin will supply.
- Committee plans to create a tools/machines maintenance schedule for timely servicing of items, e.g. Kubota, Blowers, Power Washer, etc.
- Create spreadsheet to track oil leaks on the asphalt.
- Paint and replace trim during winter season.
- Install matching clips on downspouts, and use matching paint where needed.

Safety Committee:

All lights are in good working order.

It was noted the lights mounted on the garages of Building 1 are controlled by homeowners. Kai Eng recommended sensor controlled lights (similar to the light on Unit 1D) be installed on the garage of Unit 1B and 1C. In the future, we hope to install street lights in this and other dark areas. The Architecture Committee will research the cost of installing a light pole and light and also replacing lights in need of repair.

Web Site Committee: No Report

By Laws: No Report.

Landscape Committee:

Sylvia reported walking the property with representative from three companies and meeting the fourth at their office. The scope of work has been emailed to Justin who will solicit bids from the following companies.

Earth Tech
Tru Green
Earth Works
K and J

Budget Committee: A budget committee meeting is planned for the 1st week of November. Chairman, Gary Rygmyr

Budget Committee met and examined every line item in the budget. The results are a recommendation to increase the homeowner's monthly dues by 5% rather than the previously recommended 8%.

Motion by Guy Parisi, seconded by Mick Crawford and passed with 5 ayes and 1 abstention to rescind the motion approved by the Board on 9-12-2013, 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.

Motion by Gary Rygmyr, seconded by Guy Parisi and passed with 5 ayes and 1 abstention to initiate a Tall Firs homeowner's monthly dues increase of 5% to be effective January 1, 2014.

Gary will revise the previously written letter to the homeowners advising them of the pending monthly homeowners dues increase.

Disaster Preparedness Committee:

Coordination Committee:

Chairman, Roy Kauer

- Roy is waiting for statements from each committee that can be used to recruit homeowners to serve on committees.
- Roy volunteered, as a professional workshop facilitator, to organize quarterly joint committee meetings to set goals and identify committee needs that can be advertised.
- Disaster Preparedness committee could be a subcommittee of the Safety Committee
- Architecture and Maintenance committees might possible be combined.

Reserve Study Committee

Chairman, Guy Parisi

This committee of one is creating a document to describe the purpose of the Reserve Study; what minimum funding levels should be at any given time; how the Reserves are funded, etc.

Unfinished Business

Deck Inspection

Justin reported the CAU request to assess all cantilevered and inset decks has been satisfied by the inspection completed by Earth Tech and the decks meet CAU requirements.

Mail Box Project

The vendor reported to Justin that he is behind schedule by one to two months. Placement is still being finalized. Placement will accommodate the mail delivery route and will be in compliance with Federal, State and City guidelines.

Tree Removal

In response to CAU Risk Management Recommendations, 7-3-2013, Justin requested permission from the City of Federal Way to remove or trim 27 trees on Tall Firs property.

Motion by Guy seconded by Sylvia and passed with 5 ayes and 1 abstention that, pending estimates from Earth Tech and Seattle Tree Preservation arborists, Justin has authority to hire the least expensive bidder to evaluate the 27 trees recommended for removal or trimming.

Unit 9D Deck Replacement

Motion by Gary, seconded by Mick and approved with 5 ayes and 1 abstention, to approve the contract with Earth Tech to replace the cantilevered deck on Unit 9D at a cost of \$7,150 plus tax.

Unit 4A, 4B, 4C and 4D Deck Replacement

Motion by Gary seconded by Mick and approved with 5 ayes and 1 abstention, to approve the contract with DCS Construction to replace the inset decks on Units 4A, 4B, 4C and 4D for a total of \$10,326.04 plus tax, excluding any unforeseen circumstances, fees, permits, wall damage and structural damage.

Kubota Path

The Architecture Committee Chairman volunteered to research solutions for the need to install an adequate driveway from the Work Shop to the parking lot for the Kubota.

Open Board Position

The opening will be posted on the Phase I mail box kiosks and website. Deadline for applicants is November 7, 2013.

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

Gayle Bosshart
Tall Firs Board President

**Tall Firs Condominium
Association**

**Community Association
Manager Report September 2013
- October 2013**

Discussion Items

Action Items 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 October 2013

1. I checked the chemicals in the hot tub on a regular basis
2. I repaired a down spout on building 23 and removed a downspout that was not needed.
3. There were 3 mailbox lights that were spray painted black because of vandalism that are unrepairable.
4. *(DISCUSSION)* The new mailboxes are scheduled to be installed on the 2nd week of October.
5. I had to walk the property and pick out all buildings that have trees overhanging buildings or are causing foundation problems for removal
6. There was a tree removed next to building 4 in 2010 and since that tree was removed the ground has been eroding from under the carport above that unit and caused the post to crack so I built a retaining wall there so it can no longer cause this problem.
7. I ordered 5 yards of dirt for the wall.
8. *(DISCUSSION)* I had the landscapers prune a few of the Rhodes around the property because they were encroaching the sidewalks.
9. We had been painting several of the fences until it started to rain and when it is not raining we will continue until they are done.
10. I have been working on the maintenance list with Kim and it is coming along.
11. We have been cleaning out gutters and spreading moss control and will continue until all have been done.
12. *{DISCUSSION)* We received a work order for a deck on building 4 unit D that needs repairs due to the rain has been coming into the unit.
13. *(DISCUSSION)* We have a bid for the deck on unit 9-D so the water stops leaking into that unit.
14. I changed 9 carport and building lights and 3 pole lights.
15. I called an exterminator out to kill a really big bee's nest in one of the units.
16. I took one load to the dump from people dumping stuff off at the dumpsters.
17. 17. I had the window at building 48 A replace as directed to me to do.