

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

Thursday, November 14, 2013

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

Draft #2 12-12-2013

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
			E	John Roundtree, Resident Manager
P	Sylvia Schulz, Secretary	Phase 2 (E)		
P	Mick Crawford, Director	Phase 2 (O)		
E	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, Kim Rivard 42B, Arlene Park 51A, Dave Kincaid 41A, Mark Alenick 29B, Jennifer Youngblook 39D, Jeanette Romano 12C, Lisa Jaffee 26B

**Call to Order:** Gary Rygmyr, 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.

**Open Board Position**

**Motion** by Mick, seconded by Guy and approved with 4 ayes and 1 nay to nominate Coleen Adams to fill the open Board position with the term to end March 2014.

**Homeowners Comments**

Mark Alenick 29B commented on information he gathered at the 2014 Annual CA Day concerning collection agency services which could possibly reduce our attorney’s fees. Gary also talked with collections agencies at CA Day, and asked this item be put on the December Executive Board Meeting agenda.

Mark, Kim and Justin discussed the unsightly trash, such as mattresses, that sit at the dumpsters waiting for the crew to transport to the dump. The Maintenance Committee will investigate the possibility and cost of hiring a company that could be called to pick up such items.

Kim Rivard 42B, requested the dryer vents be added to the agenda.

Jeanette Romano 12C, expressed concern about removing the trees behind her unit as well as the sink hole where water is accumulating. Justin explained the requirements of our insurance company and the City of Federal Way concerning trimming/removing trees on the property.

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

## **Minutes Approval**

**Motion** by Guy, seconded by Sylvia and approved with 5 ayes and 1 abstention to approve the Tall Firs Board Meeting Minutes for October 10, 2013.

## **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**

Justin reported for John, who was absent due to illness, that John plans to build a retaining wall and improve the drainage behind Building 6 to prevent water runoff from the hillside. Cost is estimated at \$2,500. The Maintenance Committee Chair volunteered to assess the situation and solution.

## **Unfinished Business**

### **Kubota Path**

The Architecture Committee Chairman will gather information on possible solutions to the need for a robust Kubota driveway between the work shop and the parking lot.

### **Units 4A, 4B, 4C and 4D**

Deck Replacements are almost complete

### **Unit 9D**

Deck repair/replacement will commence next week.

### **Mail Boxes**

Targa mailed a 50% down payment check to the Mail Box vendor. The vendor will finalize installation locations with John, and should start installing the new mail boxes this week.

### **Tree Trim/Removal**

Justin contacted Thundering Oak who will charge \$150 to assess the needed tree removal. Thundering Oak will send their assessment to the City for their approval.

### **Fountain Repair**

Answer to question about \$139 fountain repair. The \$139 charge covered the cost for a new flag light and needed adjustments.

### **Buildings 47 and 48 Drainage**

Justin reported that the drainage ditch running from 320<sup>th</sup> Street back behind Buildings 47 and 48 is inadequate to handle the water capacity because, over the years, the ditch has become smaller due to plant growth, etc. Justin stated this culvert needs to be enlarged and large rocks need to be strategically placed to slow the movement of water. The Maintenance Committee will develop a Scope of Work and will recommend possible vendors to do the drainage work.

### **Dues Increase Letter**

**Motion** by Mick, seconded by Sylvia and approved with 5 ayes and 1 abstention to adopt the 2014 Operations Budget and accept the revised wording of the 'Dues Increase Letter' to be mailed by Targa to all Tall Firs Homeowners.

## Committee Reports

**Architecture Committee:** Chairperson, Kim Rivard

**Motion** by Guy, seconded by Mick and approved with 5 ayes the 1 abstention, to direct Justin to obtain three bids, including York, for replacement of the Cabana roof.

**Maintenance Committee:** Chairpersons, Kim Rivard and Dave Kincaid

Kim requested Justin obtain three bids for companies to assess our current property lighting and long range planning for replacement/improvement.

The design for dryer vent replacement is acceptable, however the dryer vent must be of a white material. The criteria will be on the agenda for the December Board Meeting.

**Motion** by Guy, seconded by Sylvia and approved with 5 ayes and 1 abstention that the Architectural Committee will develop a comprehensive Scope of Work for outstanding repair and painting of fences, trim, stairs, etc.

**Safety Committee:**

Phase I - Kai relinquished his position as Phase I Safety Chairperson. Coleen volunteered to fill this vacant position.

Phase II – No Report

Phase III – No Report

It was noted that Buildings 5 and 6 carport lights are often on all day.

Kai recommended sensor lights be installed on the garages of Unit 1A and 1C. Since these lights are controlled by the homeowner, the homeowners would be requested to leave the light switch turned to the “on” position.

**Web Site Committee:** Chairperson, Sylvia Schulz

Guy reported he has investigated third party solutions and has chosen to test a product by Fresh Desk. This product is free for up to three users. The users would likely be John, Justin and a designated Board member who will monitor the website and create reports. All homeowners would be able to submit Requests for Service and subsequently view the response to their request and the progress toward completing their request. The product has a web interface and Guy has somewhat customized it for our needs. Guy requested everyone submit a test case for further evaluation.

**By Laws:** Chairperson, Sylvia Schulz

Sylvia reported she and Kai attended a CA workshop in September and also talked to several attorneys and property managers at the 2014 Annual CA Day concerning creation of By Laws for Tall Firs. The attorneys and property managers unanimously advised them to create a plan and set aside funds for attorney’s fees required to update the existing, outdated Tall Firs Declarations before creating By Laws. They also learned that the State of Washington is in the process of merging the old RCW Condominium Law with the new RCW Condominium Law, and this project is expected to be complete by the end of 2014. Since revising Declarations and creating By Laws requires an attorney’s approval and a 67% approval vote of the Tall Firs homeowners, it was recommended we wait until the merger is complete to pursue this project, since revisions will be required at the time of the merger. The costs anticipated for the above project will be added to the Capital Projects list.

**Reserve Study Committee:** Chairperson, Guy Parisi

No Report

**Landscape Committee:** Chairperson, Sylvia Schulz

Sylvia reported the Landscape Committee had received bids from five landscape companies and the committee recommends contracting with Tru Green for 2014.

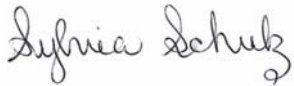
**New Business:**

**Capital Projects Update:** Capital Projects will be discussed at December's meeting to prioritize and plan ahead for 2014.

**Bus Passes** were handed out.

**Motion** by Gary, seconded by Sylvia and approved to adjourn at 9:30pm.

Respectfully Submitted,



Sylvia Schulz  
Tall Firs Board Secretary

December 12, 2013  
Date Board Approved

Gayle Bosshart  
Tall Firs Board President

# TALL FIRS HOA

## MANAGEMENT REPORT

### NOVEMBER 30, 2013

#### KEY BANK OPERATING ACCOUNT

BEGINNING CASH BALANCE		\$ 26,526.44
ENDING CASH BALANCE		\$ 30,559.79
HOMESTREET M/MACCT	1.00%	\$ 84,191.27
WELLS FARGO 60 MONTH CD		\$ 0.00
MATURITY DATE 10/06/13	4.40%	
SOUND CREDIT UNION SAVINGS	25%	\$ 25.67
KEY BANK - MAINT RESV ACCOUNT	20%	
BEGINNING CASH BALANCE		\$ 69,287.29
ENDING CASH BALANCE		\$ 69,575.23
DELINQUENT DUES OUTSTANDING 10/31/13		\$ 55,303.04
ACCOUNTS PAYABLE AS OF CLOSING		\$ 15,290.00

#### NOTES TO FINANCIAL STATEMENTS

These Financial Statements are on the Cash Basis of Accounting.

The ending balances may not match the balances shown on the monthly bank statements due to timing.

TARGA REAL ESTATE SERVICES, INC.

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***Tall Firs Condominium Association***  
***Community Association Manager Report***  
***October 2013 - November 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 ongoing projects

Submitted by Justin Smith, TARGA Property Manager

***Resident Managers Report***  
For the month of November 2013

1. I checked the chemicals and emptied and cleaned the hot tub regularly.
2. I had to break into a unit because the company who winterized it did not turn off the water all the way and it leaked into the unit downstairs.
3. We cleaned the cabana for the meetings
4. We cleaned out the gutters on all buildings and will have to clean out a few more of them sometime during the winter because of all the leaves that have fallen.
5. During the days that it has been pouring down rain I have had Terry in the shop painting boards so we can redo the dumpster enclosure in phase 3 because it is falling apart.
6. I have overseen the contractors repairing the decks on building 4 and should be done by the meeting.
7. Earth Tech was here on November 9 and took down that tree and will be back to grind the stump.
8. Earth Tech will be here next week to start and finish the deck on 9 D as approved.
9. I called the police on three people that came on the property and did a drug deal in front of me one was arrested and all three of them now have a no trespass order that if I see them again I have to call the police and they will be removed and arrested immediately.
10. (Discussion) We received a work order that is asking us to put up a retaining wall behind their unit (6-B) because when it rains the hill behind them just pours onto their patio and they have standing water where they can't go outside onto it. My question is what would the board like me to do about this?
11. I have done an awful lot of blowing because of the landscapers are not here every week any more.

**Submitted by John Roundtree, Resident Manager**