

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, December 12, 2013

www.tallfirshoa.com

Approved 1-9-2014

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
P	Coleen Adams	Phase 1 (O)	E	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)		
E	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: Carol Young 43C, Dave Kincaid 41A, Kim Rivard 42B, Jennifer Youngblood 39D, Lisa Jaffee 26B, George Jupiter 23C, Mark Alenick 29B, Monique Taylor 48C

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

Mark Alenick 29B asked questions concerning the new mail boxes and the old mail box kiosk’s. Please see Architect/Maintenance Committee report.

Carol Young 43C reported one of the mail box installations in her cul-de-sac is not securely installed. Also reported the same three children are damaging the drainage ditch.

Monique Taylor 48C, reported mole activity behind Building 48 and asked for a solution. It was suggested the homeowner spray a grub killer product around her patio area to discourage the moles from coming into that area.

Metro Bus tickets were distributed.

Motions from October 10, 2013 Executive Board Meeting

Motion by Mick, seconded by Guy and approved, with 5 ayes and 1 abstention, to accept the payment plan for the owner of Unit 42C to pay \$100 per month toward past due homeowners dues until the past due amount is paid in full.

Motion by Mick, seconded by Guy and approved, with 5 ayes and 1 abstention, to modify the existing bi-monthly payment plan, of the owner of Unit 49D, from \$400 every two weeks to \$300 every two weeks until the past due amount is paid in full.

Motion by Guy, seconded by Gary and approved, with 5 ayes and 1 abstention, that Tall Firs Board authorizes CLG to close their file on **Unit 50B** and instructs Targa to monitor the ongoing payment plan.

Motions from November 14, 2013 Executive Board Meeting

No motions to record.

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 November 14, 2013.

Financial Report

See Attachment A

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

Outstanding Bills

One half the cost for the new mail boxes has not been paid.

\$21,676.32 charge for tree removal.

Property Manager Report:

See Attachment B

Resident Manager Report:

See Attachment C

Patrick Baker, owner of **Unit 1D** reported there is dry rot in some of his walls and “moisture ants” leaving mounds of sawdust on the inside carpet as well as mounds of dirt against the outside walls. The interior and the exterior of the building have been sprayed. John reported three companies: AA Side X Side, GCS Construction and Earth Tech will examine the damage and provide cost estimates for the needed repairs.

Unfinished Business

Painting Scope of Work and Need for Bids

The Architecture Committee Chairman reported that, based on their personal evaluation, there is a large amount of painting that remains to be completed. At this point, the committee is making recommendations on revisions to the current Scope of Work.

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

GCS Construction has completed the Units **4A, 4B, 4C and 4D** Deck Replacements and the work has been inspected and approved by the City of Federal Way.

Unit 9D

Earth Tech is working on **Unit 9D** Deck repair/replacement. When the City of Federal Way inspects and approves this completed deck repair, final payment will be made.

Mail Boxes

Targa will investigate mail boxes that are not securely installed. Final payment for the mail boxes will be made after the individual mail box numbers have been applied and keys are received from the Post Office. John will distribute keys to homeowners. The homeowner’s signature and proper picture identification are required to receive their new key. This will take place in January 2014. Targa will send a letter to all homeowners outlining procedures to follow.

Tree Trim/Removal

Justin will send the report from the Thundering Oaks Arborist to the City of Federal Way. Upon approval from the City, Justin will solicit three bids for the work required.

Entering Abandoned Units

Unless it is an emergency, Board members have no authority to enter a unit without written permission from the owner.

Collection Agencies

Tabled until January 2014 Board Meeting.

Capital Projects

Tabled until January 2014 Board Meeting.

Committee Reports

Architecture/Maintenance Committee: Chairpersons, Kim Rivard and Dave Kincaid

Gutters

On site staff is to clean, repair or replace all gutters on Tall Firs property.

Drainage Pipes

On site staff is to clean all drainage pipes that are underground from the downspouts forward.

Sand Bags

The Board will instruct John purchase, fill and place sand bags behind Buildings 5 and 6 to prevent water from running down the embankment onto the patios.

Emergency Roof Leaks

The Board will instruct John to place a tan colored tarp on the cabana roof where the leak is located. Tan colored tarps are to be placed over any leak as a temporary measure until permanent repairs can be made.

Paint

The Board will instruct Justin to schedule painting of all trim, fascia boards and soffits by the on-site staff. Peeling paint has been observed. It is recommended that boards be painted in the shop during the winter months in preparation of replacing fascia boards, dumpster enclosures, etc.

Lighting

A detailed Lighting Bid was prepared by Pacific Lamp and Supply and distributed to the Board. The company is confident we can receive rebates from Puget Sound Energy in response to our lighting upgrades. The lighting bid will be placed on the January 2014 Board Meeting Agenda.

Drainage

Buildings 6A, 6B, 5A and 5B need an Engineer to determine the best solution for absence of drainage and the water that collects on the patios of these units.

Kubota Driveway

The committee recommends the Kubota drive be realigned to go back to the shed with an area to turn the Kubota around in order to back into the shed. The low muddy spot must be filled in. The Maintenance Committee Report contains detailed instructions on the driveway recommendation for a contractor to follow.

Cabana Roof Leak

Bids were received from three vendors, however the bids revealed they did not all work to the Scope of Work. The question was asked if we could **repair the area around the fire place chimney where the leak appears to be located rather than reroof the entire building**. More information is needed, and it is recommended John be requested identify the location and extent of the leak and place a tan tarp on the problem area until a permanent solution is determined

Access Road Drainage

The serious drainage problem from 320th Street to the back of Tall Firs property needs to be addressed. It was agreed that we need to either cover the ditch or fence it off to eliminate the safety hazard that now exists. All agreed the solution is elusive and we need a recommendation from an Engineer.

Note: Board needs to create a priority list and a budget amount for the various maintenance requirements.

Maintenance Monitoring

It was restated and unanimously agreed that these steps must be followed if we are to achieve visibility, accountability and completion of the property's maintenance needs.

1. Maintenance Committee gives the Board a list of prioritized maintenance jobs that need to be completed by the onsite staff.
2. The Board forwards this list to Justin with instructions that he direct John and his assistant to complete these jobs.
3. John reports (weekly) to Justin the jobs that have been completed.
4. Justin reports to the Board (monthly) the maintenance jobs from the list that have been completed by the Tall Firs on-site staff.

Safety Committee:

Phase I – All lights working

Phase II – All lights working

Phase III – All lights working

It was noted again that **Buildings 2, 3, 5, 6, 7 and 8** are still on all day. John will be directed to find and implement a solution for this condition.

Web Site Committee: No Report

By Laws: Chairperson, Sylvia Schulz

Sylvia reported the committee is inactive at this time. 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 must comply with the current RCW's, and requires an attorney's approval and a 67% approval vote of the Tall Firs homeowners, the By Laws Committee has tabled this project and will resume after the RCW merger is complete. The costs anticipated for the above project will be added to the Capital Projects list.

Reserve Study Committee: No Report

Landscape Committee: Chairperson, Sylvia Schulz

Sylvia reported the Landscape Committee recommended offering the contract for 2014 Tall Firs Landscape Maintenance to TruGreen. A Board member did not feel enough information had been provided to the Board and challenged the recommendation. The Landscape Chairman will email the proposals from all candidates to the Board and will ask the Board for approval at the January 9, 2014 meeting.

Budget Committee: No Report

Disaster Preparedness: No Report

New Business:

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

Bus Passes were handed out.

Motion by Gayle, seconded by Sylvia and approved to adjourn at 9:20pm.

Respectfully Submitted,



Sylvia Schulz
Tall Firs Board Secretary

January 9, 2014
Date Approved

Gayle Bosshart
Tall Firs Board President

**TALL FIRS HOA
MANAGEMENT REPORT DECEMBER 31, 2013**

KEY BANK OPERATING ACCOUNT

BEGINNING CASH BALANCE		\$ 39,365.75
ENDING CASH BALANCE		\$ 29,657.04
HOMESTREET M/M ACCT	1.00%	\$ 84,222.34
SOUND CREDIT UNION SAVINGS\$.25%	\$25.67

KEY BANK - MAINT RESV ACCOUNT .20%

BEGINNING CASH BALANCE		\$ 58,900.78
ENDING CASH BALANCE		\$ 89,768.65
DELINQUENT DUES OUTSTANDING 12/31/13		\$ 57,589.13
ACCOUNTS PAYABLE AS OF CLOSING		\$0.00

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.

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Tall Firs Condominium Association

**Community Association Manager
Report November 2013 - December 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
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Resident Managers Report

For the Month of December 2013

1. We had five water problems on the property this month, the first one was unit 8-D the water tank blew and had water all over the floor and downstairs soaked all the walls in the laundry room, which I will have finished by the end of the day Friday.

The next water problem was from unit 5-B which the water tank blew in that unit and soaked the entire floor in the next door unit and we have NW abatement in there cleaning up the water problems which is unit 5-B's responsibility.

The third one is unit 4-D which in this case was the associations responsibility because the water line to the bathroom was frozen and blew all over the bathroom and hallways, this unit when AA side x side went in to repair the damages found more damage due to carpenter ants and I had the pest control company come out and take care of that problem.

The fourth one was unit 1-A the water line that goes down the inside wall of the garage for the spigot outside blew so I turned off the water and will fix that when we get a free moment.

The last one was unit 4-D the outside water line blew from a frozen pipe again in a different spot.

2. Unit 8D - We not only had to replace the hot water tank in the unit but the sink was rusted out in the main bathroom and had to replace it as well as we replaced the water shut off valves under both sinks and now there is no more water issues in the unit below.

The new mailboxes were installed in the new areas and will be all labeled by the post office and when that is complete and the postal locks are installed the mail lady will let me know and we will then be able to start using them.

3. The decorations were put up this last week and cleaned the cabana.
 4. We repaired the walls in the closet in the board room from the pump running water into there and the water tank blowing in there.
 5. We made sure we put ice melt down to keep cars from sliding and to make sure people were able to go to work
 6. I sent the information that Kim needed for the Kubota path to her along with a weekly report on what we have been doing.
 7. The deck repairs on unit 9-D should be done by Friday as long as weather permits.
 8. I went into units 5-B, 48-A, and 46-D turned on the power and checked the units for water problems.
 9. We had the arborist here to evaluate the trees that either need pruning or removal.
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