

Tall Firs Homeowners Association
Board of Directors Meeting Minutes

Thursday, January 9, 2014

www.tallfirshoa.com

| | Board of Directors | | | Staff |
|---|---------------------------|--------------|---|--------------------------------------|
| P | Kai Eng, Director | Phase 1 (E) | P | Justin Smith, Targa Property Manager |
| P | Coleen Adams | 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: Carol Young 43C, Dave Kincaid 41A, Kim Rivard 42B, Jennifer Youngblood 39D, Lisa Jaffee 26B, Mark Alenick 29B, Arlene Park 51A, Don Hilt 51D, 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.

Puget Sound Energy

John from Superior Weatherization explained the PSE program for insulation.

Homeowners Comments

Don Hilt 51D, noted the mail box installation opposite his building has only one package compartment. Lisa Jaffee 26B reported that the fence gates behind her building swell and do not open and close properly. John Roundtree, on-site manager suggested Lisa turn in a Request for Service order.

Kim Rivard 42B reported the work orders (Request for Service), that are sent electronically by homeowners, are not reaching John and/or Justin. This problem has been reported to Rob Moorhead, Tall Firs Webmaster.

Carol Young 43C asked if the Reserve Account has or has not been fully funded for the current month.

Metro Bus tickets were not available for distribution.

Minutes Approval

Motion by Guy, seconded by Gary and approved with 6 ayes and 1 abstention to approve the Tall Firs Board Meeting Minutes as corrected for December 12, 2013.

Motions from December 12, 2013 Executive Board Meeting

Motion by Guy, seconded by Sylvia and approved with 6 ayes and 1 abstention to file a foreclosure lawsuit against the owners of **Unit 15B**.

Motion by Guy, seconded by Mick and approved with 6 ayes and 1 abstention to file a foreclosure lawsuit against the owner of **Unit 5B**.

Motion by Guy, seconded by Mick and approved with 6 ayes and 1 abstention to accept revised payment plan from owner of **Unit 26B** and extend payment due date by five (5) days.

Financial Report

See Attachment A

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

Property Manager Report:

See Attachment B

The property manager, Justin Smith, apologized to the Board and homeowners for the absence of support and coverage by Targa while Justin was out of town on vacation. Justin plans to speak with his manager concerning this situation.

Resident Manager Report:

See Attachment C

John Roundtree is meeting with Pipeline on January 10 to assess the drainage problem behind Building 48.

John asked homeowners to watch for illegal dumping into our dumpsters. If a homeowners sees illegal dumping, John requested they note the make and color of the vehicle and the license number and report to John. There has been an increase of furniture, etc. being dumped in our dumpsters by people who do not live here. Mick suggested installing security cameras. Kim suggested putting gates and locks on the dumpster enclosures, however this would result in added charges from Waste Management.

John reported he has requested Evergreen Electric provide a bid to relocate the carport light sensors for Buildings 5, 6, 7 and 8.

Unfinished Business

Unit 9D Deck repair/replacement by Earth Tech passed inspection by the City of Federal Way on January 3, 2014. \$7,829.25 will be paid to Earth Tech. \$1,100 of that amount will be paid by the homeowner for the surface replacement.

Unit 9B Repairs

On-site staff completed repairs to Unit 9B that were caused from water leakage from the unit above.

Mail Boxes

John reported that he has the mail box keys and the number assignment sheets. We are waiting for the locks to be installed in the mail boxes by the Post Office. Targa will notify all homeowners of the procedure to obtain their new mail box keys. John will distribute mail box keys and obtain a signature from homeowners. Out of area owners will be notified by Targa, and the owners will coordinate between Targa and the renter.

It was noted, once again, that some of the mail boxes are not securely installed.

Unit 5B and 5A Water Damage

Justin distributed a comprehensive list of damages due to the water heater failure in Unit 5B. An insurance claim has been opened and Justin stated that Tall Firs Homeowners Association is responsible for the \$10,000 deductible. The dry-out has been completed. Justin recommended we accept the bid from Northwest Abatement Services to proceed with repairs to both units.

Motion by Guy, seconded by Gary and approved with 6 ayes and 1 abstention to move forward with the insurance claim for repairs to Units 5A and 5B and that the Board accept the bid from Northwest Abatement Service to complete the repair work on Units 5A and 5B.

Unit 5B water damage and insect infestation

Justin will forward the estimate of cost from Northwest Abatement Services to the Board for repair of the water damage and insect infestation around the patio door of Unit 5B. Justin noted this water damage was caused by water from the outside deck in Unit 5D above. It was also noted that there are two bubbles in the dining room ceiling that must be addressed. There is also a bubble in the ceiling of the bathroom which is caused by a toilet leak in the bathroom of Unit 5D upstairs.

Motion by seconded and approved with 6 ayes and 1 abstention to approve the bid from Northwest Abatement Services for \$2,277.88 including tax to complete repair to the Unit 5B sliding door header and surrounding area.

Unit 1D

John received an estimate for \$1,750 plus tax from AA Side X Side for repairs to Unit 1D caused by a water leak in a pipe in the attic resulting in moisture damage and insect infestation.

Motion by Gary, seconded by Sylvia and approved with 6 ayes and 1 abstention to proceed with repairs as need in Unit 1D for the cost of \$1,750 plus tax.

Unit 41B

Justin reported receiving an email from homeowner of Unit 41B stating her unit was broken into. Entry was through a window behind a bush. Justin recommended trimming all bushes, plants, etc. to a height no higher than the bottom of the window. John stated this is a good time for him to do the trimming. No other units have been broken into in this area.

Motion by Guy, seconded by Gary and approved with 6 ayes and 1 abstention that for reasons of safety, the on-site staff will trim all bushes in front of windows to the height of the bottom of the window.

A notice will be posted on the kiosks informing homeowners of the need to trim bushes in front of windows for safety reasons.

Annual Meeting

Motion by Mick, seconded by (there was no second) and approved with 6 ayes and 1 abstention to hold the Tall Firs Annual Meeting and Election of open board positions be held on March 27, 2014 in the Tall Firs Cabana.

Motion by Mick, seconded by (there was no second) and approved with 6 ayes and 1 abstention to authorize Mr. Vandel to conduct the Tall Firs 2013 Audit and IRS Income Tax Return.

Window and Door Replacement

John requested Rob Moorhead, Web Master, update the maintenance chart on the website. The Board agreed that replacing windows and doors is the homeowner's responsibility.

Collection Agencies

Gary reported he talked to two collections agencies at the annual CAU Day. He will follow up and report to the Board.

Capital Projects

The Board discussed prioritization of the Capital Projects listed. Gary will update the spreadsheet accordingly.

Building 4, 5, 6 Drainage

Motion by Gary, seconded by approved with 6 ayes and 1 abstention that Gary will discuss the drainage issue with Justin to assess the issue and determine next steps.

Committee Reports

Landscape Committee: Chairperson, Sylvia Schulz

Motion by Sylvia, seconded by Guy and approved with 6 ayes and 1 no to instruct Justin to notify Earth Tech of a 30 day intent to cancel the Tall Firs landscape contract, and notify TruGreen of the board's decision to offer a one year renewable contract to provide Tall Firs landscaping needs per the TruGreen proposal at a cost of "\$3,911 per month / \$46,800 per year plus tax where applicable".

Web Site Committee

Guy reported he is working on a replacement for the Tall Firs Request for Service on the website. Guy proposed that we try out the free solution he has researched for one year.

The remainder of Committee Reports were tabled until the February meeting.

New Business

Puget Sound Energy

Motion by Mick, seconded by (there was no second) and approved with 6 ayes and 1 abstention that we authorize the Board President to sign the contract with Puget Sound Energy to determine Tall Firs eligibility for free insulation upgrade.

Nomination Committee – Chairperson open

Roy Kauer and Jennifer Youngblood volunteered to serve on the Nomination Committee. More volunteers and a Chairperson are needed.

Disaster Preparedness – Roy Kauer, Chairperson

The Disaster Preparedness Committee will reconvene in January 2014.

Motion by Guy, seconded by Gayle and unanimously approved to adjourn the meeting at 9:10pm.

Respectfully Submitted,

Sylvia Schulz
Tall Firs Board Secretary

Date Approved

Gayle Bosshart
Tall Firs Board President

TALL FIRS HOA

**MANAGEMENT REPORT
NOVEMBER 30, 2013
to be updated for December when received from Justin**

| | | |
|--|--------------------|--------------|
| KEY BANK OPERATING ACCOUNT #479681100299 | | |
| BEGINNING CASH BALANCE | | \$30,559.79 |
| ENDING CASH BALANCE | | \$39,365.75 |
| HOMESTREET M/M ACCT #5100456242 | 1.00% | \$ 84,191.27 |
| SOUND CREDIT UNION SAVINGS | #124298-00 .25% | \$ 25.67 |
| | | |
| KEYBANK-MAINTRESV ACCOUNT#479683023317 | .20% | |
| BEGINNING CASH BALANCE | | \$ 69,575.23 |
| ENDING CASH BALANCE | | \$ 58,900.78 |
| DELINQUENT DUES OUTSTANDING 11/30/13 | | \$ 56,422.45 |
| 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
720 S 348th Street Ste A
Federal Way, WA 98063
P.O. Box 4508
253-815-0393 253-925-2242

Tall Firs Condominium Association

**Community Association Manager Report
December 2013 - January 2014**

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 January 2014

1. We checked the chemicals in the hot tub on a regular basis
2. We changed 7 carport lights this month and one street light
3. I had a contractor meet with me on insulating the property and they are here tonight to do a quick presentation.
4. NW abatement was here this week to remove the rest of the home owners stuff in unit 5-B so that they could be able to do a better assessment of the unit and possibly getting it repaired.
5. We have taken down and put away the Christmas things.
6. We fixed the gates on units 15-A and 15-B.
7. There have been a few units broken into over the last three months one of which has now been broken into twice.
8. The deck on unit 9-D was repaired and passed the city inspection
9. I had a garbage container dropped off on the property so that we could remove all the house furniture from around our dumpster enclosures.
10. We had to remove graffiti from the wall below building 8 and off of one of the new mailboxes and the entrance sign on 21st.
11. We put the sand bags around unit 6-B so that the water could not intrude on to their patio until a better solution can be found.
12. We had to put down ice melt several times due to the roads being frozen as well as when it snowed.
13. I worked in unit 8-B for a few days repairing the walls from the water leak upstairs and still have a day or two to go.
14. I had Terry cleaning up the shop and paint room getting rid of stuff that is old or garbage so we can do an accurate inventory of everything.

Submitted by John Roundtree, Resident Manager
