

Approved
4/10/14

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

Thursday, 3-13-2014
www.tallfirshoa.com

Draft #1 4-10-2014

	Board of Directors			Staff
P	Kai Eng, Director	Phase 1 (E)	P	Justin Smith, Targa Property Manager
E	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)		
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: Kim Rivard 42B, Colleen Lucas 47C, Arlene Park 51A, Andrea Watts 19 C, Mark Alenick 29B, Roy Kauer 45D, Jennifer Youngblood 39D, Don Hilt 51D, Rob Moorhead 31D

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. Bus passes are available.

Homeowners Comments

Mark Alenick 29B commented on the completed installation of the new mail boxes and the need for improved lighting. (See Maintenance/Architectural Committee Report on lighting)

Roy Kauer 45D asked where we will post notices in the future.

Kim Rivard 42D asked when the Budget Committee will meet again. Gary Rygmyr, Budget Committee Chairman, responded the committee will meet in May or June. Kim requested to be included on distribution of the Capital Projects spreadsheet updates. Kim asked for clarification on the outstanding bills to be paid. Kim requested a detailed listing of outstanding bills be included in the monthly handouts for homeowner's information.

Minutes Approval

Motion by Guy, seconded by Gary and approved with 5 ayes and 1 abstention to approve the Tall Firs Board Meeting Minutes as corrected for February 13, 2014.

Motions from January 9, 2014 Executive Board Meeting

NONE

Financial Report

See Attachment A

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

Motion by Guy, seconded by Mick and approved with 5 ayes and 1 abstention to pay the final payment due for the mail box installation from the Tall Firs Reserve Account.

Motion by Guy, seconded by Mick and approved with 5 ayes and 1 abstention to purchase and install a hot water heater in **Unit 10B**. The cost will be billed back to the homeowner.

Motion by Guy, seconded by Mick and approved with 5 ayes and 1 abstention to pay the final invoice from Northwest Abatement for \$2,065.39 from Tall Firs Operational Account for repairs to **Unit 10B**.

Property Manager Report:

See Attachment B

The property manager, Justin Smith, distributed and read the Monthly Property Manager's Report.

Resident Manager Report:

See Attachment C

John Roundtree distributed and read the Monthly Resident Manager Report.

John reported receiving a work order from **Unit 42B** reporting ants entering the unit through the walls. John stated the on-site crew spreads ant control dust around each building once a year, usually in the spring.

Motion by Guy, seconded by Gary and approved with 5 ayes and 1 abstention that John will contact All Seasons Pest Control and request investigation of ant presence in **Unit 42B** to determine the cause and solution. John will also request a bid from All Seasons Pest Control for an annual ant prevention program.

Gary requested the monthly on-site manager's report include more definitive information about the work being accomplished by both John and Terry.

John reported the Kubota is being serviced.

Nomination Committee – Co Chairs: Roy Kauer, Rob Moorhead and Jennifer Youngblood

Roy reported the Nomination Committee has received biographies from three candidates for election to the Board at the Annual Meeting to be held March 27, 2014.

At Large - Guy Parisi
Phase 2 – Annaliza Cabatan
Phase 1 - Kai Eng

Phase 3 – Jennifer Youngblood volunteered to be a candidate for election to the Board from Phase 3. Thank you Jennifer!

Motion by Sylvia, seconded by Guy and approved with 5 ayes and 1 abstention, that the deadline to submit a biographical application to be a candidate for the March 27 Board of Directors Election is extended to midnight March 15, 2014.

Roy Kauer reminded the Board that it is important for the Board to define and communicate the charter of each committee with the respective committee members.

Election Committee – Co Chairs: Roy Kauer, Rob Moorhead and Jennifer Youngblood

Sylvia agreed to email the electronic files, to Justin at Targa, for all the election materials that need to be printed for the election. Justin will save these files for future use.

Unfinished Business

Drainage Issues

Justin and John met with Larson Excavating to obtain two bids:

Motion by Guy, seconded by Gary and approved with 5 ayes and 1 abstention to hire Larson Excavating, at a cost of \$1,177 plus WSST, from the Tall Firs Operational Budget, to proceed with the work required to correct the drainage of water that runs down the hill from 21st Street to the foundations and patios of Units in Buildings 4, 5 and 6.

A bid was received from Larson Excavating for \$3,450 plus WSST to correct the depth and angle of the Drainage Ditch that runs from 320th north to the back of the property behind Building 45. This would include building up the bank on the west side of the ditch and installing an improved grate system from the culvert to the wetlands.

Sylvia requested Justin require all bids include the address and unit numbers where the work will be done.

Roof Repairs/Replacement

The damaged roofs on Buildings 36, 38 and 47 were repaired by Northwest Roofing. The damaged roof on Building 38 was repaired for \$425 plus WSST, and the contractor advised John the roof should be replaced since the repairs will not withstand the next heavy wind storm.

Two bids were received for replacing the roof on Building 38.

\$16,490 plus WSST and permits Northwest Roofing for building roof only (including vents)
\$16,415 plus WSST and permits from York, Inc. for building roof and carport roof (not including vents)

Motion by Gary (no second) that he will follow up by evaluating the long term roofing needs of the community and will report back at the April 10 Board meeting.

Gary recommended a comprehensive evaluation of the community's long term roofing needs to determine the costs that will need to be planned and budgeted.

Attic Insulation Project

Tall Firs Condominium Association has been approved to participate in the Attic Insulation Project. Justin will establish the schedule with the company and will notify the homeowners when the insulation company will require access to their unit

New Business

Tall Firs FHA/HUD Certification

Justin reported that there was a communication breakdown between Targa and the KSB Consulting, and consequently the Tall Firs FHA/HUD certification expired as of March 1, 2014. The application has been resubmitted, and certification should be reinstated within approximately one month. This certification needs to be renewed every two years. Justin assured the Board that Targa is putting safeguards in place to prevent this from happening again in the future.

Status Reports

Kim noted she is not receiving project reports from the on-site staff. These reports are essential for the Maintenance Chairman to track the maintenance needs including what is being worked and how many hours are being spent on that project. This information is also essential to anticipate and project our long-term planning, staffing and budgetary needs. John was formally instructed to ensure that he and Terry record, on a daily or weekly basis, what they worked on and how much time was spent on each project. It is believed this should take approximate 10 to 15 minutes at the end of each day. The reports are to be submitted to Kim Rivard in a timely manner.

Capital Projects

Planning and Prioritization of Capital Projects will be part of every monthly meeting. Gary will update the spreadsheet tracking these items.

Gary noted that two items on the Reserve Study: 1) fence trim repair and painting 2) exterior surfaces repair painting, are two of the biggest projects that need to be pursued during 2014. The Board has determined this work will be done by an outside contractor.

Motion by Gary, seconded by Guy and approved with 5 ayes and 1 abstention that Kim Rivard, Maintenance/Architecture Chairman, will provide the Board with a comprehensive Scope of Work for completing all outstanding exterior repair and painting needs.

Gary will call Fred Knowles, Professional Home Inspector and one other inspector for an estimate to inspect the exterior of all buildings for needed repairs.

Committee Reports

Architectural Committee – Kim Rivard, Chairperson

Kim reported that the vendor Pacific Lighting Supply is waiting for the Board's direction concerning the improved lighting on the RV Lot. The company submitted a bid of \$4,385 plus WSST on December 12, 2013, to install two 20 foot high light poles that would be higher and provide more far-reaching light to the RV lot. Kim will confirm with the company if they will honor the December quote, and will also request a new bid for a single light fixture.

Website Committee

Sylvia requested someone volunteer the use of their personal credit card for the website annual payment. Guy Parisi has volunteered to be responsible for this payment

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

Respectfully Submitted,

Sylvia Schulz
Tall Firs Board Secretary

March 13, 2014
Date Approved

Gayle Bosshart
Tall Firs Board President

Tall Firs Condominium Association
Community Association Manager Report
February 2014 - March 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

Resident Managers Report

For the month of March 2014

1. We did trash patrol on a regular basis.
2. I took care of the Hot Tub regularly.
3. We started using the new mailboxes and took down the old ones, the parcel box locks are still going to be a couple of weeks out for the lock installation.
4. I installed 2 flood lights on a post at the entrance for buildings 9-17 due to it was a very dark corner and was also the place where people kept dropping of stolen cars.
5. I had the roofs repaired on buildings 36, 43, 47, and 38.
6. I started pressure washing to get the sidewalks moss free and curbs cleaned so that we can repaint them this year.
7. The Kubota is being picked up for servicing on Monday the 17th.
8. Terry has been finishing cutting the rest of the bushes around the buildings and islands where needed and then picking up the stuff after he gets them all cut in an area.
9. 8 B repairs were finished at the beginning of the month. The reason it took so long is that when it was nice or decent weather we got the other things done instead of working in doors at those times. The homeowner was ok with us putting it off because she knew we had other things to do when it was nice outside.
10. I contacted king county metro and they are sending someone out to repair the trash can.
11. I passed out the keys to the mailboxes and still have about 5 percent of them left to give out.
12. I have had a few meetings with the new landscapers and they have been cleaning up all the flower beds.
13. There have now been 4 cars broken into in the last week.
14. I worked with Guy on the new request for service page and still figuring it out.