

**Tall Firs Condominium Association of Federal Way
Board Meeting Minutes**

Thursday, April 10, 2014 at 7:00 p.m. in the Cabana

| BOARD OF DIRECTORS | | | STAFF | |
|--------------------|-------------------------------------|--------------|-------|--|
| A | Kai Eng, Director | Phase 1 (E) | P | Justin Smith, Property Manager, Targa R/E Services |
| -- | VACANT, Director | Phase 1 (O) | P | John Roundtree, Resident Manager |
| P | Anna Cabatan, Director | Phase 2 (E) | | |
| P | Mick Crawford, Secretary | Phase 2 (O) | | |
| P | Jennifer Youngblood, Vice-President | Phase 3 (E) | | |
| P | Gary Rygmyr, Treasurer | Phase 3 (O) | | |
| P | Guy Parisi, President | At Large (E) | | |

Attendance: P = Present E = Excused A = Absent (E) = Elected in Even # years (O) = Elected in Odd # years

HOMEOWNERS PRESENT (1 minute): Mick

Beth Hendler 12-D; Jeanette Romano 12-C; Don Hilt 51-D; Arlene Park 51-A; Lisa Jaffee 26-B and Mark Alenick 29-B.

HOMEOWNER'S COMMENTS (15 minutes - Comments limited to 2 minutes each.)

Jeanette Romano questioned the attic insulation installation timeframe. Sylvia Schulz expressed concern over the election procedures. Beth Hendler asked questions about gutters and drainage issues.

CALL TO ORDER (1 minute): Guy

A quorum being present, President Parisi called the meeting to order at 7:28 p.m.

MINUTES (1 minute): Guy

The minutes of the March 13, 2014 Board Meeting were approved as distributed.

EXECUTIVE MOTIONS FROM MARCH 13, 2014 EXECUTIVE BOARD MEETING (1 minute): Mick

MOTION: By Gary, seconded by Gayle and approved with 5 ayes to proceed with CLG recommendation to investigate the owner of unit 10-A for garnishment purposes. Kai Eng abstained.

EXECUTIVE MOTIONS FROM APRIL 10, 2014 ORGANIZATIONAL MEETING (1 minute): Mick

Election of Officers:

MOTION: That Guy Parisi is nominated and elected unanimously as President.

MOTION: That Jennifer Youngblood is nominated and elected unanimously as Vice President.

MOTION: That Gary Rygmyr is nominated and elected unanimously as Treasurer.

MOTION: That Mick Crawford is nominated and elected as Secretary.

FINANCIAL REPORTS (10 minutes): Justin

See attached report(s).

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PROPERTY MANAGER'S REPORT (10 minutes): Justin
See attached report(s).

RESIDENT MANAGER'S REPORT (10 minutes): John
See attached report(s).

UNFINISHED BUSINESS (20 minutes): Guy

ATTIC INSULATION: John and Justin reported on the status of the free attic insulation program paid for by Puget Sound Energy. There was general discussion. The installation is tentatively scheduled to begin around May 5th. Targa will send informational letters to all homeowners.

ENTRYWAY CARPET REPLACEMENT: There was general discussion. John requested to be allowed to replace the indoor-outdoor carpet with a non-skid epoxy product that is painted on the surfaces. Consensus was to allow John to apply the new material on buildings 8 and 16 entryways for evaluation.

SATELLITE DISH INSTALLATION: A written request from the owner of unit 13-C to be allowed to install a satellite dish was reviewed. There was general discussion.

MOTION: That the owner of 13-C be allowed to have a satellite dish professionally installed. Seconded and passed.

CAPITAL PROJECTS REVIEW: Gary

DECK REPAIR: There was general discussion. Consensus was to request bids for the repair of the inset decks for buildings 1 and 11 and for exposed decks for buildings 5 and 8.

RV LOT LIGHTING: John reviewed a bid received from Pacific Lamp Supply in Seattle for the installation of three metal light poles and light fixtures in the amount of \$6,968.67 (including WSST). There was general discussion.

MOTION: That \$6,968.67 (including WSST) from Reserve Account is authorized for Pacific Lamp Supply to install three metal light poles and LED lamps in the RV lot. Seconded and passed.

NEW BUSINESS (10 minutes): Guy

MOTION: To authorize up to \$100.00 to have the Declaration re-typed into MS Word format. Seconded and passed.

ANNUAL MEETING ATTENDANCE: There was general discussion about potential fines for failure to attend or submit a proxy per our rules.

MOTION: That the fine for failure to attend the annual meeting or submit a proxy is waived. Targa is instructed to notify affected homeowners by mail of the Board's decision. Seconded and passed.

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PREVIOUSLY SUBMITTED WRITTEN COMMITTEE REPORTS (10 minutes): Guy
See attached report(s) - (if applicable).

ADJOURN (1 minute): Guy

There being no further business, the meeting was adjourned at 9:00 p.m.

Recorded by,

Mick Crawford, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report March 2014 – April 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 April 2014

1. I checked the chemicals in the hot tub on a regular basis.
2. Terry has been cleaning out carport gutters and the gutters on the T 3 buildings for the last 2 weeks.
3. Terry and I pulled off the pool cover so we can clean it and put it away before we took care of the tennis court.
4. I vacuumed the pool and chlorinated it so that it does not turn green.
5. I have been pressure washing sidewalks and curbs so they can be properly prepped for painting this year.
6. There was another stolen car dropped off on the property in phase 2 and the police department said that car theft is on the rise.
7. Terry and I prepared the cabana for meetings and the annual meeting.
8. I have meant with many contractors about a leak in 8 Bs wall, true green, 4 Ds garage wall and the roofing leaks on buildings 2,3,23, and 31.
9. I had to replace the garbage disposal in my unit it burnt out.
10. Terry and I had to replace the washing machine in 8 D the circuit board and spin cycle went out in the other one.
11. We are going to continue pressure washing and gutter cleaning until completed.
12. *Discussion* I received a work order about breeze way landings for replacing the indoor outdoor carpet and I have a good suggestion for this.
13. *Discussion* I received a work order to install a water spigot in the back patio area and would like direction on this.