

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

Thursday, May 8, 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: Carol Young 43-C; Terese Mikkola 24-C; Kim Rivard 42-B; H. Miller 23-B; Lisa R. Jaffee 26-B; Kai Eng 10-D; Mark Alenick 29-B and Roy Kauer 45-D.

HOMEOWNER'S COMMENTS: Limited to 2 minutes each.

Mark Alenick asked questions about the attic insulation program. Kai Eng again had questions about the last election process.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:20 p.m.

MINUTES: The minutes of the April 10, 2014 Board Meeting are approved as distributed.

EXECUTIVE MOTIONS: The following motions were passed at the April 10, 2014 Executive Board Meeting.

MOTION: To continue to attempt to serve the owner of unit 5-B. Seconded and passed.

MOTION: To comply with our attorney's recommendation for unit 13-B. Seconded and passed.

MOTION: To refer to A.C.S. (Association Collection Services) to attempt to collect from owners of unit 21-A and 46-D. Seconded and passed.

MOTION: To refer to A.C.S. (Association Collection Services) to attempt to collect from owners of unit 17-B, 32-C and 39-C. Seconded and passed.

MOTION: That the Board allow the owner of unit 26-B to extend the deadline for payment until April 30, 2014 and that if paid by then, the Board will waive the \$50.00 fee. Seconded and passed.

MOTION: That Guy Parisi is reimbursed \$54.74 for the purpose of purchasing a recorder for meetings. Seconded and passed.

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FINANCIAL REPORTS: Justin. See attached report(s).

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

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

UNFINISHED BUSINESS:

ATTIC INSULATION: John reviewed the attic insulation installation progress. There have been a number of problems gaining access to certain units due to uncooperative owners. Everyone is reminded that this program is completely funded by Puget Sound Energy and costs individual homeowners nothing and will save money for everyone.

MOTION: To accept Superior Weatherization's bid dated May 8, 2014 in the amount of \$1,896.05 for buildings 43 and 44 crawlspace weatherization. Seconded and passed.

MOTION: To approve unit 1-C's request to have a satellite dish professionally installed per our existing procedures. Seconded and passed.

ROOF REPAIRS: Water leak repairs have been completed on the roofs of buildings 2, 3, 23 and 31.

DRAINAGE DITCH: Consensus was to have Larson Excavating alter their March 12, 2014 bid by expanding the scope of work to include roof drainage around buildings 42 – 49.

INSET DECKS: There was general discussion.

MOTION: To accept GCS Construction's bid in the amount of \$3,856.72 per deck to be taken from reserves for units 1-A, 1-B, 1-C and 1-D. Seconded and passed.

EXPOSED DECKS: There was general discussion.

MOTION: To accept GCS Construction's bid dated October 9, 2013 in the amount of \$6,184.07 per deck to be taken from reserves for unit 5-C and 5-D. Seconded and passed.

MOTION: To accept GCS Construction's bid dated October 9, 2013 in the amount of \$6,886.24 per deck to be taken from reserves for unit 8-C and 8-D. Seconded and passed.

RV LOT LIGHTING: John reviewed Pacific Lamp's progress on installing three new aluminum poles with LED lamp heads including trenching and asphalt work. There was general discussion.

CABANA: The sliding glass door from the cabana to the pool and the sliding glass door in the hot tub room must be replaced for safety reasons. There was general discussion.

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MOTION: To accept AA Side x Side's May 6, 2014 bid to replace the pool door with a personnel door and to replace the one in the hot tub room with small opaque windows at ceiling height in the amount of \$3,450.00 plus WSST. Seconded and passed.

TREE REMOVAL: The City of Federal Way approved our arborist's recommendations in a letter dated April 15, 2014 to remove or high limb specific trees. There was general discussion. All bids must comply with the City's authorization instructions.

CAPITAL PROJECTS: Gary reviewed and there was general discussion. Consensus was to tackle trim repair/replacement and painting including fences as the next project.

NEW BUSINESS:

LANDSCAPE: True Green is having a few problems including a couple of broken windows and leaving large ruts while mowing the grass.

PREVIOUSLY SUBMITTED WRITTEN COMMITTEE REPORTS:

No written committee reports were submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:30 p.m.

Recorded by,

Mick Crawford, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

April 2014 – May 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 May 2014

1. I checked the chemicals in the Hot Tub on a regular basis.
2. Terry and I pulled off the carpet on all breeze ways that were tripping hazards.
3. Per the board direction we pull all staples from the steps on building 8 and 16 and then painted the non skid paint on the surfaces and then repainted the trim and steps.
4. The insulation company has been here for two weeks and have been working with me to get into the units.
5. I painted the curbs and striping up to the point where I have to pressure wash again, on days it rains I pressure wash and days that it is nice I paint.
6. Terry has been replacing trim boards that are bad on building 1 and on days it is nice he has been painting building 1.
7. I had to go outside at 530 in the morning Friday because I got a phone call from a tenant saying that a drunk driver was up on one of our curbs so I walked out there and called the police he hit one of our fire hydrants but did not damage it and was arrested.
8. We have been filling out daily time sheets as requested
9. I will be working over the next couple of weeks to get the pool ready to open.
10. I took the pressure washer and had it serviced.
11. The company that is doing the lights in the RV lot dropped of the light poles on Friday.
12. ****Discussion**** I think we need to talk about the landscaping company
13. ****Discussion**** We need to discuss what we are going to do about the sliding glass doors on the cabana
14. ****Discussion**** sidewalk repairs for cabana walkway