

Approved
7/10/14

Tall Firs Condominium Association of Federal Way
Board Meeting Minutes

Thursday, June 12, 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
E	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 and Roy Kauer 45-D.

HOMEOWNER'S COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:15 p.m.

MINUTES: The minutes of the May 8, 2014 Board Meeting are approved as distributed.

EXECUTIVE MOTIONS: The following motions are from the June 12, 2014 Executive Board Meeting:

MOTION: Unit 48-A That, we close the account on unit 48-A with CLG (Condominium Law Group) and write-off the balance due in the amount of: \$8,398.28. Seconded and passed.

MOTION: Unit 5-B That, we accept CLG's recommendation(s) for unit 5-B. Seconded and passed.

MOTION: Unit 21-A That, we accept CLG's recommendation(s) for unit 21-A. Seconded and passed.

MOTION: Unit 19-A That, we pre-authorize CLG to proceed with a sheriff's sale for unit 19-A once they secure judgment. Seconded and passed.

MOTION: Unit 17-B That, we authorize a location search for the owner of unit 17-B. Seconded and passed.

MOTION: Unit 32-C That, we authorize ACS attorney to assume unit 32-C's case. Seconded and passed.

MOTION: Unit 39-C That, we authorize ACS to perform a location search for the owner of 39-C. Seconded and passed.

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

MOTION: Units 21-C, 15-D and 36-B That, we refer collection on units 21-C, 15-D and 36-B to ACS. Seconded and Passed.

MOTION: Unit 8-D That, we comply with unit 8-D tenant's request for vehicle damages. Seconded and passed.

MOTION: That, Gary Rygmyr is reimbursed \$35.00 for registration fee. Seconded and passed.

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).

MOTION: That John is authorized to install a handrail at the stairs on the sidewalk at unit 42-B. Seconded and passed.

UNFINISHED BUSINESS:

DRAINAGE: There was general discussion and questions.

MOTION: That we accept Larson Excavating, Inc.'s bid dated June 12, 2014 in the amount of \$6,875 plus WSST for downspout drainage repairs at buildings 42-49 authorized to be paid from the reserve account. Seconded and passed.

MOTION: That we accept Larson Excavating, Inc.'s bid dated May 14, 2014 in the amount of \$2,245 plus WSST for drainage repairs at building 7 authorized to be paid from the operations account. Seconded and passed.

DECKS: There was general discussion and questions. Four inset decks at building 4 and four exposed decks at buildings 5 and 8 are underway.

RV LOT LIGHTING: The new poles and lights have been installed. There were comments and questions about the lighting coverage adequacy.

TREE REMOVAL: Tabled until July meeting.

CHIMNEY STACK ENCLOSURE REMOVAL: Affects the T-3 units, Buildings 18, 19, 20, 21- 32 and 33. There was general discussion and questions. John recommends that we start with building 33 to see what might be entailed and if no unforeseen difficulties arise, that we continue with the rest of the affected units.

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

MOTION: That AA Side x Side's bid in the amount of \$537 plus WSST per stack be accepted and authorized to be paid from the reserve account. Seconded and passed.

Justin and John were excused at 8:30 p.m.

NEW BUSINESS:

ANNUAL GARAGE SALE: Tabled until July meeting. Propose Saturday, August 16, 2014.

WRITTEN COMMITTEE REPORTS:

No written committee reports were submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:50 p.m.

Recorded by,

Mick Crawford, Secretary

Guy Parisi, President

Tall Firs Condominium Association
Property Manager Report
May 2014 – June 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