

Approved
9-14-14

Tall Firs Condominium Association of Federal Way
Board Meeting Minutes

Thursday, July 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: Lisa Juvinal 51-C, Mark Alenick 29-B, Don Hilt 51-D, Phyllis Hilt 51-D and Terese Mikkola 28-C.

HOMEOWNER'S COMMENTS: Limited to 2 minutes each.

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

MINUTES:

MOTION: That the minutes of the June 12, 2014 Board Meeting be approved as distributed. Seconded and passed

EXECUTIVE MOTIONS: The following motions are from the July 10, 2014 Executive Board Meeting:

Reserve Accounts Bank Signatures:

MOTION: That the President and Treasurer are our authorized signatories on the HomeStreet Bank and the Boeing Employees Credit Union (BECU) Reserve Accounts and that two (2) signatures are required to withdraw or transfer funds from those accounts. Seconded and passed.

Employee Pay Raises:

MOTION: That a three and one-half percent (3.5%) general wage increase is approved for John and Terry retroactive to June 1, 2014. Seconded and passed.

MOTION: That, unless specifically noted, any future authorized and budgeted general pay increase(s) for employee(s) shall become effective on January 1st of the affected budget year regardless of date of hire. Seconded and passed.

Unit 48-A:

MOTION: That we close the account for Unit 48-A with our attorney and write-off the debt. Seconded and passed.

Unit 19-A:

MOTION: That a bank and employment investigation is authorized for the owner(s) of Unit 19-A. 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).

John presented July's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

DRAINAGE: There was general discussion and questions. The area still needs some cleanup, leveling and hydro-seeding.

DECKS: There was general discussion and questions. Four (4) inset decks at Building 4 and four (4) exposed decks at Buildings 5 and 8 are nearly complete. When complete and the permits have been approved and signed-off by the City, the contractor may be paid.

RV LOT LIGHTING: The new poles and lights have been installed. There were comments and questions about the new lighting coverage inadequacy, specifically at the stairway. It was suggested that a lighting study be conducted.

It was also suggested that we install wood 4x4s with lights at the three (3) mailbox clusters that are not adequately illuminated by existing street lighting.

TREE REMOVAL: There was general discussion and questions.

MOTION: That Thundering Oak's bid dated May 7, 2014 in the amount of \$4,250 plus WSST to remove four (4) trees at the Cabana and one (1) tree at Building 8 is approved. Seconded and passed.

CHIMNEYS STACK ENCLOSURE REMOVAL: Affects twenty-one (21) T-3 townhouse units; Buildings 18, 19, 20, 21, 32 and 33. There was general discussion and questions. John recommended 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.

STRUCTURE TRIM REPAIR/REPAINT:

MOTION: That Fred Knowles be contracted to draft a scope of work and specifications for the repair of all structural trim and painting and that they provide us with estimated costs for all trim repair and painting. Seconded and passed.

PARKER PAINT PURCHASE: There was general discussion and questions about the large quantity of paint purchased recently. John explained that although the invoice's costs were accurate, the quantities were inaccurate.

PSE DIRECT INSTALL PROGRAM: Puget Sound Energy has a program specifically for condominium complexes where they will replace light bulbs with energy-efficient LED light bulbs, showerheads with Water Sense

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showerheads and aerators, advanced power strips, and water heater pipe insulation installed directly into condo units. In addition, units with clothes washers manufactured in 1997 or before and refrigerators manufactured in 1992 or before may be eligible to receive a **FREE** Energy Star like-for-like appliance replacement. We will need at least 50% homeowner participation in order to qualify. Anna and Jennifer agreed to spearhead the program.

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

NEW BUSINESS:

ANNUAL GARAGE SALE: Tall Firs Condominium Association "Annual Community-Wide Yard Sale" will be held on Saturday, August 16, 2014 from 8:00 a.m. until 5:00 p.m. Guy agreed to advertise the event.

LAWN WATERING: Phase 1 is the only area with a legal irrigation system. Phases 2 and 3 do not have back-flow preventers and much of the watering there is from residential water with garden hoses as opposed to irrigation water. Using residential water is much more costly due to the fact that sewer costs are also charged on residential water usage.

POOL/HOT TUB: King County Health Department inspector(s) will be here next week for a compliance inspection of our facility. It was noted that our hot tub is a residential unit as opposed to a commercial unit and that we will have to replace it or be in violation of County and Federal regulations.

PARKING: There have been a number of complaints about illegal parking – specifically in Phase 2 – where unauthorized vehicles have been parking in uncovered spots and some homeowners are parking in covered spots not assigned to them. Our Rules and Regulations contain provisions requiring parking permit decals to be displayed on all vehicles. Without them, it is almost impossible for John to enforce parking regulations. Mick and Guy agreed to investigate the issue and report back to the Board.

WRITTEN COMMITTEE REPORTS:

No written committee reports were submitted.

ADJOURN: There being no further business; the meeting was adjourned at 9:05 p.m.

Recorded by,

Mick Crawford, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report June 2014 – July 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 JULY 2014

- 1. I CHECKED THE CHEMICALS IN THE POOL AND HOT TUB ON A REGULAR BASIS AND WELL KEPT THE POOL CLEAN OF DEBRIS.**
- 2. I CHANGED THE CODES ON THE FIRST OF THE MONTH AS USUAL**
- 3. TERRY HAS BEEN PAINTING STAIR WELLS THAT THE CARPET HAS BEEN REMOVED FROM/BUILDINGS 3, 15, AND 16.**
- 4. TERRY HAS BEEN PAINTING BUILDING 1 TRIM AND REPLACING TRIM WHERE NEEDED BUILDING TRIM HAS BEEN A REAL PROBLEM DUE TO HE HAS HAD TO REPLACE QUITE A BIT AND HAS TAKEN ABOUT TWO IN A HALF WEEKS. THE PAINTING PORTION IS DONE TO WHERE HE CAN REACH WITH OUT HELP THE REST WILL REQUIRE BOTH OF US TO COMPLETE.**
- 5. I HAVE BEEN WORKING VERY CLOSELY WITH ALL CONTRACTORS THAT HAVE BEEN HERE MAKING SURE THINGS ARE GOING CORRECTLY.**
- 6. GCS CONSTRUCTION HAS COMPLETED BUILDING 1 INSET DECKS AND THEY ARE WORKING ON THE CANTILEVERED DECKS AND HAD TO REDO THREE OF THEM BECAUSE THEY WERE DONE WITH SURFACE MOUNTS AND WERE SUPPOSED TO BE SIDE MOUNTS.**
- 7. JOHN LARSEN CONSTRUCTION STARTED ON MONDAY AND THEY ARE SAYING THEY SHOULD BE COMPLETED IN THREE WEEKS.**
- 8. A A SIDE X SIDE STARTED ON THE BREEZE WAY WALLS ON UNIT 35 B MONDAY TO FIGURE OUT WHERE THE LEAK WAS GOING INTO THE BATHROOM SHOULD BE DONE BY THE END OF THE WEEK.**
- 9. A A SIDE X SIDE WILL BE STARTING ON THE CHIMNEY ENCLOSERS TUESDAY AND SHOULD BE COMPLETED BY THE END OF THE WEEK.**
- 10. A A SIDE X SIDE RECEIVED A PHONE CALL FROM THE FAB SHOP AND THE HAND RAIL ON UNIT 42 B SHOULD BE COMPLETED BY WENSDAY.**
- 11. TERRY AND I REMOVED THE BUSHES FROM THE ENTRANCE OF BUILDINGS 9-17 DUE TO SAFETY ISSUES WHERE PEOPLE WERE UNABLE TO SEE AROUND THE CORNER.**
- 12. I HAVE BEEN MAKING THE LISTS OF THE FENCES, AND DECKS THAT WAS ASKED OF ME BY GARY AND AS WELL ANSWERED THE QUESTION ABOUT PAINT AT THE LAST BOARD MEETING.**
- 13. TERRY AND I REMOVED ALL THE ITEMS LEFT AROUND THE DUMPSTER ENCLOSERS AND ARE REMOVING ANY DEBRIS THAT WAS LEFT IN THE RV LOT FROM THE LIGHTS BEING INSTALLED AND ALL BRICK AND CEMENT LEFT AROUND THE PROPERTY.**
- 14. I HAVE WALKED THE PROPERTY SEVERAL TIMES WITH JUSTIN ABOUT PROBLEM AREAS WHERE THE LANDSCAPERS HAVE NOT BEEN DOING.**
- 15. TRUE GREEN WAS HERE ON MONDAY AND REMOVED THE DEBRIS PILE.**
- 16. TERRY AND I HAVE BEEN PAINTING THE DECKS THE CONTRACTORS HAVE BEEN REBUILDING AS THEY GET THE COATING DONE BUILDING 8 A, AND B AND ALSO BUILDING 5 A, AND B IT TOOK TWO DAYS PER DECK**

ITEMS THAT TERRY WILL BE WORKING ON THROUGH

THE MONTH OF JULY

- 1. ANY FENCES THAT WILL NEED REPLACEMENT, DUMPSTER ENCLOSIER 320TH ENTRANCE, AND BUILDING 51 FENCE REPLACEMENTS**
- 2. ANY FENCES THAT NEED SCRAPING AND REPAINTING 30, 41, 42, AND 31**
- 3. HIS DAILY RESPONSIBILITIES TRASH AND DUMPSTER ENCLOSERS**

ITEMS THAT JOHN WILL BE WORKING ON THROUGH

THE MONTH OF JULY

- 1. POOL AND HOT TUB**
- 2. PRESSURE WASHING THE TENNIS COURT ABOUT 4 DAYS**
- 3. PRESSURE WASHING THE SIDE WALKS ON MAIN DRIVE ABOUT 2 WEEKS**
- 4. REPAINTING CURBS ON MAIN DRIVE ABOUT 1 WEEK.**