

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

Thursday, August 14, 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)		
E	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: Ursula Owen 28-B; Mark Alenick 29-B; Kim Rivard 42-B; Don Hilt 51-D; Pat Farkas 40-B; Arlene Park 51-A; Terese Mikkola 24-C; 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 7:20 p.m.

MINUTES:

MOTION: That the minutes of the July 10, 2014 Board Meeting be approved as distributed. Seconded and passed

EXECUTIVE MOTIONS: The following motions are from the August 14, 2014 Executive Board Meeting:

RESERVE ACCOUNT BANK SIGNATURES:

MOTION: That President Guy Parisi and Treasurer Gary Rygmyr are to be our authorized signatories on the HomeStreet Bank Reserve Account and that two (2) signatures are still required to withdraw or transfer funds from this account. Seconded and passed.

Unit 17-B:

MOTION: That we refer this account to the ACS attorney. Seconded and passed.

Unit 39-C:

MOTION: That this account is with ACS and that we refer it to their attorney, Patricia Army. Seconded and passed.

Unit 21-C:

MOTION: That this account is with ACS and that we refer it to their attorney, Patricia Army. Seconded and passed.

Unit 4-C and 32-A:

MOTION: That these accounts be referred to ACS. Seconded and passed.

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Unit 36-B:

MOTION: That this account failed to pay as agreed and therefore that all previously waived fines and fees be reinstated. 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).

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

MOTION: That Justin is authorized to pay for hydro seeding at the drainage ditch on the access road in an amount not to exceed \$500.00. Seconded and passed.

UNFINISHED BUSINESS:

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. Building 33 has been completed and we will 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 and then sent out to bid – including AA Side x Side and two additional vendors. Seconded and passed.

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 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

TEMPORARY EMPLOYEE:

MOTION: That funding is authorized to hire a temporary employee beginning immediately through October 10, 2014 for the specific purpose of painting fences. Seconded and passed.

NEW BUSINESS:

CABANA RE-ROOF:

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MOTION: That three bids be obtained to re-roof the cabana and to remove the chimney stack enclosure.
Seconded and passed.

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 and Mick will be on site to coordinate the event.

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 July 2014 – August 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 AUGUST 2014

1. I CHECKED THE CHEMICALS IN THE POOL ON A REGULAR BASIS AND HAD TO CLOSE IT FOR ONE DAY BECAUSE THE CHLORINATOR STOPPED WORKING SO I FIXED IT AND REOPENED.
2. I RECEIVED A WORK ORDER FOR REDOING THE STAIRWELL ON BUILDING 10 AND TERRY STARTED AND FINISHED IT.
3. I INSTALLED THE LIGHTS AT 2 OF THE MAIL BOXES AS DIRECTED AND THEY WORK VERY WELL.
4. THE HAND RAILS WERE INSTALLED ON BOTH SIDES OF THE STAIRS OF BUILDING 42 BECAUSE OF HOW WIDE THAT STAIRWELL IS.
5. TERRY HAS BEEN WORKING ON FENCE PAINTING AND IS TAKING MORE TIME THAN EXPECTED DUE TO HOMEOWNERS HAVING STUFF ON THE FENCES AND UP AGAINST THE FENCES.
6. I HAVE BEEN WORKING ON PRESSURE WASHING THE CURBS AND CHIPPING THE OLD PAINT OFF SO THE NEW PAINT WILL ADHERE BETTER.
7. I WALKED AROUND WITH THE INSPECTOR FOR THE DECKS AND HE PASSED THEM.
8. THE CHIMNEY BOXES ON BUILDING 33 WERE REMOVED AND ONE HAD DRI ROT REPAIRS THAT NEEDED TO BE DONE.
9. THE CHIMNEY BOXES ON BUILDING 32 WILL BE STARTED IN THE NEXT 2 WEEKS.
10. I CHANGED THE CODES FOR THE POOL HALF WAY THROUGH THE MONTH BECAUSE I HAD TO KICK OUT 14 KIDS THAT HAD THE CODE THAT DID NOT BELONG HERE.
11. I CHANGED THE CODES FOR THE POOL ON 8/12 BECAUSE I RECEIVED THE NEW DELINQUENCY REPORT AND SOME OF THE HOMEOWNERS ON THERE HAD THE CODE FOR AUGUST.
12. THERE HAS BEEN A LOT OF DUMPING ON THE PROPERTY AGAIN AND WOULD LIKE SOME HELP CATCHING THESE PEOPLE THAT ARE DOING THIS.
13. I HAD TO DISCONNECT THE LIGHT IN THE R.V. LOT NEXT TO THE STAIRS BECAUSE THE NEW LIGHT ON THE EAST SIDE THE SCREWS WERE SHEERED OFF.
14. ****DISCUSSION**** I HAVE HAD MANY HOMEOWNERS ASK ME WHAT ARE WE GOING TO DO ABOUT THE LANDSCAPING COMPANY AND I HAVE TOLD THEM WE WERE DISCUSSING THIS SUBJECT AT THE BOARD MEETING.
15. ****DISCUSSION**** THE HOMEOWNERS REQUEST LAST MONTH ABOUT THE ENTRANCE TO THEIR UNITS BEING SHORTENED AT 320TH.
16. ****DISCUSSION**** REMOVING ALL THE DEAD PLANTS ON THE PROPERTY AND TRANSPLANTING SOME AREAS TO MAKE UP FOR THIS.
17. ****DISCUSSION**** HYDROSEEDING THE BACK PART OF THE PROPERTY WHERE THE DITCH WAS DUG OUT