

Approved  
10/9/14

**Tall Firs Condominiums Association of Federal Way  
Monthly Board Meeting Minutes**

**Thursday, September 11, 2014 at 7:00 p.m. in the Cabana**

BOARD OF DIRECTORS			STAFF	
--	VACANT, 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:** Ursula Owen 28-B, Mark Alenick 29-B, Kim Rivard 42-B, Carol Young 43-C, Roy Kauer 45-D, Kim Smith 47-A, Arlene Park 51-A, Don Hilt 51-D, Terese Mikkola 24-C, Andrea Watts 19-C and (illegible) Miller 23-B.

**HOMEOWNER'S COMMENTS:** Limited to 2 minutes each.

**CALL TO ORDER:** A quorum being present, President Parisi called the meeting to order at 7:25 p.m.

President Parisi informed all that with the sale and closing of Director Eng's unit, per our Declaration, this creates an automatic vacancy on the Board of Directors for the Phase 1 (E) position. Currently both Phase 1 positions (E and O) are now vacant and, per our Declaration, need to be filled by Board appointments. Both appointments would be valid until the next Annual Meeting.

**MINUTES:**

**MOTION:** That the minutes of the August 14, 2014 Board Meeting be approved as distributed. Seconded and passed

**EXECUTIVE MOTION(S):** The following motion(s) is/are from the 6:00 p.m. September 11, 2014 Executive Board Session:

**MOTION:** Unit 19-A - That we first successfully evict the residents of the unit and then proceed with a sheriff's sale. 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 September's proposed schedule of maintenance work activities.

John also presented a spreadsheet showing which decks remain in need of repair.

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**UNFINISHED BUSINESS:**

**GREENBELT:**

John explained the problem at Building 12 drainage and proposed solutions.

**RV LOT LIGHTING:**

The contractor is resisting communicating with us.

**MOTION:** To replace the heads on pole #6 near the stairs with fixtures like the other two newly installed RV lot light poles have. Seconded and passed.

**DRY ROT REPAIR:**

Justin has two bids to repair dry rot at Buildings 1-B and 4-C. When he receives the third bid, he will forward them to the Board for action.

**CABANA RE-ROOF:**

**MOTION:** That we accept AA Side x Side bid of \$9,318 plus WSST to re-roof the cabana and to remove the chimney stack enclosure with a completion date before November 30, 2014. Seconded and passed.

**CAPITAL EXPENDITURES:**

Gary reviewed his updated "Tall Firs Reserves Trends" financial analysis projecting that a five (5) percent dues increase is necessary for 2015.

**NEW BUSINESS:**

**PUGET SOUND ENERGY:** For those who chose to participate in the PSE Direct Install Program, the installation dates will be November 19, 20 and 21<sup>st</sup>.

**WRITTEN COMMITTEE REPORTS:**

**Architectural Committee:** Don Hilt reviewed decks needing repair in 2015. He recommended that the next decks to be repaired be Buildings 11 A,B,C, and D and 12 A,B,C and D inset decks and Building 31-C cantilevered deck be considered.

**Disaster Preparedness Committee:** Roy Kauer distributed "October: National Preparedness Month – Tips and Suggestions" handout. (See Attached).

No other written committee reports were submitted.

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

**Recorded by,**

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**Mick Crawford, Secretary**

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**Guy Parisi, President**

# Tall Firs Condominium Association

## Property Manager Report

### August 2014 – September 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