

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

Thursday, October 9, 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: Kim Rivard 42-B, Carol Young 43-C, Mark Alenick 29-B, Don Hilt 51-D, Arlene Park 51-A and Roy Kauer 45-D.

HOMEOWNERS' 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:

MOTION: That the minutes of the September 11, 2014 Board Meeting are approved as distributed. Seconded and passed.

EXECUTIVE MOTION(S): The following motion(s) is/are from the 6:00 p.m. October 9, 2014 Executive Board Session:

MOTION: That we transfer \$75,000 from the Key Bank Reserve Account to the HomeStreet Bank Reserve Account. Seconded and passed.

MOTION: Unit 21-A That we close this account with CLG. Seconded and passed.

MOTION: Unit 5-B That we confirm that we can terminate utilities in this case. Seconded and passed.

MOTION: Unit 46-D That we take no action on this account this month. Seconded and passed.

MOTION: Unit 14-D That we refer this case to our ACS Attorney if the amount due is not paid by October 15, 2014. Seconded and Passed.

MOTION: Unit 32-C To terminate utilities and then proceed with lawsuit if necessary. Seconded and passed.

MOTION: Unit 17-B To terminate utilities. Seconded and passed.

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MOTION: Unit 21-C To terminate utilities and then proceed with lawsuit if necessary. Seconded and passed.

MOTION: Unit 36-B To turn over to the Law Offices of Patricia Army. Seconded and passed.

MOTION: Unit 4-C To inform the owner that he must pay current dues of \$346 (and anticipate an approximate 5% dues increase for 2015), service fees of \$41 and arrearage amount of \$100 per month until paid in full. Seconded and passed.

MOTION: Unit 32-A To inform the owner that he must pay current dues of \$384 (and anticipate an approximate 5% dues increase for 2015), service fees of \$41 and arrearage amount of \$100 per month until paid in full. 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 October's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

MOTION: That Targa send out an annual update of the "Owner's and Tenant's Information" form with a pre-addressed return envelope (no stamp) to all owners. Seconded and passed.

MOTION: That we accept AA Side x Side's bid in the amount of \$7,200 plus WSST for structural repairs to Units 1-B and 4-C. 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 19th, 20th and 21st.

WRITTEN COMMITTEE REPORTS:

Architectural Committee: Don Hilt distributed his "October 2014 Maintenance Review" handout.

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No other written committee reports were submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:15 p.m.

Recorded by,

Mick Crawford, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

September 2014 – October 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 OCTOBER 2014

- 1. I CHECKED THE CHEMICALS ON A REGULAR BASIS**
- 2. WE HAVE BEEN DOING TRASH PATROL**
- 3. TERRY HAS BEEN PAINTING THE FENCES BEHIND BUILDINGS 27,28 ,45, AND 46**
- 4. KEVIN HAS BEEN PAINTING THE FENCES BEHIND 38 , 39, 40 , 34, AND 35**
- 5. I COVERED THE POOL AS EXPECTED FOR THE WINTER**
- 6. WE HAVE BEEN CLEANING OUT GUTTERS ON THE BUILDINGS**
- 7. WE HAVE HAD TO TAKE STUFF FROM THE DUMPSTERS MANY TIMES THIS MONTH BECAUSE OF PEOPLE MOVING OUT**
- 8. I HAVE CHECKED ON THE CONTRACTORS AS EXPECTED**
- 9. THE CONTRACTORS HAVE ROOFED THE CABANA AND PUT IN A RIDGE VENT SO THAT THE ROOF WAS PROPERLY VENTED**
- 10. THE CONTRACTORS ONLY HAVE BUILDING 21 STILL TO DO FOR CHIMNEY ENCLOSURES**
- 11. WE HAVE TAKEN APART THE DUMPSTER ENCLOSURE IN THE RV LOT SO THAT IT CAN BE REBUILT.**
- 12. WE CHANGED SEVERAL LIGHTS ON THE PROPERTY THAT HAVE GONE OUT.**
- 13. I PICKED UP THE WOOD WE NEEDED TO DO THE DUMPSTER AND FENCE AREAS.**
- 14. I TURNED IN THE RECEIPTS AND MANAGERS REPORT AS EXPECTED**
- 15. WALKED THE PROPERTY TO FIND WHERE THE GUTTERS NEED REPLACING**