

Approved
12/11/14

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

Thursday, November 13, 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
P	Coleen Adams, Director (Appointed)	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)		
E	Gary Rygmyr, Treasurer	Phase 3 (O)		
E	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: Arlene Park 51-A; Ursula Owen 28-B; Carol Young 43-C; Kim Rivard 42-B and Andrea Watts 18-C.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

NEW BOARD MEMBER: Vice President Youngblood announced that Coleen Adams was appointed by the Board following a unanimous e-mail vote approval to the Phase 1 (O) vacant position until the next Annual Membership Meeting in March 2015 per our Declaration. Thanks for serving and welcome back to the Board Coleen! It was noted that we still have one vacant Board position (Phase 1 (E)). Any Phase 1 homeowner wishing to serve their community is encouraged to contact any Board Member.

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

MINUTES:

MOTION: That the minutes of the October 9, 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. November 13, 2014 Executive Board Session:

MOTION: Unit 21-C That the owner must pay current monthly assessments plus fees plus \$100.00 per month. Seconded and passed.

MOTION: Unit 32-C That we wait until November 24, 2014 for the owner to pay the outstanding balance of \$2,587.31. Seconded and passed.

MOTION: Unit 39-C That we table action on this account until December 2014. Seconded and passed.

FINANCIAL REPORTS: Justin. See attached report(s).

PROPERTY MANAGER'S REPORT: Justin. See attached report(s).

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RESIDENT MANAGER'S REPORT: John. See attached report(s).

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

UNFINISHED 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.

HYDROSEEDING: There was general discussion. Work on the east drainage ditch will begin next week.

NEW BUSINESS:

GUTTERS: There was general discussion. A bid from C.R. Gutters Inc., dated November 5, 2014, was reviewed for gutter repair/replacement at buildings #1, 4, 7, 8, 27, 28, 34 and 35 in the amount of \$4,887.00 for materials and labor, \$760.00 for debris removal plus WSST.

MOTION: That we accept C.R. Gutters Inc. bid dated November 5, 2014 for various gutter repair/replacement and debris removal in the amount of \$5,647 plus WSST. Seconded and passed.

HOLIDAY PARTY: There was general discussion. It was explained that in the past, the Board would take care of as much business as they could at the Executive Session on December 11, 2014 so the monthly meeting would be as brief as possible. After reading in any executive motions, the meeting would then be adjourned and a holiday party would follow.

MOTION: That we authorize up to \$400.00 for the annual holiday party to be held on December 11, 2014 at 7:30 p.m. following a brief monthly meeting. Seconded and passed.

2015 ANNUAL BUDGET: There was general discussion. The Board reviewed the 2015 proposed budget including a five percent (5%) monthly dues increase.

MOTION: That we adopt the 2015 Operations Budget as distributed at the meeting. Seconded and passed.

WRITTEN COMMITTEE REPORTS:

No written committee reports were submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:00 p.m.

Recorded by,

Mick Crawford, Secretary

Jennifer Youngblood, Vice President

Tall Firs Condominium Association

Property Manager Report

October 2014 – November 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 NOVEMBER 2014

1. Checked the chemicals in the hot tub on a regular basis
2. We put the cover on the pool for the winter
3. We put the pool furniture away as directed
4. I took down the tennis nets and put them away
5. We have been doing the gutters on the property and only have 5 buildings left
6. I over saw the contractors rebuild the entrance way for unit 4 C and 1 B unit 4 C has to have the corner of the garage wall rebuilt from extensive water damage.
7. We cleaned the cabana for the meeting and any rentals as needed
8. We blew the roads when the landscapers are not here
9. I sent in the Kubota in for service as expected and also had the plow repaired
10. We have been cutting back tree branches away from chimneys for insurance purposes.
11. I sent in the chain saw to be repaired because it stopped working.
12. Terry has been trying to get boards painted in the shop so we can repair the dumpster enclosures and fences behind building 51. It has been taking longer than expected because we have been trying to get the buildings ready for winter.
13. I went around with Justin to do electric shut offs when needed.
14. We have been rolling up hoses and putting them in piles to pick up and putting on spigot covers.