

Approved  
1/8/15

Tall Firs Condominiums Association of Federal Way  
Monthly Board Meeting Minutes  
Thursday, December 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 |
| 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)  |       |  |
| P                  | 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:** Carol Young 43-C; Kim Rivard 42-B; Don Hilt 51-D; Holly Varwig 43-D; Mark Alenick 29-B; Arlene Park 51-A and Andrea Watts 18-C.

**HOMEOWNERS' COMMENTS:** Limited to 2 minutes each.

**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 November 13, 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. December 11, 2014 Executive Session:

**MOTION:** Unit 39-C That we collect the priority lien and close this account. Seconded and passed.

**MOTION:** Unit 19-A That we comply with our attorney's recommendation. Seconded and passed.

**MOTION:** Unit 10-A That we conduct no further investigation. 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 December's proposed schedule of maintenance work activities.

**ADJOURN:** There being no further business; the meeting was adjourned at 7:30 p.m. for our annual holiday party.

Recorded by,

\_\_\_\_\_  
Mick Crawford, Secretary

\_\_\_\_\_  
Jennifer Youngblood, Vice President

# Tall Firs Condominium Association

## Property Manager Report

November 2014 – December 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 DECEMBER 2014**

1. We checked the chemicals on a regular basis
2. I had A A Side X Side do the roof repairs on units 1 B and 4 C
3. I had All seasons pest control put down the chemical for the termites
4. Terry and I moved the stuff in the cabana and I had the carpets cleaned
5. Terry and I rebuilt the dumpster surround in the R.V. lot
6. We rebuilt the gates for the dumpster in front of 320<sup>th</sup> entrance
7. I emptied the hot tub and refilled it as usual
8. I had true green dig out the dirt around the back of building 16 because it was rotting out the wall of the building
9. I had CR gutter company out to put up the new gutters and also had them replace the ones on the shop because they were rotted and falling off the building.
10. Terry has been painting the boards in the shop so that we can build the enclosures without having to try to paint them in the rain
11. I posted the termination letters on the units justin directed me to do
12. Mick and I went down to pick up the plow from Jennings when it was ready
13. Terry and I decorated the cabana for the party
14. We put down moss killer on the sidewalks so it will help when we pressure wash.
15. We cleaned out the rest of the gutters

DECEMBER 2014

ITEMS THAT TERRY WILL BE WORKING ON THROUGH

THE MONTH OF DECEMBER

1. PRESSURE WASHING SIDEWALKS FOR MOSS BUILD UP
2. CLEANING THE BUILDINGS
3. TRASH PATROL
4. THE DUMPSTER IN FRONT OF 320<sup>TH</sup> ENTRANCE

ITEMS THAT JOHN WILL BE WORKING ON THROUGH

THE MONTH OF DECEMBER

1. HOT TUB AND CABANA CLEANING
2. PRESSURE WASHING SIDEWALKS FOR MOSS BUILD UP
3. CLEANING THE BUILDINGS
4. TRASH PATROL
5. THE DUMPSTER IN FRONT OF 320<sup>TH</sup> ENTRANCE