

Approved
2/12/15

**Tall Firs Condominiums Association of Federal Way
Monthly Board Meeting Minutes
Thursday, January 8, 2015 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)		
--	VACANT, Director	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: Don Hilt 51-D; Carol Young 43-C; Kim Rivard 42-B and Mark Alenick 29-B.

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.

BOARD VACANCY: Gary Rygmyr sold his unit and it has closed so per our declaration, he is no longer a member of the Board and the Phase 3 (O) position is vacant.

MINUTES:

MOTION: That the minutes of the December 11, 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. January 8, 2015 Executive Session:

MOTION: Unit 36-B That we change the payee from Targa to ACS. Seconded and passed.

MOTION: Unit 17-B That we close the account and write-off the debt of approximately \$5,000.00. Seconded and passed.

MOTION: Unit 10-A That we accept payment in full for the amount owed of \$23,360.64. 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 January's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

Chimney and Dryer Vent Cleaning: There was general discussion and review of submitted bids.

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MOTION: That we accept the bid submitted by Top Brush dated December 22, 2014 in the amount of \$35.00 plus WSST for each chimney and \$20.00 plus WSST for each dryer vent. Seconded and passed.

Roof Repairs: There was general discussion and review of submitted bids.

MOTION: That we accept the bid dated January 5, 2015 submitted by NW Roof Service, Inc. in the amount of \$9,530 plus WSST and permit fees for Building 47 and in the amount of \$2,370.00 plus WSST and permit fees for Building 34 roof repairs. Seconded and passed.

NEW BUSINESS:

Nominations Committee: The Nominations Committee was activated and is to report at the February meeting with their nominations for each of the open Board positions for Phase 1 (E), Phase 1 (O), Phase 2 (O) and Phase 3 (O).

Pool: King County informed us that we need to replace our pool drain covers again to comply with Federal regulations by June 1, 2015.

WRITTEN COMMITTEE REPORTS:

Maintenance Committee: Don Hilt presented a "maintenance review" list dated January 2015.

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

Recorded by,

Mick Crawford, Secretary

Guy Parisi, President

RESIDENT MANAGERS REPORT

FOR THE MONTH OF FEBRUARY 2015

1. We checked the chemicals on a regular basis.
2. I over saw the roofers replacing the roof on 47
3. I did the walk around with Justin and Mick for violations.
4. Terry and I have been extending the drier vents per the boards direction.
5. I had A A Side X Side replace the door on unit 35 D as directed by Justin
6. I had true green here to give me a bid for removing the built up dirt in the corners of the buildings and replacing it with drain rock.
7. I turned in time cards on time
8. I picked up what we would need for the drier extentions as well as ordered what we would need.
9. I have been cleaning the cabana on a regular basis
10. I have had a few homeowners call about other roof leaks and would like to know how the board would like me to handle these calls
11. I ment a couple homeowners on sat for mailbox keys
12. We have been picking up stuff people have been leaving next to the dumpsters
13. I have changed several lights around the property.
14. I separated the list that don has provided so that the homeowners responsibility and the maintenance responsibility's are separated.
15. We have been working on the items that are on that list so they can get taken care of asap.
16. We have also been cleaning out gutters that are backed up again.
17. I had CR Gutter here to replace the gutters that were needed to be replaced.

Tall Firs Condominium Association

Property Manager Report

January 2015

Discussion Items

Action items

- _ 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