

**Tall Firs Condominiums Association of Federal Way
Monthly Board Meeting Minutes
Thursday, February 12, 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
E	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 Smith 47-A, Arlene Park 51-A, Roy Kauer 45-D 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 7:25 p.m.

BOARD VACANCY: There are now two open positions on the Board of Directors. The Phase 1 (E) position and the Phase 3 (O) position are vacant.

MINUTES:

MOTION: That the minutes of the January 8, 2015 Board Meeting be approved as distributed. Seconded and passed.

EXECUTIVE MOTION(S): The following motion(s) is/are from the 6:00 p.m. February 12, 2015 Executive Session:

There were no motions from the Executive Session.

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 February's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

Chimney and Dryer Vent Cleaning: There was general discussion and review of submitted bids. The dates are Monday, April 20, 2015 through Thursday, April 30, 2015. Notices will be sent to all owners.

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

MOTION: That we accept the bid dated February 12, 2015 submitted by NW Roof Service, Inc. in the amount of \$2,370 plus WSST and permit fees for Building 37-A roof repairs and in the amount of \$9,000 plus WSST and permit fees for Building 34-B, C and D roof repairs and in the amount of \$470 plus WSST and permit fees for Building 41. Seconded and passed.

Tall Firs Condominium Association

Property Manager Report

March 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

RESIDENT MANAGERS REPORT

FOR MARCH 2015

1. I CHECKED THE CHEMICALS ON A REGULAR BASIS
2. I EMPTIED THE HOT TUB AND CLEANED AND REFILLED AS NORMAL.
3. TERRY AND I CLEANED AND SET UP THE CABANA FOR THE ANNUAL MEETING
4. I HAD CR GUTTERS HERE TO PUT UP THE NEW GUTTERS ON BUILDING 47, 34 AND 35 WHEN THE NEW ROOFS WERE PUT ON
5. TERRY FINISHED BUILDING 51 FENCES JUST WAITING FOR GOOD WEATHER FOR THE LAST COAT OF PAINT.
6. I HAD GOOD WEATHER FOR A COUPLE OF DAYS SO I TOOK ADVANTAGE OF IT AND PAINTED THE CURBS THAT I HAD PRESSURE WASHED
7. I AM HAVING A CONTRACTOR GOING THROUGH COLLEEN ADAMS UNIT AND REMOVING THE MOLD
8. WE HAVE CHANGED A LOT OF THE FIRE EXTINGUISHER COVERS
9. WE PUT OUT THE WATER HOSES AND REMOVED THE SPIGOT COVERS
10. I REPLACED THE LIGHTS BY THE CABANA SO THAT THEY WERE NOT STAYING ON 24 HOURS A DAY
11. I HAD EVERGREEN ELECTRIC HERE BECAUSE BUILDING 1 HAD NO POWER FOR 3 DAYS
12. I HAD EVERGREEN ELECTRIC MOVE AND REPLACE THE PHOTO CELLS ON BUILDINGS 8,2,13,16,AND 27 SO THAT THE LIGHT HITS THEM AND TURNS THEM OFF.
13. I GOT PARTS FOR THE CHLORINATOR FOR THE HOT TUB AND REPLACED THEM
14. TERRY AND I CLEANED THE SHOP AND THREW AWAY ANYTHING THAT WAS BROKE OR NOT NEEDED SO WE HAD WORK SPACE.