

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

Thursday, April 9, 2015 at 7:00 p.m. in the Cabana

| BOARD OF DIRECTORS | | STAFF | |
|--------------------|-------------------------------------|--------------|--|
| P | Kimberly Vredenburg, Director | Phase 1 (E) | P Justin Smith, Property Manager, Targa R/E Services |
| P | Michael Chapman, Director | Phase 1 (O) | P John Roundtree, Resident Manager |
| P | Anna Cabatan, Secretary | Phase 2 (E) | P Terry McCray, Maintenance Worker |
| P | Mick Crawford, Treasurer | Phase 2 (O) | |
| P | Jennifer Youngblood, Vice President | Phase 3 (E) | |
| P | Don Hilt, 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: Clay Munson (41D) | Kim Rivard (42B) | Carol Young (43C) | Ursula Owen (28B) | Annie Miller (23B) | Mark Alenick (29B).

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 February 12th, 2015 Board Meeting be approved as distributed. Seconded and passed.

Due to a lack of a quorum there were no minutes for the March 12, 2015 meeting.

EXECUTIVE MOTION(S): The following motion(s) is/are from the 6:00 p.m. April 9th, 2015 Executive Session:

MOTION: Unit 4C - That we suspend the fines but not the late fees or interest as long as payee stays current on payments. Seconded and passed.

MOTION: Unit 32A - That we suspend the fines but not the late fees or interest as long as the payee stays current on payments. Seconded and passed.

MOTION: Unit 32C - That we accept payment consisting of current dues plus \$100 per month and that the payee must stay current in order for board to consider waiving fees. Seconded and passed.

MOTION: Unit 10A - That we keep to status quo. Seconded and passed.

MOTION: Unit 42-D – That we accept the payee's payment plan if it is paid in full and received by ACS by April 23, 2015. Seconded and passed.

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

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

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

John presented the April 2015 proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

MOTION: That we accept Larson Excavating bid dated on 01/29/2015 in the amount of \$9,208.53.
Seconded and passed.

MOTION: That we accept Northwest Roof Service, Inc. bid (option 2) dated February 26th, 2015 in the amount of \$22,530.00 plus permit fees and WSST. Seconded and passed.

MOTION: That we authorize Tall Firs homeowner's to conduct a community-wide yard sale on Saturday, August 1, 2015 from 8:00 a.m. to 5:00 p.m. Seconded and passed.

WRITTEN COMMITTEE REPORTS:

There were no written committee reports

ADJOURN: There being no further business; the meeting was adjourned at 8:20 p.m.

Recorded by,

Annaliza Cabatan, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

April 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 THE MONTH OF APRIL 2015

1. I CHECKED THE CHEMICALS ON A REGULAR BASIS IN THE HOT TUB
2. I SPENT APRIL 20TH TO THURSDAY 30TH WITH TOP BRUSH GOING INTO UNITS TO DO THE DRIER AND CHIMNEY VENT CLEANING AND WERE ABLE TO GET INTO ALL EXCEPT 8 AND THREE OF THOSE ARE IN FORCOLISER.
3. WE HAD SOMEONE RUN INTO ONE OF OUR MAIL BOXES AND I REPAIRED WHAT I COULD OF IT.
4. THERE WAS SOME KIDS WHOM I COULD NOT FIND OUT WHO THEY WERE BUT TRIED TO HAVE A CAMPFIRE OUT IN THE WET LANDS OUT BACK.
5. I HAVE BEEN GETTING THE TENNIS COURTS READY TO OPEN AND SHOULD BE USABLE BY THIS WEEKEND.
6. I HAD TO DRAIN THE POOL BECAUSE IT WAS NOT CLEANABLE THROUGH CONVENTIONAL MEANS AND SINCE I HAD TO DRAIN IT HAD THE DRAIN COVER REPLACED AT THE SAME TIME.
7. TERRY REBUILT THE DUMPSTER ENCLOSIER ON 318TH AND 18TH AND NOW HAS NEW GATES ON IT AS WELL.
8. TERRY HAS BEEN INSTALLING THE DRIER VENT EXTENCISIONS AS PER THE BOARD.
9. I ORDERED THE 2X4S THAT WERE NEEDED TO REPAIR THE FENCES.
10. I HAVE BEEN GETTING THE POOL AND POOL AREA READY TO OPEN ON TIME.
11. WE HAVE CLEANED THE CABANA TO PREPAIR IT FOR THE BOARD MEETING AND THE POOL OPENING.
12. I DID THE WALK AROUND WITH JUSTIN AND MICK AS USUAL.
13. I TALKED TO PUGET SOUND ENERGY ABOUT THE TREE BEHIND THE CABANA AND THEY ARE GOING TO SEND OUT A SPECIALIST TO TAKE CARE OF THE TREE.
14. THE ROOF ON BUILDING 41 AND 42 WAS REPLACED AND THE REPAIRS IN UNIT 41 D SHOULD BE DONE SOON.