

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

**Thursday, May 14, 2015 at 7:00 p.m. in the Cabana**

BOARD OF DIRECTORS			STAFF	
<b>A</b>	Kim Vrendenburg, Director	Phase 1 (E)	<b>P</b>	Justin Smith, Property Manager, Targa R/E Services
<b>P</b>	Michael Chapman, Director	Phase 1 (O)	<b>P</b>	John Roundtree, Resident Manager
<b>E</b>	Anna Cabatan, Secretary	Phase 2 (E)		
<b>P</b>	Mick Crawford, Treasurer	Phase 2 (O)		
<b>E</b>	Jennifer Youngblood, Vice President	Phase 3 (E)		
<b>P</b>	Don Hilt, Director	Phase 3 (O)		
<b>P</b>	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:** Kim Rivard 42-B; Arlene Park 51-A; Mark Alenick 29-B and Clayton Munson 41-D.

**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 April 9, 2015 Board Meeting be approved as distributed. Seconded and passed.

**EXECUTIVE MOTION(S):** The following motion(s) is/are from the 6:10 p.m. May 14, 2015 Executive Session:

**MOTION:** Unit 48-A That, we write-off the balance due on this account (\$7,862.49 as of May 13, 2015) and that CLG cease any further action on this account. Seconded and passed.

**MOTION:** Unit 46-D That, we send a demand letter to the new owner, per CLG, and if no response we refer this account to ACS. Seconded and passed.

**MOTION:** Unit 32-C That, we wait for compliance until May 15, 2015 and if payment is not received by that date, that we reinstate the conditionally waived interest, late fees and security deposit requirement. 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 May's proposed schedule of maintenance work activities.

**UNFINISHED BUSINESS:**

**Unit 23-A:** Request for an Americans with Disabilities Act (ADA) request to install a ramp for wheelchair access. There was general discussion and review. Since his request, the owner passed away. No further action is required.

# Tall Firs Condominium Association

## Property Manager Report

May 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 MAY 2015

1. I checked the chemicals on a regular basis.
2. I had to empty the pool and clean it then refill it to have it ready to open.
3. I had the drain cover in the pool replaced per the health department requirements.
4. I have been vacuuming the pool and keeping up on it as expected.
5. We had to water leaks on the property over the last weekend on in unit 12 B and also in 48 C. They are being cleaned up and fixed as we speak.
6. I had the pest control company's out to give us bids for ant control.
7. Terry finished doing the drier vent extensions that are done to this point.
8. We finished pressure washing the tennis courts and opened them labor day weekend.
9. I had the plumbing and drain company out for unit 19 A which is one of the units where the water lines were put in the floor and not in the walls and now they are ran properly and work
10. I had the plumbing and drain company out to fix the water spigots on building 4 D, 13 A, and 14 D. they are using pex so when the water lines freeze they will not break
11. I cleaned the cabana when somebody wanted to rent it.
12. I picked up a couple new drills so that terry and I could both do our job without having to chase each other down for a drill or rotozip for sheetrock.
13. I changed the codes for everybody as expected when the pool was opened.
14. Terry has started building cleaning and gutter cleaning on 51 and is now working on 50.
15. I will be starting at the other end of the property and working my way towards him. i just want to point it out it will take me longer than him because I have the pool and hot tub to take care of.
16. I should have a schedule for the carport repairs by the board meeting.
17. I called Slabjack and I need to discuss this with the board.