

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

**Thursday, June 11, 2015 at 7:00 p.m. in the Cabana**

BOARD OF DIRECTORS			STAFF	
P	Kim Vrendenburg, 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
E	Anna Cabatan, Secretary	Phase 2 (E)		
P	Mick Crawford, Treasurer	Phase 2 (O)		
P	Jennifer Youngblood, Vice President	Phase 3 (E)		
E	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:** Carol Young 43-C; Mark Alenick 29-B; Kim Rivard 42-B; Andrea Watts 18-C; Arlene Park 51-A; Roy Kauer 45-D; Ursula Owen 28-B; Ann Hooper-Miller 23-B and Pat Farkas 40-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.

**MINUTES:**

**MOTION:** That the minutes of the May 14, 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. June 11, 2015 Executive Session:

**MOTION:** Unit 36-B That our ACS attorney is authorized to transmit a demand notice with authorization to terminate utilities in the event of failure to comply. Seconded and passed.

**MOTION:** Unit 21-C That our ACS attorney is to continue to monitor this account. Seconded and passed.

**MOTION:** Unit 19-A That we accept our CLG attorney's recommendations. Seconded and passed.

**MOTION:** Unit 42-D That we turn this account over to ACS for collection. Seconded and passed.

**MOTION:** Unit 50-B That we turn this account over to ACS for collection. 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 June's proposed schedule of maintenance work activities.

**UNFINISHED BUSINESS:**

**Ant Problems:** There was general discussion and review.

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**MOTION:** That we accept Sprague's annual contract bid proposal with an initial perimeter treatment of 51 buildings in the amount of \$1,721.00 plus WSST. Seconded and passed. Guy Parisi abstained.

**Children's Activities:** There was general discussion and review. All homeowners are reminded that they are required by our Rules and Regulations to supervise their children when they are outside and that they may only play on grassy areas.

**Unit 12-B Flooding:** The owner failed to notice that their washing machine overflowed for about an hour causing significant water damage to their unit and minor damage to Units 12-A and 12-C. . The homeowner advises that they have the required deductible insurance coverage. There was general discussion.

**Unit 48-C Flooding:** The unit sustained significant water damage following a toilet overflowing. Serve Pro is doing the restoration work.

**Unit 41-D Mold Remediation:** Roof leaks have caused a mold problem in the unit. The homeowner incurred costs totaling \$389.00 to investigate the cause and extent of the mold damage and is requesting reimbursement of that amount. There was general discussion.

**MOTION:** That we authorize reimbursement in the amount of \$389.00 to the homeowner of Unit 41-D when repairs have been successfully completed.

**MOTION:** That we accept Northwest Abatement Services, Inc. bid in the amount of \$6,648.16 plus WSST dated June 4, 2015. Seconded and passed.

**NEW BUSINESS:**

**Decks:** There was general discussion and review. Building 31-C & D with stairs, Building 38-C & D without stairs and Building 39-C & D without stairs were identified as needing repairs next. It was decided that Earth Tech has done the best job on deck refurbishment in the past. Justin was asked to obtain a bid from Earth Tech for repairing these decks.

**Landscaping:** There was general discussion. Consensus was that TruGreen is not providing adequate service and that we need to change companies. Justin was asked to obtain a bid from Earth Tech if they are willing to return to Tall Firs and have them resume their services for Tall Firs.

**Management Company:** There was general discussion and review.

**MOTION:** That the meeting scheduled by Guy for June 18, 2015 with Targa be cancelled pending further review of the issues. Seconded and passed.

**WRITTEN COMMITTEE REPORTS:**

**Architectural Committee:** No report.

**Landscape Committee:** Kim Rivard spoke.

**Safety Committee:** Mark Alenick reported burnt out lights in Phase 2 to John.

**ADJOURN:** There being no further business; the meeting was adjourned at 8:30 p.m.

**Recorded by,**

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**Mick Crawford, Treasurer**

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**Guy Parisi, President**

# Tall Firs Condominium Association

## Property Manager Report

June 2015

### 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 JUNE 2015

1. I CHECKED THE CHEMICALS ON A REGULAR BASIS
2. TERRY HAS BEEN DOING TRASH AS USUAL
3. TERRY AND I HAVE BEEN CLEANING BUILDINGS
4. TERRY AND I TOOK DOWN THE TREE AT THE ENTRANCE OF 21<sup>ST</sup> THAT WAS DEAD.
5. I HAVE HAD TO SPEND MORE TIME ON THE POOL DUE TO THE NEW HEALTH DEPARTMENT STUFF
6. I CLOSED THE HOT TUB AND AM GETTING A BID FOR A NEW ONE
7. WE FINISHED THE SHEET ROCK REPAIRS IN UNIT 19 A AFTER HAVING THE WATER LINES MOVED
8. I DID THE WALK AROUND WITH JUSTIN AND MICK
9. I TURNED IN TIME CARDS ON TIME
10. I HAVE BEEN REPAIRING THE IRRIGATION WHERE IT IS NEEDED SO IT IS EASIER TO WATER
11. I MEANT WITH SPRAG TO SPRAY THE BUILDINGS FOR ANTS
12. I HAD A STOLEN CAR REMOVED FROM THE PROPERTY
13. I CHANGED THE CODES ONE THE FIRST OF THE MONTH
14. I PICKED UP MORE HOSES FOR WATERING WHERE THERE IS NO IRRIGATION
15. I MEANT WITH ROY FROM EARTH TECK FOR THE DECKS AND LANDSCAPING