

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

Thursday, July 9, 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
E	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)		
E	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: Arlene Park 51-A; Jeannette Romano 12-C; Ursula Owen 28-B; Mark Alenick 29-B; Andrea Watts 19-C; Jennifer Huerta 30-D and Beth Hendler 12-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 June 11, 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. July 9, 2015 Executive Session:

Motion: Unit #8-D That if no payment is received by July 15, 2015 that Justin is authorized to refer the account to ACS. Seconded and passed.

Motion: Unit #20-C That if no payment is received by July 15, 2015 that Justin is authorized to refer the account to ACS. Seconded and passed.

Motion: Unit #46-D That we accept CLG's recommendations. 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 July's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

Garage Sale Signs: A request was received asking the Association to pay for the printing of signs and for newspaper advertising for the upcoming annual community-wide garage sale. There was general discussion and review. It was the consensus of the Board that this was not an Association event but was rather a homeowner event sanctioned by the Board and that it would be inappropriate to spend Association funds for an event which financially benefits a few homeowners.

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Landscape Committee: None

Safety Committee: Mark Alenick reported on burnt out lights in Phase2. John will address.

ADJOURN: There being no further business; the meeting was adjourned at 8:11 p.m.

Recorded by,

Mick Crawford, Treasurer

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

July 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 JULY 2015

1. I CHECKED THE CHEMICALS ON A REGULAR BASIS.
2. WE HIGH LIMBED SOME OF THE TREES THAT NEEDED LIMBING AND THAT THE KIDS WERE CLIMBING ON.
3. I HAD A PROBLEM WITH THE FEEDER FOR THE POOL AND IN TURN TURNED GREEN.
4. TERRY HAS BEEN CLEANING BUILDINGS AND I HAVE AS WELL WHEN I AM NOT WORKING ON SOMETHING ELSE.
5. I HAVE BEEN WORKING ON IRRIGATION A LOT BECAUSE THE KIDS KEEP KICKING AND BREAKING THE HEADS.
6. PEOPLE HAVE BEEN LEAVING MORE AND MORE THINGS AROUND THE DUMPSTERS.
7. I HAD ALL THE WOOD REMOVED FROM THE PROPERTY DUE TO THE KIDS HAVING CAMP FIRES OUT BEHIND BUILDING 43 AND 44.
8. WE REMOVED EVERYTHING THAT WAS AROUND THE SHOP THAT THE KIDS KEPT GETTING INTO AND THROWING AROUND THE PROPERTY.
9. I REPLANTED GRASS WHERE THE IRRIGATION HAD TO BE REPLACED AND HAVE BEEN ABLE TO GET THE GRASS GREEN IN MOST OF THE SEEN AREAS.
10. I WORKED ON SOME OF THE MAINTENANCE LIST ITEMS TO TRY TO SHORTEN THE LIST.
11. I HAVE THE GUTTERS THAT ARE EITHER BROKEN OR MISSING BEING REPLACED BY TACOMA GUTTER.
12. AA SIDE X SIDE REPAIRED THE OUTSIDE AND INSIDE OF UNIT 4 D BECAUSE OF A MOLD ISSUE.
13. I HAVE BEEN KEEPING IN CONTACT WITH THE CONTRACTORS THAT ARE REPAIRING UNIT 12 A,B, AND C AND 48 C.
14. I HAVE HAD MANY CALLS FROM HOMEOWNERS ESPECIALLY NEW OWNERS WONDERING WHEN WE ARE GOING TO REOPEN THE HOT TUB.
15. THE DECKS WILL BE STARTED TO BE WORKED ON, ON AUGUST 17TH.
16. I HAVE BEEN IN CONTACT WITH EARTH TECH AND THEY HAVE BEEN TAKING AWAY THE PILES OF TREE LIMBS WHEN NEEDED.
17. TRUE GREEN HAS NOT BEEN DOING MUCH EXCEPT MOWING AND A LITTLE BIT OF TRIMMING WHERE SEEN.
18. I HAVE HAD A FEW HOMEOWNERS CALL ME FOR PAINT TO HELP US OUT PAINTING WHERE THEY CAN.