

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

Thursday, Aug 13, 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)		
P	Don Hilt, Director	Phase 3 (O)	P	GUEST: Gary Kelly, Rice Insurance Co.
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: Maria Masterson 45-A; Ann Miller 23-B; Carol Young 43-C; Rheba Cottie 43-A; Cindy Lizama 31-C; Rhonda Cleland 49-B; Pat Farkas 40-B; Lisa Jaffee 26-B; Ursula Owen 28-B; Arlene Park 51-A; Leona Saffey 46-B; Deanna Phillips 46-A and Roy Kauer 45-D.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:00 p.m.

RICE INSURANCE COMPANY: Gary Kelly mad a presentation on his company's bid to provide property insurance for Tall Firs. Following his presentation, he answered questions from the Board and homeowners.

MINUTES:

MOTION: That the minutes of the July 9, 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. Aug 13, 2015 Executive Session:

Motion: Unit 15-D That we will consider the owner's request when the account is brought current. Seconded and passed.

Motion: Unit 32-A Retain status quo. Seconded and passed.

Motion: Unit 42-D That we accept the owner's proposal. Seconded and passed.

Motion: Unit 50-B That we contact Bank of America for access to the unit. Seconded and passed.

Motion: Unit 8-D That we agree to waive Tall Firs fees and interest only. Seconded and passed.

Motion: Unit 36-B That we have Patricia Army conduct a relative search and suggest a couple of options for us. Seconded and passed

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

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

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

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

John presented September's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

Property Insurance: There was general discussion and review.

MOTION: That we accept Rice Insurance Company's bid dated August 13, 2015 in the amount of \$69,616 annually which does not include earthquake insurance. Seconded and passed 5-1 with Don Hilt voting NO.

NEW BUSINESS:

Kids and Matches: There was general discussion and review. John is aware of the children involved

MOTION: That we send a letter to the tenant and copy the owner expressing our concerns and that there are various programs available to help her deal with this issue. Seconded and passed.

Lawn Watering: There was general discussion and review.

MOTION: That we have John water all flowerbeds and the grassy entry area as a priority. Seconded and passed.

WRITTEN COMMITTEE REPORTS:

Architectural Committee: No written report.

Landscape Committee: No written report

Safety Committee: No written report.

ADJOURN: Due to lack of time; the meeting was adjourned at 8:40 p.m.

Recorded by,

Mick Crawford, Treasurer

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

August 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 AUGUST 2015

1. CHECKED THE CHEMICALS ON A REGULAR BASIS.
2. VACC. AND BACKWASHED THE POOL WHEN NEEDED.
3. I CHANGED THE CODES FOR THE POOL AND TENNIS COURTS AND RACQUETBALL COURT ON THE FIRST AS EXPECTED.
4. DID THE PROPERTY WALK WITH JUSTIN AND MICK.
5. WALKED THE PROPERTY WITH EARTH TECK FOR THE LANDSCAPING.
6. TERRY HAS BEEN WORKING ON THE BUILDING CLEANING.
7. TERRY HAS BEEN DOING THE WATERING OF THE ENTRANCE AREA AND THE TRASH PATROL AS EXPCETED.
8. I PAINTED THE FACIA ON THE TOPS OF BUILDINGS 1,4,5, AND 6
9. I HAVE BEEN CLEANING OUT GUTTERS THAT WERE CLOGGED AND BLOWING OFF THE DEBRIS ON THOSE BUILDINGS AS WELL
10. I HAD THE TREE REMOVED FROM THE TOP OF BUILDING 48 THAT FELL OVER ON THE BUILDING ON SATURDAY FROM THE WIND STORM.
11. I REMOVED THE GANG TAG ON THE BACK OF THE ENTRANCE SIGN.
12. I CHECKED ON EARTH TECK THROUGH THE DECK PROCCES AND IS COMING ALONG GOOD
13. I WAS CONTACTED BY A FEW OF THE NEW HOMEOWNERS SO THAT THEY COULD GET THEIR MAIL BOX KEYS.
14. I ANSWERED THE PHONE AND EMAILS REGULARLY.
15. TERRY AND I PUT BACK UP THE LIDS ON UNIT 13 A AND 4 D AFTER THE PLUMBER WAS FINISHED WITH THE WORK.