

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

Thursday, September 10, 2015 at 7:00 p.m. in the Cabana

BOARD OF DIRECTORS			STAFF	
P	Kim 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
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	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: Mark Alenick 29-B; Ursula Owen 28-B; Ann H Miller 23-B; Jennifer Huerta 30-D; Kim Rivard 42-B; Carol Young 43-C; Roy Kauer 45-D; Blanca Nunez 19-A; Lisa Jaffee 26-B and Arlene Park 51-A.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:20 p.m.

MINUTES:

MOTION: That the minutes of the August 13, 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. September 10, 2015 Executive Session:

Motion: Unit 15-D That we comply with ACS's recommendation and send another demand letter. Seconded and passed.

Motion: Unit 4-C That we comply with ACS's recommendation and transfer the account to our attorney, Patricia Army. Seconded and passed.

Motion: Unit 20-A That we write-off the post-bankruptcy amount of \$1,873.00 and remove the lien. Seconded and passed.

Motion: Units 41-A & D Because the occupants are trading noise complaints against each other, Justin is directed to send letters to each party. Seconded and passed.

Motion: That future Executive Sessions will commence at 6:30 p.m. before the regularly scheduled Board Meetings at 7:00 p.m. on the second Thursday of each month. 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 September's proposed schedule of maintenance work activities for him and Terry.

UNFINISHED BUSINESS:

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Carport Posts: There was general discussion and review. Traditional wooden poles are almost impossible to obtain and are extremely expensive. Chris from AA Side x Side presented an alternative fiberglass pole that may suit our needs. Mick and John will research.

Earthquake Insurance: There was general discussion and review. Because of the extremely high premium increase (in excess of \$20,000 or more) to maintain this coverage, the consensus was to bring this issue to the homeowners at the Annual Meeting in March 2016 for an updated advisory vote.

Resident Manager's Unit Flooring: There was general discussion.

MOTION: That John is directed to bring a cost estimate for what he wants and that the Association may pay for the materials if John installs it. Seconded and passed.

Website: There was general discussion and review. Concerns were expressed that the site may be more complex and difficult to maintain than it needs to be and that there may be confidential financial and other information on the site that may not be in our best interests to have there.

NEW BUSINESS:

Sidewalk Repairs: There was general discussion and review.

MOTION: That Slabjack's bid in the amount of \$1,880 plus WSST is accepted for sidewalk repairs at identified locations. Seconded and passed

Unit 18-A Foundation: There was general discussion and review.

MOTION: That Forsman Engineering be contacted to give us a professional opinion on our options to address the foundation issue. Seconded and passed.

Building 40 Decks: There was general discussion. John reported that these two decks are almost dangerous because of rot.

MOTION: That Earth Teck be asked to include these two decks along with the five they are already doing this year and at the same price as those previously bid. Seconded and passed.

IRS 1120H Income Tax Report: There was general discussion and review.

MOTION: That Justin is authorized to submit our 2015 income tax as prepared by our accountant. Seconded and passed.

WRITTEN COMMITTEE REPORTS:

Architectural Committee: No Written Report

Landscape Committee: No Written Report

Safety Committee: No Written Report. Mark Alenick reported on burned out lights in Phase 2 to John.

ADJOURN: There being no further business; the meeting was adjourned at 8:17 p.m.

Recorded by,

Mick Crawford, Treasurer

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

September 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 SEPTEMBER 2015

1. TERRY DID TRASH PATROL ON A REGULAR BASIS
2. MICK, DON, AND I DID AN ENTIRE PROPERTY WALK OVER THREE DAYS TO FIND OUT WHAT NEEDS TO BE DONE AS FAR AS BUILDINGS GO AS WELL AS A NEW MAINTENANCE LIST GOES.
3. I GOT AHOLD OF FORESMAN ENGINEERING TO TAKE A LOOK AT BUILDING 18 AND HE REFERED US TO GEORESOURCES WHICH IS WHERE WE NEED TO GO NOW.
4. MICK, DON, AND I DID A PROPERTY WALK TO ACCESS THE LANDSCAPING.
5. I HAD TO INSTALL A NEW DOOR IN THE CABANA BECAUSE THE OLD ONE WAS KICKED IN AND BROKEN.
6. I HAVE A LIST OF ALL THE ANGLE STOPS AND HOSES THAT EITHER I CHANGED OR INSPECTED.
7. I CLOSED THE POOL AS EXPECTED
8. DID A PROPERTY VIOLATIONS WALK WITH JUSTIN FOR THE LAST BOARD MEETING
9. I GOT AHOLD OF THE HEAD GUY AT THE POST OFFICE AND WE SHOULD BE GETTING OUR PARCEL LOCKS THIS WEEK.
10. I TURNED IN TIME CARDS AND RECEIPTS AS EXPECTED.
11. TERRY HAS CONTINUED DOING BUILDING CLEANING
12. WE REMOVED ALL THE STUFF AROUND THE SHOP AND DISPOSED OF IT
13. I ORDERED THE ICE MELT FOR THIS UP COMING WINTER
14. I MEANT WITH A COUPLE REAL ESTATE AGENTS TO ANSWER THEIR QUESTIONS ABOUT THE PROPERTY AND SHOW THEM THE CABANA.
15. I CLEANED THE CABANA FOR THE MEETINGS AND WHEN IT HAS BEEN RENTED.