

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

**Thursday, October 8, 2015 at 7:00 p.m. in the Cabana**

BOARD OF DIRECTORS			STAFF	
<b>E</b>	Kim Vredenburg, 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
	VACANT	Phase 2 (E)		
<b>P</b>	Mick Crawford, Treasurer	Phase 2 (O)		
<b>P</b>	Jennifer Youngblood, Vice President	Phase 3 (E)	<b>P</b>	Guest: Roy Swain, Earth Tech
<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:** Phyllis Hilt 51-D; Carol Young 43-C; Lisa Jaffee 26-B; Ursula Owen 28-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 7:30 p.m.

**BOARD MEMBER RESIGNATION:** Anna Cabatan submitted verbal resignation from the Board to President Parisi. Per our governing documents, it is the Board's responsibility to appoint a replacement Board Member to serve until the next Annual Meeting in March 2016 for the Phase 2 (E) position as soon as possible.

**MOTION:** That we accept Anna Cabatan's verbal resignation request effective immediately. Seconded and passed.

**SELECTION OF SECRETARY:** Since Anna was the elected secretary to the Board, a secretary needs to be selected for this meeting. Mick Crawford was nominated and unanimously selected to take minutes for this meeting.

**GUEST SPEAKER:** Roy Swain from Earth Tech spoke to the Board about his proposal for the installation of a professionally installed irrigation system for Tall Firs. He addressed the benefits, process, time frame for installation and his company's proposed financing options.

**MINUTES:**

**MOTION:** That the minutes of the September 10, 2015 Board Meeting be approved as distributed. Seconded and passed.

**EXECUTIVE MOTION(S):** The following motion(s) is/are from the 6:30 p.m. October 8, 2015 Executive Session:

**Motion:** Unit 15-D That we send a letter of termination of utilities. Seconded and passed.

**Motion:** Unit 36-B That we instruct our attorney to file a lawsuit if we do not have a response within two weeks. Seconded and passed.

**Motion:** Unit 14-D That we refer this account to ACS if no payment has been received by October 15, 2015. Seconded and passed.

**Motion:** Unit 32-A That we refer this account to ACS. Seconded and passed.

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

**MOTION:** That we transfer \$85,000 from the Key Bank Reserve Savings account to the HomeStreet Bank Reserve account. Seconded and passed.

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

**MOTION:** That we send a letter to the owner of Unit 19-D regarding the actions of her tenant's children. Seconded and passed.

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

John presented November's proposed schedule of maintenance work activities for him and Terry.

**UNFINISHED BUSINESS:**

**Carport Posts:** There was general discussion and review. Mick and John are still investigating options because treated telephone poles are extremely difficult to acquire. Options at this time include replacing them with "I" beams or glue-lam beams.

**Unit 18-A Foundation:** There was general discussion and review. Mick and John met with a representative of GeoTech to determine our options. He suggested that this is not a dangerous situation but is more of a cosmetic item.

**MOTION:** That we accept GeoTech's proposal dated October 6, 2015 in the amount of \$1,850 to excavate three hand auger holes to determine the cause of the settlement and provide us with options for improving support of the structure. Seconded and passed.

**Maintenance List Update:** Mick, John and Don completed a comprehensive survey of all 51 buildings on the property. There were some three hundred items from minor to major needing to be addressed including all of the items noted on Don's maintenance list. There was general discussion on how to address these issues and it was consensus that all items needing repair be entered into the Fresh Desk application for management and oversight purposes. From now on, Fresh Desk will be the resource used for tracking maintenance items. A grounds and landscape survey will be conducted in the near future for input.

**MOTION:** That Mick has volunteered to input the comprehensive list of needed maintenance items into the Fresh Desk application and that this resource will be the sole maintenance resource for management and oversight. Seconded and passed.

**Deck Refurbishment Status:** Earth Tech has completed repairs on Building 38-C and D. They will still try to complete Unit 39-C and newly added decks on building 40-C and 40-D this year, weather permitting.

**Plumbing Valves and Hoses Update:** John and Justin reported on the status of the required homeowner maintenance.

**MOTION:** That Justin is requested to combine his list of completed repairs with John's list to come up with a single list of completed repairs. Seconded and passed.

**NEW BUSINESS:**

**Irrigation System:** Refer to Roy Swain's comments above. There was general discussion and review.

**2016 Budget Adoption:** The Treasurer submitted his third and final draft of the proposed 2016 Budget. There was general discussion and review. One homeowner requested that the Budget Committee be convened to review the Treasurer's draft. The budget needs to be approved prior to December 1, 2015 to give 30 days' notice for a January 1, 2016 implementation.

**MOTION:** That the Budget Committee be activated for the purpose of developing their proposed 2016 budget and that it be submitted to Targa by November 9, 2015 at 8:00 a.m. so that it may be distributed to Board Members with the agenda packet for review at the next monthly meeting and that, at that meeting the Board will select one of them for adoption. Seconded and passed.

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**Parking Rules Update:** As requested by the Board, Mick presented a draft parking policy for review by the Board. Again, one homeowner requested that this policy be referred to the Rules Committee for review and comment.

**MOTION:** That the draft parking policy be sent to our attorney for comment prior to submitting it to the Rules Committee.  
Seconded and passed.

**Board Workshop Reimbursement:** Don Hilt presented a receipt for registration fee in the amount of \$104 for his attendance at the CAI Workshop on Saturday, September 26, 2015 in Seattle and Mick Crawford submitted a receipt for food in the amount of \$43.57 for purchasing lunch at the Board Workshop held on Saturday, October 3, 2015 in the cabana.

**MOTION:** That Don Hilt be reimbursed in the amount of \$104.00 and Mick Crawford be reimbursed in the amount of \$43.57.  
Seconded and passed.

**Holiday Party - December 10, 2015:** We usually have a limited meeting at the December Board Meeting to have a Holiday Party. If approved by the Board at the November Board Meeting, funds will need to be authorized for food and decorations.

**WRITTEN COMMITTEE REPORTS:**

**Architectural Committee:** None submitted.

**Landscape Committee:** None submitted.

**Safety Committee:** None submitted.

**ADJOURN:** There being no further business; the meeting was adjourned at 8:26 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

October 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 OCTOBER 2015**

1. I did trash patrol on a regular basis.
2. I cleaned the restrooms on a regular basis for the use of the homeowners and landscapers and when the cabana has been rented.
3. I went through the fresh desk app. And answered the ones on there.
4. I had to clean out one of the gutters and down spouts on Saturday because it was leaking into another unit.
5. I spent two weeks getting my unit ready for the carpet and tile installers.
6. I had the dumpster removed.
7. I walked the property with one of the vector companys to get a handle on the drainage around the property.
8. I talked to earth tech and they should be here this week to do the decks depending on weather.
9. I had to clean out the pool and cover it.
10. I am starting this week on putting on spigot covers and put up the hoses.
11. I need to also start working on the gutters they are full in a lot of places.
12. I talked to the post office and they should be here in the next 3 weeks to put in the parcel locks.