

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

Thursday, November 12, 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
	VACANT	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)		
E	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; Carol Young 43-C; Lisa Jaffee 26-B; Andrea Watts 19-C; Ursula Owen 28-B; Terese Mikkola 24-C; Arlene Park 51-A; Rob Moorhead 31-D and Roy Kauer 45-D.

Since President Parisi was excused and Vice President Youngblood announced that she must leave early, Director Chapman was selected to conduct the meeting.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, Director Mike Chapman called the meeting to order at 7:15 p.m.

MINUTES:

MOTION: That the minutes of the October 8, 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. November 12, 2015 Executive Session:

Motion: That we discontinue the month-to-date delinquency report because it has no financial evaluation purpose. Seconded and passed

Motion: That we wait until the spring of 2016 to begin the hiring process to replace Terry. Seconded and passed.

Motion: Unit 26-B: That we comply with the owners request. Seconded and passed.

Motion: Unit 19-B: That the patio storage closet must be removed or that it may be rebuilt per architectural uniformity at the owner's expense. 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 November's proposed schedule of maintenance work activities.

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The package drop box door lock keys for the cluster mail boxes have been promised by the post office and should be available soon.

UNFINISHED BUSINESS:

Drainage: There was general discussion and review. It was the consensus to have all the catch basins cleaned at the same time. Pipeline bid \$4,866 plus \$95 per ton for disposal to clean all 34 basins. Ventilation Power Clean bid \$1,850 plus \$98 per ton for disposal to clean 20 basins. Justin is directed to contact Ventilation Power Clean and have them re-bid to clean all 34 basins.

MOTION: That Justin is authorized to accept the lowest cost-per-basin bid plus disposal charges and have the work performed. Seconded and passed.

2016 Budget Adoption: The Budget Committee's proposal was considered and committee members answered questions by the Board. There was general discussion and review.

MOTION: That the Board adopts the Treasurer's 2016 Budget as distributed. Seconded and passed.

NEW BUSINESS:

Board Vacancy: Lisa Jaffee 26-B expressed her interest in filling the vacancy on the Board for Phase 2 (E) position. The position could be filled as the first order of business at the December Board meeting. The term would last until the Annual meeting in March 2016.

Holiday Party: There was general discussion and review.

MOTION: That we authorize up to \$400 for the annual Holiday Party. Seconded and passed

Jennifer had to leave at 8:00 p.m. so we no longer had a quorum.

ADJOURN: Due to lack of a quorum, the meeting was adjourned at 8:05 p.m.

Recorded by,

Mick Crawford, Treasurer

Mike Chapman, Director

Tall Firs Condominium Association

Property Manager Report

November 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 NOVEMBER 2015

1. I CLEANED THE CABANA ON A REGULAR BASIS
2. I PICKED UP TRASH ON THE ENTIRE PROPERTY REGULARLY
3. I FIXED A GUTTER THAT WAS FALLING OFF BUILDING 43 WHEN A HOMEOWNER CALLED ME
4. I FIXED A DRIER VENT ON BUILDING 43
5. I BLEW THE PARKING LOTS TO KEEP LEAVES AND DEBRIS OUT OF THE DRAINS WHEN THE LANDSCAPERS WERE NO HERE
6. I HAD TO CUT UP A TREE THAT FELL BETWEEN BUILDINGS 4 AND 5
7. THE TREE THAT FELL DAMAGED THE CHIMNEYS ON BUILDING 5 AS WELL THE CARPORT AND COMPLETELY RUINED THE NEW DECK RAILING
8. I CALLED A CHIMNEY COMPANY TO REPAIR THE CHIMNEYS AND THEY HAVE TO ORDER THE PIPE THEY WILL LET ME KNOW WHEN THEY WILL BE HERE TO REPAIR
9. WE ARE GETTING AN ESTMATE ON THE RAILING FROM EARTH TECK
10. EARTH TECK WILL ALSO BE REPAIRING THE SIDING ON THE BUILDING
11. THE LIGHT ON THE NEWEST POLE WHERE THERE ARE THREE HEADS WENT OUT AND I HAD EVERGREEN ELECTRIC REPLACE IT WITH A NEW LIGHT THAT WILL NOT HAVE TO BE REPLACED FOR SEVERAL YEARS
12. I ALSO ORDERED THE LIGHTS FOR THE OTHER POLES AND AS THEY GO OUT WILL BE REPLACED WITH THIS NEW TYPE BULB THAT IS GARENTEED FOR 5 YEARS, WHICH ONLY USE 54 WATTS INSTEAD OF 275 WATTS PER POLE AND ARE BRIGHTER THAN THE ONES WE HAVE NOW ONCE ALL LIGHTS ARE REPLACED EVERYBODY SHOULD START SEEING OUR POWER BILL LOWER
13. I PUT UP THE HOLIDAY LIGHTS AND DECORATIONS.
14. I DID THE REGULAR WALK AROUND WITH MICK AND JUSTIN
15. I MEANT WITH JUSTIN SEVERAL TIMES THROUGH THE MONTH SO HE IS KEPT UP TO DATE ON WHERE THINGS ARE AT
16. I HAVE MEANT WITH TWO OF THE COMPANYS THAT BID FOR THE DRAINAGE