

**Tall Firs Condominiums Association of Federal Way
Monthly Board Meeting Minutes
Thursday, December 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
P	Lisa Jaffee, Secretary (Appointed)	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: Carol Young 43-C; Arlene Park 51-A; Andrew Anglin 17-B; Cheryl Sundberg 6-B; Mark Alenick 29-B; Ursula Owen 28-B; Andrea Watts 19-C; Rob Moorhead 31-D and Coleen Adams 8-B.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:10 p.m.

MINUTES:

MOTION: That the minutes of the November 12, 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. December 10, 2015 Executive Session:

Motion: That Lisa Jaffee is appointed to fill the unexpired term for the Phase 2 (E) position on the Board of Directors. Seconded and passed

Motion: That Lisa Jaffee is nominated and elected to fill the position of Secretary to the Board of Directors. Seconded and passed.

Motion: Unit 15-D That ACS continues to try to contact the owner until the end of the month and that if unsuccessful, the account is turned over to our attorney. Seconded and passed.

Motion: That we obtain bids and hire a company to clean all roofs, gutters and downspouts for a cost not to exceed \$5,000.00 plus WSST. Seconded and passed.

Motion: That John Roundtree must submit overtime requests for time actually worked at time-and-one-half on weekends effective January 1, 2016. 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 December's proposed schedule of maintenance work activities.

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UNFINISHED BUSINESS:

Targa's Expectations: There was general discussion and review.

MOTION: That the President's list of expectations from Targa is adopted except for the Bid Process list which will be developed into a policy. Seconded and passed.

Website: There was general discussion and review.

MOTION: That the Board approves the webmaster's list of proposed improvements. Seconded and passed.

Drainage: There was general discussion and review.

MOTION: That the recent work done by Larson behind buildings 29 – 38 is reviewed to assure completeness. Seconded and passed.

NEW BUSINESS:

Due to the abbreviated meeting, there was no new business.

WRITTEN COMMITTEE REPORTS:

There were no written committee reports.

ADJOURN: There being no further business; the meeting was adjourned at 7:40 p.m.

At the conclusion of the meeting, we had our annual Holiday Party. **Happy Holidays to all!**

Recorded by,

Mick Crawford, Treasurer

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

December 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 DECEMBER 2015

1. I WALKED THE PROPERTY FOR TRASH ON A REGULAR BASIS
2. I MET WITH THE CHIMNEY SPECIALISTS AND THEY INSTALLED THE NEW CHIMNEYS ON BUILDING 5
3. EARTH TECK IS WORKING ON THE RAILING BEHIND BUILDING 5 WHERE THE TREE HIT AND THEN WILL BE REPAIRING THE SIDING
4. I HAVE BEEN ANSWERING THE PHONE AND PICKING TRASH UP ON THE WEEKENDS
5. THE POST OFFICE SAID IT SHOULD BE NEXT WEEK FOR THE LOCKS
6. A A SIDE X SIDE WILL BE STARTING THE CARPORT BEAMS ON THE WEEK OF THE 25TH
7. THE GUYS CLEANING THE GUTTERS WILL BE HERE ALL WEEK THIS WEEK
8. (DISCUSSION) I HAD TO PLOW THE STREETS AND PUT ICE MELT DOWN
9. I TOOK DOWN AND PUT AWAY THE DECORATIONS
10. I MET WITH EARTH TECK MANY TIMES AND THEY ARE STARTING THE OTHER THREE DECKS THIS WEEK
11. I HAD MONTYS TREE SERVICE TAKE DOWN THE DEAD TREE IN THE RV LOT AND IS GIVING US A BID ON THE OTHER 4 BEHIND BUILDING 5 AND 6
12. I INSTALLED A NEW DRIER VENT IN UNIT 6 B
13. I HAD 2 WATER SPIGOTS REPAIRED BY THE PLUMBING AND DRAIN COMPANY
14. I MET WITH JOHN LARSEN AND HE IS GOING TO FIX THE DRAIN LINE BY BUILDING 29
15. I HAD TO CALL THE ANIMAL CONTROL PEOPLE FOR A LOSE DOG