

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

Thursday, January 14, 2016 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	Mark Pierovich, Targa RE Services
P	Mick Crawford, Treasurer	Phase 2 (O)		
E	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; Carol Young 43-C; Ursula Owen 28-B; Jennifer Huerta 30-D; 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 7:12 p.m.

MINUTES:

Motion: That the minutes of the December 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. January 14, 2015 Executive Session:

Motion: Unit 15-D That the Board should concur with the recommendation by Association Collection Services (ACS) that we give the owner until the end of January to respond and comply; if this does not happen, we should turn over the delinquent account to our collections attorney, Patricia Army, for further legal action. Seconded and passed.

Motion: That Targa does not include the bills for electric, water and garbage/recycling services in the invoice package, except in the case that there is a variance of 10% or more from the budgeted amount.

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 reviewed maintenance work performed by him in December, and he presented January's proposed schedule of maintenance work activities.

UNFINISHED BUSINESS:

ISSUE #1: Activate the Nominations Committee and begin solicitation of members for this committee

Discussion:

- > It was suggested that homeowners are called to inform them of this opportunity and to ask if they would be interested. Also, it was recommended that this information/solicitation also be posted on the Tall Firs website.
- > This issue was tabled and deferred to to the February (2/11) Board Meeting.

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ISSUE #2: Unit #30-D Noise Complaint:

- > Tenant states that this situation has still not been resolved by the unit owner. The noise problem initiates from the unit below her, and it comes and goes but is still annoying.
- > It was suggested that the tenant write a letter to the owner of downstairs unit and that she report the complaint to the police again and provide a copy of this police report to the owner of her unit.

ISSUE #3: Unit #51-A Window Repair Request

Discussion:

- > Installation/repair of windows (flashing included) is the homeowner's responsibility, since units are usually bought "as is". (The only exception to this is when the damage is caused by excessive water drainage/leakage through siding, etc. – that would be the HOA responsibility.)

ISSUE #4: Unit #32-A Break-in

Discussion:

- > Owner wants to remove hasp from outside patio fence gate and install a lock inside the door. This is not allowed, since the gate was installed as a maintenance access route, not as a homeowner convenience or privacy measure. (It is also possible that the Fire Department would not approve this request, for safety reasons.)

ISSUE #5: Storage Tank Cleaning Status

Discussion:

- > The quality of the water samples taken from these tanks is good.
- > The City says we need to dig a deeper hole, but this won't work because the water tends to flow back in SW direction.

ISSUE #6: Drainage Repairs

Discussion:

- > The work performed on the drainage system by Larson Excavating was done incorrectly – the new 4" pipes were not buried sufficiently and have now "popped out of the ground". We need to ask Larson if they can fix this problem.
 - **MOTION:** That we request the original vendor, Larson Excavating, to provide a written explanation to the Board as to why they did the work that way, and offer a solution to resolve the problem of the exposed pipes. Seconded and passed.

ISSUE #7: Unit #6-C -- Attic Mold

Discussion:

- > The Board does not believe that this is an HOA responsibility. We recommend that the unit owner install a different type of bathroom ceiling fan (a "moisture-sensing" model would be the best option).

ISSUE #8: 2015 Audit/Income Tax Engagement Letter

- **MOTION:** That Tall Firs HOA authorize the Board President to sign the Audit Engagement Letter for our tax accountant, James Vandal, to proceed with the preparation of our 2015 income tax return. Seconded and passed.

ISSUE #9: FHA Cert Renewal

Discussion:

- > The most recent Tall firs FHA Certification was issued on 02-18-2010, and it needs to be renewed.
- > This issue was tabled and deferred to to the February (2/11) Board Meeting.

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ISSUE #10: Drainage System Status

Discussion:

- > It is recommended to join two different catch basins (one at the NE corner of the property, and another behind Buildings 29, 46 and 47). An additional Type I (One) Catch Basin is needed -- we already have one installed.

ISSUE #11: Gutter/Roof Cleaning Status

Discussion:

- > We received a good bid from Miracle Home Improvements, LLC, offering us a "package deal" on semi-annual gutter and roof cleaning services, including free maintenance and a price guarantee.
- > This issue was tabled and deferred to to the February (2/11) Board Meeting.

ISSUE #12: Parking Policy Status

Discussion:

- > It was recommended that we convene a Special Meeting of the Board to review/amend our Parking Policy. We would subsequently inform the Homeowners so they may "approve" or "disapprove" the Policy.
 - **MOTION:** That Tall Firs HOA should send a copy of the Parking Policy to our attorney and get a legal opinion on the appropriateness and completeness of the Policy. We will then submit the Policy to all Tall Firs homeowners for their opinion. Seconded and passed.

ISSUE #13: Hot Tub Replacement Options

Discussion:

- > This issue was tabled and deferred to to the February (2/11) Board Meeting.

ISSUE #14: Resident Hose Replacement Status

Discussion:

- > This process has been completed – not every homeowner complied, but we did everything possible to inform and engage the homeowners, with the goal of reducing the risk of flooding. Those homeowners who did not change or replace their hoses will need to pay an insurance deductible for any flood damage resulting from the old hoses.

ISSUE #15: Unit 18-A Foundation Investigation Status

Discussion:

- > This issue was tabled and deferred to to the February (2/11) Board Meeting. (We are still awaiting a reply from the irrigation expert.)

ISSUE #16: Irrigation System Upgrade Status

Discussion:

- > This issue was tabled and deferred to to the February (2/11) Board Meeting. (We are still interested in contracting for this work, but we need new information on available options and pricing.)

ISSUE #17: Transfer of Replacement Reserve Fund

Discussion:

- > We have already completed the December money transfer to our Reserve Account,
- > Targa requested to be a signer on these accounts so that we may avoid any future money transfer delays due to changes of our official account signers.

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ISSUE #18: Circular Cement Saw Purchase Authorization

Discussion:

- > The Board has been paying for occasional rentals of a circular cement saw. However, since the cost of three rentals is equivalent to the purchase price of a new saw, it would be more cost-effective to purchase a new saw than continue to rent one if/when needed.
- **MOTION:** That Tall Firs HOA authorize John Roundtree to purchase a circular cement saw for a maximum price of \$1,000 plus sales tax. This saw will remain Tall Firs property. Seconded and passed.

NEW BUSINESS:

ISSUE #1: List of maintenance items (from Maintenance Walks)

Discussion:

- > Justin has a list of over 400+ maintenance items (generated by the Maintenance Walks).
- > Regular maintenance items will be separated from contractor items
- > Regular maintenance items will be submitted to the "Fresh Desk" application
- > It was suggested that seasonal-related maintenance issues should be grouped so they may be resolved all at the same time.
- > Contractor items will also be grouped by type, and contractors will be hired to take care of similar items all at once.
- > Justin gave the list of 400+ items to Michael.

ISSUE #2: Holiday Lights and decorations – when should they be taken down?

Discussion:

- > We need to update the verbiage on this topic in the Rules & Regulations – it should specify that all holiday lights and decorations should be taken down 10-14 days after the holiday.

ISSUE #3: Tree removal -- bid process

Discussion: Monty's Tree Service removed the dead tree in the RV parking lot in December, and we have solicited a bid to remove four other trees behind Buildings 5 and 6.

- **MOTION:** Subject to approval by the City of Federal Way, Tall Firs HOA accepts Monty's Tree Service bid, dated 01-12-2016, for the removal of four (4) trees for a cost of approximately \$3,500. Seconded and passed.

ISSUE #4: Units #45-D & 46-D Roof Leak

Discussion: There is significant leaking through the roofs of these two units, and the bottom two layers of roofing need to be replaced.

- **MOTION:** That Tall Firs HOA uses NW Roofing to repair the roofs of Unit #45-D & 46-D and that the vendor will provide the Board with a Scope of Work Needed to repair leak damage. Seconded and passed.

WRITTEN COMMITTEE REPORTS:

There were no written committee reports submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:38 p.m.

Recorded by,

Lisa Jaffee, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

January 2016

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 JANUARY 2016

1. I PICKED UP TRASH ON A REGULAR BASIS
2. I REMOVED ALL ITEMS FROM THE DUMPSTERS.
3. I HAD A DUMPSTER BROUGHT IN FOR A DAY SO I COULD REMOVE ALL THE ITEMS THAT HAVE BEEN BEING STORED IN THE SHOP FROM THE DUMPSTERS AND THEN HAD IT REMOVED
4. I DID THE VIOLATION PROPERTY WALK WITH JUSTIN AS EXPECTED
5. I FIXED A DOWN SPOUT ON BUILDING 4 THAT THE DRAIN IN THE GROUD IS COMPLETELY PLUGGED
6. (DISCUSSION) I HAD THE GUTTERS REPLACED WHERE THEY NEEDED TO BE REPLACED
7. I FINISHED THE DRIER VENT IN UNIT 6 B
8. I TURNED IN MY TIME CARDS TO TARGA AS DIRECTED ON TIME
9. I FILLED OUT MY REPORTS AND TURNED THEM IN ON TIME
- 10.I PURCHASED THE SAW AS WAS DIRECTED
- 11.I REMOVED STARTED REMOVING THE CARPET FOR THE POOL ENTRANCE AND CHEMICAL ROOM AS THE HEALTH DEPARTMENT DIRECTED US TO
- 12.I DID A WALK AROUND WITH JUSTIN AND JOHN LARSEN ABOUT THE DOWN SPOUT DRAINS
- 13.I HAD NORTH WEST ROOFING COVER THE ROOFS THAT HAVE LEAKS AS WAS DIRECTED BY JUSTIN WHICH ARE BUILDINGS 2, 8, 16, 45, AND 46.
- 14.I SENT OUT THE SCOPE OF WORK FOR 45 AND 46 AND JUSTIN SHOULD RECEIVE THEM ON MONDAY IF NOT SOONER
15. THE DAMAGE FROM THE TREE FALLING HAS BEEN REPAIRED ON BUILDING 5
- 16.I CUT THE CURB WHERE THE DRAIN NEEDED TO BE EXTENDED
- 17.I HAD THE TREES THAT HAVE FALLEN IN THE BACK SIDE OF THE PROPERTY NEXT TO THE WET LANDS CLEANED UP