

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

Thursday, February 11, 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
E	Lisa Jaffee, Secretary (Appointed)	Phase 2 (E)	P	Mark Pierovich, Targa RE Services
A	Mick Crawford, Treasurer	Phase 2 (O)		
P	Jennifer Youngblood, Vice President	Phase 3 (E)		
A	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 7:00 p.m.

MINUTES:

Motion: That the minutes of the January 14, 2016 Board Meeting be approved as distributed. Seconded and passed.

EXECUTIVE MOTION(S): The following motion(s) is/are from the 6:30 p.m. February 11, 2016 Executive Session:

Motion: Unit 4B Authorize ACS to notify owner of default, and that unless remitted by end of the month (\$2000 plus February \$503) account would be sent to attorney. Seconded and passed.

Motion: Unit 21C The association late fees will be waived if they stay on the payment plan. 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 reviewed maintenance work performed by him in February, and he presented March's proposed schedule of maintenance work activities.

BUSINESS:

ISSUE #1: Adopting the proposal to borrow money from the Reserve accounts to pay the bills and then repay the reserves at the end of the month.

Motion made, seconded and passed

ISSUE #2: Need a report from an arborist to authorize removal of four trees. John will arrange.

ISSUE #3: Parking issues for bldgs 34 and 35 on 18th PL

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Discussion: Owners wish to continue head in parking in front of garages. No fines will be enforced until parking rules are officially redone and sent out to owners.

ISSUE #5: Nominations Committee

Discussion: Sending out the letter for nominations committee and which vacant board positions are open good once updated.

ISSUE #6: Drainage Repairs

Discussion: For Bldgs 29, 46, 47. Need to find a permanent solution by obtaining a second opinion, possibly from an engineer.

ISSUE #7: Roof Replacement Bldgs 45-46

Motion made and seconded to accept NW Roof Service, passed.

Motion to have NW Roof Services provide further bids for Bldgs 2-3, 7-8, and 16-17 – If total cost is at or under \$107,000 for all eight buildings, board authorizes Justin to accept the bid. Seconded and passed.

Motion for NW Roof Services to become preferred vendor. Seconded and passed.

ISSUE #8: Drainage system jetting for buildings 22,23,24.

See about possibly do buildings 5d and 17 at the same time, with the cost prorated for the extra buildings.

Motion made to approve work if cost is under \$2500. Seconded and passed.

ISSUE #9: Gutter and roof cleaning yearly contract with Miracle Home Improvements.

Discussion: Will ask about splitting the siding cleaning into the three phases and having it on a three year cycle. Motion to accept option #5 for gutter and roof cleaning and moss treatments for \$12000 twice a year. Seconded and passed.

ISSUE #10: Building 18 foundation

Motion to accept the bid from Geo Resources for \$1850.00 to hand auger down into the ground to obtain samples to figure out what is happening under the building, seconded and passed.

ISSUE #11: Motion to authorize board members to attend Law Day, seconded and passed.

ISSUE #12: Motion to accept the three year contract for the reserve study for \$1450.00 per year. Seconded and passed.

COMMITTEE REPORTS:

There were no written committee reports submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:20 p.m.

Recorded by,

Kim Vredenburg, Director

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

February 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 MANAGER REPORT FOR THE
MONTH OF FEBRUARY 2016

1. I WALKED THE PROPERTY EVERYDAY FOR TRASH
2. I FINISHED PULLING OUT THE CARPET FROM THE ENTRANCE ROOM PER THE HEALTH DEPARTMENT AND WOULD LIKE TO KNOW WHAT THE BOARD WOULD LIKE TO PUT BACK IN ITS PLACE
3. I SENT IN MY REPORTS ON TIME
4. I TURNED IN MY TIME CARDS AS EXPECTED
5. I PRESSURE WASHED THE DUMPSTER ENCLOSURE IN FRONT OF BUILDING 47 IT WAS REALLY SLIPPERY
6. I PRESSURE WASHED THE SIDE WALKS IN FRONT OF BUILDINGS 47, 48, 49, 50, AND 51.
7. I PRESSURE WASHED THE SIDE WALKS GOING DOWN TO THE SHOP.
8. I WALKED AROUND WITH JUSTIN DON AND NATE FOR THE RESERVE STUDY.
9. I HAVE BEEN MONITORING EARTH TECH AND THE PROGRESS WITH THE DECKS.
10. GEO RESOURCES WAS HERE TO DO THE CORE SAMPLES AND WHEN THEY GET THE TESTING BACK THEY ARE GOING TO SEND THE READINGS TO JUSTIN.
11. I WENT DOWN TO THE POST OFFICE AGAIN TO FIND OUT ABOUT THE LOCKS AND THE PERSON WHO WAS SUPPOSED TO PUT IN THE WORK ORDER IS NO LONGER THERE SO THE NEW SUPERVISOR DID IT INSTEAD AND WE SHOULD HAVE THE LOCKS WITHIN TWO WEEKS
12. BUILDING 45 AND 46 WILL BE STARTED IN TWO WEEKS AND THEY ARE MOVING TO BUILDINGS 2 AND 3
13. I CLEANED THE CABANA FOR MEETINGS AND WHEN IT IS BEING USED BY HOMEOWNERS
14. I TOOK OUT ALL THE DEBRIS OUT OF THE TENNIS COURT AND WILL BE PRESSURE WASHING IT TO GET IT READY TO OPEN.