

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

Thursday, March 10, 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)		
E	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: Joan Attwood 38-A; Pat Farkas 40-B; Kim Rivard 42-B; Carol Young 43-C; Jennifer Huerta 30-D; Ursula Owen 28-B; Arlene Park 51-A; Roy Kauer III 45-D; Monica Johnson 1926-A

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:03 p.m.

HOMEOWNERS' COMMENTS/QUESTIONS: (Limited to 2 minutes each.)

- 1) **30-D:** Asked about the possibility of a "Renters' Rules" document to be distributed to tenants renting units in Tall Firs (she is still experiencing problems with a tenant in the unit below hers, and she would like the owner of that unit to inform his tenant of the rules for all Tall Firs residents).
- 2) **42-B:** (a) Asked about the status of the drainage issue (and stated that there is a "lake" forming as a result of this problem).
(b) Asked about the paint trim on the buildings and the time frame for painting maintenance.
- 3) **43-C:** (a) Asked about the "vehicle allowance" and giving due credit to those unit owners whose deeds specify that they are assigned two parking spots.
(b) Asked when certain buildings will be re-roofed (the roofing was scheduled, but there was a weather-related delay).

MINUTES: (The minutes of the February 11, 2016 Board Meeting could not be approved since they had not yet been written and distributed at the time of this meeting.)

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

Motion: Unit 42-D That the Board should turn over this delinquent account to our collections attorney, Patricia Army, for further legal action, and that we should monitor the pending ownership transfer. Seconded and passed.

Motion: Unit 14-D If there is no response from this unit owner at the end of the demand period, then the Board should turn over this delinquent account to our collections attorney for further legal action. Seconded and passed.

ADDITIONAL NOTES FROM EXECUTIVE MEETING:

- > The tablet computer, Tall Firs Board property that was previously used by Mick Crawford while an active Board Member, was returned to the Board on March 10th via John Roundtree.
- > Current structure of Tall Firs Maintenance Crew may change – it could possibly include up to 5 employees: Manager, Maintenance Lead, and three (3) Crew Members. The Maintenance Office is (and will continue to be) located in the racquetball court building, and the space will probably soon need some clean-up and minor upgrades/updates.
- > John Roundtree worked several overtime hours in February, totaling \$909. His timesheets are located in Targa's office. The Board will request a copy of John's timesheets for further review of all projects performed during these OT hours.

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

- > It was also noted for the record that Targa (with Board knowledge and approval) borrowed \$12,000 in February from the Reserve Account in order to pay our Accounts Payable. This money has now been repaid to the Reserve Account.

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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 the proposed schedule of maintenance work activities for March.

UNFINISHED BUSINESS

ISSUE # 1: Nominations Committee / Annual Meeting notice/ mailing

Discussion:

- > The Board will send out a letter to all homeowners requesting candidates for Board positions and instructing all interested candidates to write and submit a bio and statement of interest before the Annual Meeting.

ISSUE # 2: Elections Committee

Discussion:

- > There were two volunteers for the Elections Committee: Roy Kauer and Kim Rivard.
- > The Targa office will receive all proxy sheets sent via U.S. Mail, and the "point person" (Roy) will pick up the bag of envelopes received there and bring them to the cabana before the Annual Meeting begins.
- > Elections Committee members (and any other volunteers who are not currently Board Members) will "knock on doors" to get homeowners to attend the meeting and/or to submit their proxies (if they haven't already done so). We need at least a 50% homeowner representation (quorum) at the Annual Meeting, via in-person attendance and/or proxy. If this is not attained, then we may need to hold up to three more meetings in order to ensure a quorum.

ISSUE # 3: 18-A Foundation Investigation

Discussion:

- > The contractor came and drilled (hand-drilled -- this was faster and less expensive). We are now waiting for the results (the samples were sent to [REDACTED] Engineering).

ISSUE # 4: Hot tub replacement options

Discussion:

- > At this point, there are not many options. The Reserve Study currently allows for us to spend only \$10,000 on the hot tub. We can either postpone the replacement or we can pursue another option. It would cost \$4,000 in demolition and remodeling costs to take out a wall and install a fiberglass tub, but the tub must be commercial-grade and needs to be installed by a commercial company. We have only one bid so far, and it's for \$30,000 (beyond the limit established by our Reserve Study).
 - **MOTION:** That we table the hot tub issue until we can further assess the Reserve Study to determine what other projects can be postponed in order to fund the hot tub replacement. Seconded and passed.

ISSUE # 5: Maintenance Triage

Discussion:

- > The Board will divide the pending work projects into two priority groups:
 - (1) Contractor/Vendor list, and (2) Local Maintenance list (to be managed via Targa's "Fresh Desk" application, and accessed by John, Targa and one other appointed person, such as Guy).

ISSUE # 6: Irrigation System Upgrade Status

Discussion:

- > There is nothing new on this front. We are still interested in contracting for this work, but we are waiting to receive information from someone (who is currently unavailable) regarding available options and pricing.
- > This issue was tabled and deferred to the April (4/14) Board Meeting.

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ISSUE # 7: Violation letter change

Discussion:

- > The wording currently used in the violation letters we send out to homeowners has caused a lot of strong emotions, defensiveness and unnecessary interaction with the Board. It was suggested by Jennifer Y. that we change the wording. For example:

The 1st letter would say: "We are not going to assess a fine, however we will require your compliance to resolve this situation..."

The 2nd letter would say "Due to..., if there is still no compliance on your part, then we will assess a fine..."

The 3rd (final) letter would say "A fine has been assessed due your lack of compliance..."

- > **MOTION:** That we approve of the sample letters provided to the Board by Jennifer, and these letters will be used henceforth. Seconded and passed.

ISSUE # 8: Parking Policy

Discussion:

- > Our attorney liked and approved of our idea of a "24-hour notice" -- this also allows for immediate towing, but we do not have to enforce the towing for the first 24 hours. Parking stickers will be designed and printed to reflect this policy.
- > This issue will be discussed again at the Annual Meeting, in the presence of the homeowners. We will be informing the Homeowners so they may "approve" or "disapprove" the Policy. After the Annual Meeting, the Rules Committee will polish up the Parking Policy and submit it to our attorney for review.

ISSUE # 9: Accept Board Member Resignations

Discussion:

- > It was noted that the Board needs to formally accept the resignation of Mick Crawford. He submitted his letter of resignation via email on [REDACTED].

- > **MOTION:** That we accept the resignation of Mick Crawford. Seconded and passed.

ISSUE # 10: Earthquake Insurance

Discussion:

- > The Board decided not to purchase Earthquake Insurance due to its high cost and low return. This issue will be discussed again at the Annual Meeting, in the presence of all homeowners.

NEW BUSINESS

ISSUE # 1: Slippery cement surfaces in breezeways

Discussion:

- > It was suggested that we apply a coat of "anti-skid" paint (paint with an extra non-slip aggregate) to these cement surfaces in order to avoid falls.

ISSUE # 2: Dumping Issue/Problem

Discussion:

- > It was suggested that we place stickers on all of the new dumpsters stating that there is a \$10,000 fine for illegal dumping. This will also be mentioned at the Annual Meeting so that all homeowners can watch out for and report people who are dumping.

ISSUE # 3: Water dripping in Phase III

Discussion:

- > It was suggested that we should run a roof over the breezeways to solve the issue of water dripping down the walls.

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WRITTEN COMMITTEE REPORTS: *(There were no written committee reports submitted.)*

- **Architectural Committee** (Don H)
- **Maintenance Committee** (Don H)
- **Safety Committee** (Mark A)
- **Website Committee** (Inactive)
- **By-Laws Committee** (Inactive)
- **Landscape Committee** (Kim R)

Discussion:

- > The rhododendron bushes in the fountain area will be moved, and the roots must be watered regularly and thoroughly for at least the first year.
- > It was suggested that we consider creating a "sound barrier" along 320th Street by planting some attractive and fast-growing bushes or hedges (such as Leyland Cypress or Arborvitae).

- **Budget Committee** (Inactive)
- **Disaster Preparedness Committee** (Roy K)

Discussion:

- > No responses were received from homeowners showing interest in participating. Therefore, the Disaster Preparedness Committee will be disbanded and considered inactive/non-functioning at this time.

ADJOURN: There being no further business; the meeting was adjourned at 8:02 p.m.

Recorded by,

Lisa R. Jaffee, Secretary

Guy Parisi, President

Tall Firs Condominium Association

Property Manager Report

March 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 MARCH 2016

1. I picked up trash on a regular basis.
2. I pressure washed phase three and repainted the curbs.
3. I pressure washed 3/4 of phase 2 and repainted the curbs.
4. I over saw the roofers putting on the roofs.
5. I have been talking to the guys doing the building cleaning to make sure they don't wash the inset decks due to water problems.
6. I answered all emails sent to me in a timely manner.
7. I answered many phone calls due to all the work that is going on throughout the property.
8. The beams were dropped off here on Thursday for the beam replacement on the carports.
9. I meant with the new management company to go over my rehire with them.
10. I did the violations walk with Justin and Don.
11. I answered a call about a water leak in 38 A on sat which was caused by the dishwasher up stairs.