

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

**Thursday, May 12, 2016 at 7:00 p.m. in the Cabana**

BOARD OF DIRECTORS			STAFF	
<b>P</b>	Kim Vredenburg, Secretary	Phase 1 (E)	<b>P</b>	Jean Norberg, Emerald MC
<b>P</b>	Michael Chapman, Vice President	Phase 1 (O)	<b>P</b>	Shelley Murray, Emerald MC
	(vacant)	Phase 2 (E)		John Roundtree, Resident Manager
<b>P</b>	Mark Alenick, Director	Phase 2 (O)		
<b>P</b>	Roy Kaur, Director	Phase 3 (E)		
<b>E</b>	Don Hilt, Treasurer	Phase 3 (O)		
<b>P</b>	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:** Lisa Jaffee, 26-B; Kim Rivard, 42-B; Carol Yound 43-C; Joan Attwood, 38-A; Arlene Park, 51-A; Kim Smith, 47-A; Terese Mikkola, 24C

**HOMEOWNERS' COMMENTS:** Limited to 2 minutes each.

**CALL TO ORDER:** A quorum being present, President Parisi called the meeting to order at 7:25 p.m.

**MINUTES:**

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

**EXECUTIVE MOTIONS:** The following motions are from the 6:30 p.m. May 12, 2016 Executive Session:

**Motion:** Unit 15D The board will defer the association late fees if the account is brought current by the end of the month. Seconded and passed.

**Motion:** Unit 32A It is proposed that we accept the \$2500.00 settlement from the new owners for past delinquency from prior owners. Seconded and passed.

**Motion:** Unit 35A The board will accept the owners payment plan if the \$10 administrative fee is added to proposed amounts. If possible, would like to see account delinquencies paid off in 24 months instead of 36. Seconded and passed.

**Motion:** Unit 26B It is proposed that we accept the owners payment plan. Seconded and passed.

**Motion:** Unit 5B It is proposed that we use the security deposit to cover the delinquencies and inform the owner of the 2016 dues increase. Seconded and passed.

**FINANCIAL REPORTS:** Jean. See attached report(s). Discussed switching from cash to accrual basis accounting.

**PROPERTY MANAGER'S REPORT:** Jean. See attached report(s).

**RESIDENT MANAGER'S REPORT:** John. See attached report(s).

John reviewed maintenance work performed by him in April, and he presented May's proposed schedule of maintenance work activities.

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**OLD BUSINESS:**

**Hot Tub Update :** Second bid was over \$60,000. Will table until next month per Emerald's review.

**18A Foundation:** GeoTech report recommendation is pin pilings. Suggest having structural engineer review report.

**Motion:** To have structural engineer review 18A and 21A foundations and give recommendation. Seconded and passed.

**Irrigation Update:** Waiting on City of Federal Way to review use of tanks – city potentially waiting to review wetland runoff issue. Table until tank issue with City of Federal Way is reviewed and resolved.

**Earthquake Insurance:** Homeowners voted no. Will bring up again at 2017 annual meeting.

**Tree Damaged Buildings:** The roofers fixed the carports; the rest of the damages are fixed.

**NEW BUSINESS**

**Maintenance Plan:** Need to figure out date for board, John, and Emerald to meet and discuss future and current needs.

**2015 Audit Engagement:** Sent

**Packets:** Review of what Emerald will include in the packets for board members and homeowners. Asked to post basic financial reports on site for all homeowners to view.

**Weekend pay for John?**

**Motion:** To hire Matt as seasonal hire pending review of start date. Seconded and passed.

**COMMITTEE REPORTS:**

**Landscape Committee:** Kim Rivard – Water needed in back corner.

There were no written committee reports submitted.

**ADJOURN:** There being no further business; the meeting was adjourned at 8:30 p.m.

**Recorded by,4**

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**Kim Vredenburg, Director**

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**Guy Parisi, President**