

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

Thursday, June 9, 2016 at 7:00 p.m. in the Cabana

BOARD OF DIRECTORS			STAFF	
P	Kim Vredenburg, Secretary	Phase 1 (E)	P	Jean Norberg, Emerald MC
P	Michael Chapman, Vice President	Phase 1 (O)	P	Shelley Murray, Emerald MC
	(vacant)	Phase 2 (E)		John Roundtree, Resident Manager
P	Mark Alenick, Director	Phase 2 (O)		
P	Roy Kaur, Director	Phase 3 (E)		
E	Don Hilt, Treasurer	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 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 7:11 p.m.

MINUTES:

Motion: That the minutes of the May 12, 2016 Board Meeting be approved as distributed. Seconded and passed.

EXECUTIVE MOTIONS: The following motions are from the 6:30 p.m. June 9, 2016 Executive Session:

Motion: Account #12902 To send default letter to owner due to trustee sale being cancelled. Seconded and passed.

FINANCIAL REPORTS: Jean. See attached report(s). Reviewed preliminary audit.

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 May, and he presented June's proposed schedule of maintenance work activities. Pool is now open. Waiting for bid on carports.

OLD BUSINESS:

Insurance Advisements: Insurance company had suggestions of improvements or changes that should be made to the property.

Railings: Need to be updated to current code. Can temporarily fix with Plexiglass or heavy wire mesh to cover 6" spaced railings.

Sidewalks in front of parking: Want edges painted yellow to provide delineation to parking. Send letter to insurance stating that we are in the process of bidding and repairing as funds allow. Let them know we want to paint white instead of yellow.

Hot Tub Update : Replacing at \$30,000 with gunnite. Emerald wants to see proposed contract and review prior to accepting bid.

Motion : Approve spa replacement with gunnite, pending contract review. Seconded and passed.

Foundation Update: Site visit by Dibble Engineers scheduled.

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Irrigation System Upgrade: Would need approval of homeowners due to cost of proposed project. Could have part-time employee (20-30 hours a week) do watering during the summer.

Motion: Hire someone to do watering for up to 20 weeks, 20-30 hours a week, at \$10 an hour. Seconded and passed.

Maintenance Plan: John is reviewing list to verify what has or has not been finished. Will get final report in July.

2015 Tax Audit

NEW BUSINESS

Window Installation: Board should approve all window replacements. Should have a hold harmless agreement and insurance with Tall Firs as named insured. Hold harmless agreement to be recorded on title with fee paid by owner to record. Table until templates are made and board is given further information.

Update Signature Card: Homestreet Bank, done

Gutter Cleaning: Scheduled for week of June 13-17. Notices will be posted on doors Friday.

Pool Cover: Make a policy to leave cover off during the winter to make cleaning pool easier.

COMMITTEE REPORTS:

There were no written committee reports submitted.

ADJOURN: There being no further business; the meeting was adjourned at 8:13 p.m.

Recorded by,

Kim Vredenburg, Secretary

Guy Parisi, President