

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

Thursday, July 14, 2016 at 7:00 p.m. in the Cabana

BOARD OF DIRECTORS			STAFF	
P	Kim Vredenburg, Secretary	Phase 1 (E)	P	
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)		
P	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: Ursula Owen, 28B; Teri Accy, 40C; Ann Miller, 23B; Dottie Manfred, 7D; Carol Ann Young, 43C; Patrick & Dollie Resch, 49D; Andrea Watts, 19C; Dona Evans, 8D; Arlene Park, 51A.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:13 p.m.

MINUTES:

Motion: That the minutes of the June 9, 2016 Board Meeting be approved as distributed. Seconded and passed.

EXECUTIVE MOTIONS: The following motions are from the 6 p.m. July 14, 2016 Executive Session:

Motion: To approve CLG to rewrite the collection policy for a flat fee of \$250. Seconded and passed.

FINANCIAL REPORTS: Shelley. See attached report(s). Approval to pay invoices for Emeralds and Miracle Home Improvements.

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

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

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

COMMITTEE REPORTS:

There were no written committee reports submitted.

OLD BUSINESS:

Insurance Advisements: Insurance company had suggestions of improvements or changes that should be made to the property. Railings have been fitted with heavy wire mesh to cover 6" spaced railings on landings. Having John use white paint on stairs and other locations he thinks necessary.

Hot Tub Update : Contract has been approved, waiting to schedule time for replacement.

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Window Installation: Hold harmless agreement is pending and will be ready next month.

Maintenance Plan: Continuing to review, update in August.

2015 Tax Return: Signed by Board.

8D: Repair to dryer vent pipes is planned.

NEW BUSINESS

Interior Damage Repairs: Emergency repairs, have been on maintenance list and now need immediate attention.

Motion: To approve hiring 3 contractors (Sno-King, One Stop Services, High Country) to do repairs on listed units, with oversight by John. Units 2D, 7D, 8C, 8D, 9A, 16C, 16D, 23B, 46C, 46D, 45D(Already scheduled).

38A Repairs:

File Storage: Currently 40+ boxes in John's office. Need to create a records retention plan, if don't have one already. Need to go through boxes and decide what to toss or keep. Can make digital (scanned) need to decide how much to keep, and find out what cost would be to have someone else scan papers that need to be kept.

Email Communication: Good to get info to the board but not efficient for votes because need unanimous, could do conference calls.

HomeStreet Bank: Emerald is not a signer at the bank, would be efficient to have Emerald as "Read Only" on account to get information quicker from the bank. Sara is the contact at the bank.

CAI Leader Renewal: Cutting down from 7 board membership to 2 board membership, saves money and still get same benefits and discounts.

Insurance Renewal: Should have it reviewed and look at other carriers next year.

Motion: To renew current insurance based on Rice Insurance Quotes for \$69107. Seconded and passed.

Deck Replacement on 46C & D:

Motion: To approve bid for replacement for decks on 46C & D.

Seal Coating for Parking Lot: Want to look at getting bids for repair and possible timeline.

ADJOURN: There being no further business; the meeting was adjourned at 8:12 p.m.