

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

Thursday, Aug 11, 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: Jennifer Huerta, 30D; Ursula Owen, 28B; Neal Baker, 44D; Teri Acey, 40C; Jeannette Steiner, 37B; Arlene Parker, 51A; Patrick & Vollie Resch, 49D.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, President Parisi called the meeting to order at 7:12 p.m.

Introduce new employee Matt Waller

Report by Nicole Lemons

Structural Engineering: Building 22A repairs are done.

Building 18A needs pin pilings to repair damage.

Motion: To obtain 3+ bids for structural repair for 18A. Seconded and passed.

Carport beams – waiting for report on how to attach them, then bid out for repairs.

Roof Leak Repairs:

SnoKing – 7D and 8D from prior leaks; 45D from NW Roofing – will pay back for repairs, then pay them for roofing; 9A repairs are finished; 18A, 32C, 16C also looked at and repaired.

Maintco – 49D attic mold – Targa needs to be contacted for previous vendor info to repair from prior repairs.

MINUTES:

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

EXECUTIVE MOTIONS: The following motions are from the 6 p.m. July 14, 2016 Executive Session: None this month.

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

Reserve repairs were paid from operating expenses instead of reserve – should they be reclassified?

Motion: Reclassify the funds \$39261.38 as reserve funds. Seconded and passed.

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

Audit report.

Waste Management – charging gate service for 9 gates, but only have 1. The charges go back to 2008, will try to get a refund. Waste Recovery Systems – move trash and recycling to appropriate spots. This could save us up to 8% a month on bills and get a credit for recyclables. Their website is wasterecoverysystems.net. There is no fee to the association, WRS will get the bill and pass the appropriate fees onto the association.

Secoma Fence has been contacted for a bid for repairs to the fence.

Asphalt bids are coming in and expected for next month.

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Violation walks?

Frequency of meetings with John and Shelley?

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

John reviewed maintenance work performed by him in July, and he presented August's proposed schedule of maintenance work activities. Rose's last day is Sept. 2nd for watering.

Mulch on 320th entrance on both sides and replanting new plants, possibly flowering laurels. Roy from EarthTec gave a bid of \$480 + tax for the mulching. Board approves the mulch.

COMMITTEE REPORTS:

There were no written committee reports submitted. Asked to get pricing for replacing rest of lights with LED for carports and flats.

OLD BUSINESS:

Hot Tub Update : Waiting to schedule time for replacement.

Maintenance Plan: Board will review.

Hold Harmless: Hold harmless agreement is ready and will be sent to owners.

Motion: Incorporate Hold Harmless clause to structural repairs and windows to be included on titles. (attachement to declaration) Seconded and passed.

Window for Arlene, 51A: John and Shelley will get more info.

NEW BUSINESS

Info for Website: New policies, calendar events

Collection Policy: The new policy is effective immediately.

Motion: Accept the new policy to replace the old collection policy effective immediately. Seconded and passed.

Precision Concrete Cutting: Bid to repair trip hazards on property. This expense qualifies for reserve funding. The Insurance Industry standard is 1" and up is a trip hazard.

Motion: accept bid for ¾" and up hazard repairs for \$10822.50 conditional to remaining repairs no costing more. Seconded and passed.

CAI Day Registration: Any board member who wish to attend are asked to inform Emerald for early registration.

ADJOURN: There being no further business; the meeting was adjourned at 8:26 p.m. Executive session for Sept. 8th will be at 6:30pm