

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

Thursday, Oct 13, 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)		Matt Waller, Assistant Resident Manager
P	Mark Alenick, Director	Phase 2 (O)		
P	Roy Kaur, Director	Phase 3 (E)		
P	Don Hilt, Treasurer	Phase 3 (O)		
E	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; Arlene Park, 51A; Terese Mildcola, 24C; Kim Smith, 47A; Colleen Lucas, 47C; Teri Acey, 40C; Patrick Resch, 49D.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

CALL TO ORDER: A quorum being present, Vice President Chapman called the meeting to order at 7:06 p.m.

Structural Engineering:

18A – Building Settlement –Project Managers being scheduled to provide bid for services.

Carport Beams & Posts –Need to find a contractor to complete repairs per the specifications.

Roof Leak Repairs:

SnoKing – 44A & 45D – Work completed.

Maintco – As of 10-5-2016:

2024 2D – Attic mold check revealed no ongoing mold growth. All acoustic ceilings painted in unit due to staining in both bedrooms and continuous ceiling in living room.

2003 8C – Still attempting to gain access.

1910 16C & 16D – Attic mold check revealed no ongoing mold growth, acoustic ceilings in master bedrooms painted.

1702 46C – Water tested in the area in question and could not duplicate leak, told owner to call if he saw dripping during heavy rains. No interior repairs made.

1702 46D – 5'x5' drywall repair made, painted 14' tall wall x 20' wide with 1 coat primer and 2 coats paint.

MINUTES:

MOTION: That the minutes of the Sept 8, 2016 Board Meeting be approved. Seconded and passed.

EXECUTIVE MOTIONS: There are no motions from the 6:30 p.m. Oct 13, 2016 Executive Session:

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

Reserve expenses to be paid: \$30 to Emerald.

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

- Called pest control for rat sighting.
- In contact with Energy Reserves for lighting.
- Waste Management is going to give us \$520 credit for 6 months, will review account for further credit.
- Need to find a new contractor for the carports, AA Side By Side is non-responsive.

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

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- Cleaned cabana and would like the carpet to be cleaned.
- Enforced two parking violations on 10/5. Are working on emphasizing parking enforcement.
- Working on inventory list of shop items – will meet with Mike to review
- Distribute blue recycling bags to each unit, will clean out closet in cabana.

MOTION: To increase Matt's wages by additional \$3.00 an hour, retro to John's leaving up to 10 working days after new manager starts. Board will review Matt's wage after new manager is hired. Seconded and passed

COMMITTEE REPORTS:

There were no written committee reports submitted.

Safety: Checking on lights. Shelley is working with Matt to check on lights and create a map of where they are and when they are/have been replaced.

OLD BUSINESS:

Hot Tub Update : Received updated bid for replacement. AquaRec is recommending the fiber glass option over the gunnite. Shelley recommends hiring a project manager to oversee the project due to regulations and permitting issues. Tabled until next month.

Maintenance Plan: Doing equipment inventory; considering selling or getting rid of unused tools.

Precision Concrete Cutting: Trip hazard repair project is finished.

Mulch for Entrance: Need to review plant options and mulch to be used.

Asphalt Bids: Review bids included in packet.

Removal of Trees: Have 4 arbor vitae behind 1922 C that want to have removed. Will donate them to be used elsewhere on the property where old trees or bushes have been removed.

NEW BUSINESS

2017 Budget Committee: Need to find volunteers for committee; Emerald has a draft budget available.

2016 Tax Audit:

Resignations: Don and Roy are both resigning as board members. Need to email homeowners to inform them of vacancies on board.

MOTION: To appoint Patrick to fill one of the vacancies in Phase 3 board members until Annual Meeting in March. Seconded and passed.

December party: Will discuss what to do for annual party in November.

Winterization notice: Need to have an official notice mailed to homeowners to remind them to winterize their units.

ADJOURN: There being no further business; the meeting was adjourned at 8:20 p.m.