

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

Thursday, December 8, 2016 at 7:00 p.m. in the Cabana

BOARD OF DIRECTORS			STAFF	
A	Kim Vredenburg, Secretary	Phase 1 (E)		
P	Michael Chapman, Vice President	Phase 1 (O)	P	Shelley Murray, Emerald MC
	(vacant)	Phase 2 (E)	P	Matt Waller, Assistant Resident Manager
P	Mark Alenick, Director	Phase 2 (O)		
P	Patrick Resch, Director	Phase 3 (E)		
		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

Presentation: Resound Energy Proposal-Jason Steiner scheduled to meet with the Board 12.8.16-CANCELLED

HOMEOWNERS PRESENT: Ursula Owen, 28B; Arlene Park, 51A; Terese Mildcola, 24C; Kim Smith, 47A; Don Hilt, 51D; Carol Young, 43C; Jennifer Huerta, 30D; Kim Rivard, 42B; Anne Miller, 23B; Mick Crawford, 33D; Andrea Watts, 19C; Lisa Jaffee, 26B.

HOMEOWNERS' COMMENTS: Limited to 2 minutes each.

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

Structural Engineering:

18A – Building Settlement –Project Managers bid walk was scheduled for Nov 15th. RDH - bid received. J2 & Integrity–bids pending. Nicole Lemons will present to the Board at the Jan 12, 2017 Board Meeting.

Carport Beams & Posts –Contractor bid meeting Nov 15 2016. Carport beams will need to be treated prior to installation. Additional areas of concern discovered. Comprehensive review of all carports needed.

MINUTES:

MOTION: That the minutes of the Nov 10, 2016 Board Meeting be approved. Seconded and passed.

EXECUTIVE MOTIONS: The following motions are from the 6 p.m. Nov 10, 2016 Executive Session:

Motion: For account 12892, to terminate utilities if no response by Dec 7 deadline. Seconded and passed.

Motion: For account 12893, to terminate utilities if no response by Dec 7 deadline. Seconded and passed.

Motion: For account 12930, to terminate utilities if no response by Dec 7 deadline. Seconded and passed.

Motion: Extend employment offer to George Student for the Facility Manager Position.

FINANCIAL REPORTS: See attached report(s).

Reserve expenses to be paid: \$730.04 to Emerald and Earth Tech.

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

- Drainage – Ventilation Power completed maintenance corrections to the storm water system provided by the City of Federal Way. Repairs; jet rod pipe that flows north from catch basin #16 to swale and pipe that flows east and then north form catch basin #34. A pipeline video inspection was also completed on the section of pipe that flows north from catch basin #34. Recommended repair to clean/clear the drainage ditches to increase flow. Ope all buried swale pie and make the system complexly open-requiring very little preventative maintenance in the future.
- Waste Recovery – Board authorized service to begin Jan 1, 2017
- Roof/gutter cleaning will be completed Dec 12-16th.

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- 1930 -11A entry roof repair by Sno-King approved to be completed.
- Mailbox keys –Efforts continue to work with person who installed boxes to figure out what happened to them.
- Virginia Graeme Baker Pool & Spa Safety Act eff. Dec 2008 requires dual main drains to prevent underwater entrapment. This is a Health Dept requirement that needs to be completed along with some resurfacing and tile replacement (\$24,200), new filter (\$800) and installation of chemical controller (\$3,900) for the pool. Ken's Pool Service bids provided to the Board for review.
- Hot tub replacement – tabled until a Project Manager is approved and find out more info into exactly what needs to be done, the cost for removal and replacement of wall. This will be discussed at the annual meeting.

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

COMMITTEE REPORTS: There were no written committee reports submitted.

OLD BUSINESS:

Maintenance Plan: Working on reviewing what needs to be done, Matt and Mike meeting up to review tool inventory.

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

NEW BUSINESS

2017 budget was approved by the Board of Directors with a 5% increase. Notices to be sent to the Owners.

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Board appointed Carol Young to fill a vacancy for a board member residing in Phase 3. She will serve until the 2017 Annual Meeting.

Governing documents will be reviewed for action needed by the Association regarding cable service.

Annual Meeting will be held March 9, 2017 at 7PM in the Cabana. ***Just a reminder: Annual Meeting Attendance, All Owners are required to attend the meeting in person or submit a proxy. Failure to participate may result in a fine of \$50 Section 15.1 Tall Firs Rules and Regulations.***

ADJOURN: There being no further business; the meeting was adjourned at 8:17PM.