

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

**Thursday, March 9, 2017 at 7:00 p.m. in the Cabana**

| BOARD OF DIRECTORS |                                 |              | STAFF    |   |
|--------------------|---------------------------------|--------------|----------|---|
| <b>P</b>           | Kim Vredenburg, Secretary       | Phase 1 (E)  | <b>P</b> |   |
|                    | (vacant)                        | Phase 1 (O)  | <b>P</b> | Shelley Murray, Emerald MC              |
| <b>P</b>           | Michael Chapman, Vice President | Phase 2 (E)  |          | George Student, Resident Manager        |
| <b>P</b>           | Mark Alenick, Director          | Phase 2 (O)  |          | Matt Waller, Assistant Resident Manager |
| <b>P</b>           | Patrick Resch, Director         | Phase 3 (E)  |          |   |
| <b>P</b>           | Carol Young                     | Phase 3 (O)  |          |   |
| <b>P</b>           | 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:**

**HOMEOWNERS' COMMENTS:** Limited to 2 minutes each.

**CALL TO ORDER:** A quorum being present, President Parisi called the meeting to order at 7:07 p.m.

**MINUTES:**

**MOTION:** That the minutes of the Jan 12, 2017 Board Meeting be approved. Seconded and passed.

**EXECUTIVE MOTIONS:** The following motions are from the 6 p.m. March 9th, 2017 Executive Session:

**Motion:** To remove the Tall Firs on site staffing policy. Seconded and passed.

**Motion:** For account #12902, to move forward with the receivership for the unit. Seconded and passed.

**Motion:** To have the attorney draft a new owner/HOA responsibility matrix for \$1600. Seconded and passed.

**Motion:** To increase the insurance limits for the RDH contract for building 18A \$3800. Seconded and passed.

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

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

- Drainage – met with the City of Federal Way and it has been decided that we are being negatively impacted by the water run off from roads/retention pond. City is reviewing and will get back to us.
- Mailbox parcel keys – obtaining pricing for new keys. Have extra mail lockers in the shop, looking into what can be done with them.
- Pest control – continuing to monitor.
- Hot tub replacement – tabled until Project Manager is approved. We have a legal responsibility to replace; it would take 100% unanimous approval from owners to remove.

**FACILITY MANAGER'S REPORT:** George and Matt. See attached report(s).

- Will try to sell the old appliances from the association unit and use money towards new tools and cabana improvements.
- Will also try to sell old/unsafe tools and use the money towards purchasing new tools.
- When purchasing new tools, facility manager will be allowed to spend up to \$700 without board approval.

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- Fire extinguisher covers are missing – will look into replacements.
- Will put the last pet waste station near the 320<sup>th</sup> entrance.
- Approved to have the Kubota serviced.
- Will look into cost of uniform shirts for facility management workers.

**COMMITTEE REPORTS:**

There were no written committee reports submitted.

**Safety:** Checking on lights.

**Landscape:** Kim – will look into a retaining wall for the SE corner. Will review plants to put in at the entrance.

**OLD BUSINESS:**

**Maintenance Plan:** Shelley is continuing to review with George and Matt.

**Mulch for Entrance:** Mulch is being spread and will be done at entrance before the annual meeting.

**Pool Repairs:** Hold off on decisions until we have further information and Building 18A project is started.

**Resound Energy:** Need decision for the carport light project.

**Motion:** To accept and proceed forward with the bid to replace the carport lights for \$13354.86, before the \$4000 rebate. If the project can't be started within 30 days, onsite management will replace needed light with LED due to safety concerns. Seconded and passed.

**NEW BUSINESS**

**FDIC Limit/ Recommendations:** CDARS program. Could possibly move or open a new account at Chase – Carol will look into.

**RV Parking/Storage:** There are 12 reserved spots.

**Motion:** To institute a fee for the reserved parking in the RV lot for \$40 each spot to start June 1<sup>st</sup>. Vehicles can be up to 21' in length, must be registered and tabs current. Seconded and passed.

**2016 Tax Return** – Guy needs to sign

**Annual Meeting on March 23<sup>rd</sup>**

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