

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

**Thursday, April 13, 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>	
	Elisa Somerville, Director	Phase 1 (O)	<b>P</b>	Shelley Murray, Emerald MC
<b>P</b>	Michael Chapman, 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>	Don Westman, Vice President	Phase 3 (E)		
<b>P</b>	Carol Young, Treasurer	Phase 3 (O)		
<b>P</b>	Patrick Resch, Director	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; Kim Rivard, 42B.

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

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

**MINUTES:**

**MOTION:** That the minutes of the March 9, 2017 Board Meeting be approved. Seconded and passed.

**CONSENT AGENDA:** None this month.

**EXECUTIVE MOTIONS:** No executive motions this month.

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

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

- Drainage – Ongoing repairs during the rainy season.
- Resound Energy Services – reviewing and preparing for demonstration fixtures.
- Reserve study is being updated.
- Maintenance Responsibility Matrix – just received, Board will review and finalize before it is distributed to home owners.
- Insurance renewal – necessary sign has been ordered and know what needs to be done to fix stair railings for code compliance.
- FHA Fidelity Coverage has been increased, added \$6.00 to insurance premium.
- Pest Control – continuing to monitor.
- Hot tub replacement – waiting for report from independent investigation.

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

- Working on pressure washing sidewalks and will be starting covered parking spots.
- Have maintenance uniforms – shirts and hats.
- Called Federal Way about mowing/cleaning the right of way along 320<sup>th</sup>/21<sup>st</sup> corner.
- Completed 30yds of beauty bark through out complex.
- Approved to have the Kubota serviced.
- Some garbage bins have been changed out for different sizes.

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**COMMITTEE REPORTS:**

There were no written committee reports submitted.

**Safety:** Checking on lights. Demo light fixtures will be placed in front of Mark's building.

**Landscape:** Kim – working on SE corner. George and Matt will work on a retaining wall when weather permits.

Discussed continuation of hedges along the tennis court fencing 320<sup>th</sup> Entrance – working on contacting the WSU Master Gardener Program; George will call to find out what utilities are under the planters for digging; will need exact dimensions of planters.

**OLD BUSINESS:**

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

**FDIC Limit:** With the current planned expenditures, we should be spending enough in coming months to bring accounts down to needed levels.

**Asphalt & Curbing:** Having the remaining trip hazards reassessed, will have the rest repaired per our contract from 2016.

**NEW BUSINESS**

**Onsite Staff Computer:** Working on getting software needed. Will consider updating WiFi/cable for the security systems around the pool and office areas.

**ADJOURN:** There being no further business; the meeting was adjourned at 8:06 p.m.