

# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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## Monthly Board Meeting January 9, 2018

**BOARD MEMBERS PRESENT:** Carolyn Hagerhjelm, John Halvorsen, Rick Krekel, Val Krzyzaniak, Ken Pratt, Kimberly Shelton

**TARGA MANAGEMENT:** Mark Pierovich

### Approval of Previous Documents

Val moved to approve the Board meeting minutes of November 13, 2017; Rick seconded and all approved.

### Financial Reports

The general reserve balance of \$218K is currently beneath the \$250K limit insured by FDIC; Revenue and expenses were very accurately budgeted in 2017 with revenues coming in short just \$1,442 and expenses coming in \$7,418 under. Val moved to approve the December 31, 2017 financial reports John seconded and all approved.

### Compliance Report

Nothing discussed

### Action Item List

- Several problems with the maintenance truck over the last month. Alternator was full of water, so a repair was made and now it seems to be working ok
- Cleaned storm drains
- Fawcett caps have been put on the buildings
- Replaced 49 light bulbs that were burnt out
- Repairs were made to the back gate to keep it closed

#### 1. On-going and New Business

### OLD BUSINESS

1. 22-3 roof leak – completed November 2017
2. Building 21 grass drainage issue – completed November 2017
3. Building 11 grass drainage issue – completed November 2017
4. Replace railroad ties building 14 – completed November 2017

5. 27-6 pipe leak in basement (actually slow leak in kitchen sink)– completed November 2017
6. 21-6 needs new light – completed November 2017
7. 7-6 slow drains throughout – completed Plumbing & Drain Company completed November 2017
8. 26-3 pipe leak in garage – scheduled Plumbing & Drain Company completed November 2017
9. Gate repair – completed December 2017
10. 26-1 chimney issue – (John Warfel) – completed December 2017
11. 21-6 roof leak Paulette Bodeutsch– completed December 2017
12. 5-1 outdoor faucet repair – completed December 2017
13. 26-3 cabinet and possibly carpet replacement in garage (need Board approval) from leak in pipe. – completed December 2017
14. 23-1 broken ground lamp – completed December 2017
15. 22-4 -2 different leaks – completed January 2018

## **NEW BUSINESS**

1. Contractor – projects to finish/have been completed:
  - 22-3 french drain connecting downspouts – scheduled August 2017 – in progress
  - 14-4 stains on ceiling from past roof leak – scheduled August 2017
  - 7-2 ceiling leak – scheduled August 2017 Fred
  - 15-1 porch repair – scheduled August 2017 Michael
  - 2-3 porch repair – scheduled September 2017 Michael
  - 8 – 2 & 3 garage lamp wiring – scheduled December 2017
2. **Administrative Policy 1 & 2**
  - a. Drafted to help future board members navigate issues. Still have a few edits to make before approved.
3. **Annual Meeting – *save the date***
  - The Annual Meeting will be held on Saturday, February 3, 2018 from 10:30 – 12:30 at the Federal Way Library located on 1<sup>st</sup> Avenue (Room #2). Owners will receive an official letter.
  - **2018 Board Openings**  
At the February 2018 Annual Meeting, elections will be held for four (4) Board of Director openings. The Colonial Forest Board of Directors is comprised of seven (7) elected owners. Anyone who is an owner in good standing (current in HOA monthly dues and no outstanding violations) is eligible to run in this election. Officer positions (President, Vice-President, Secretary and Treasurer) do not automatically carry over from year to year. Officers will be chosen at a short, separate meeting held not too long after the annual meeting and prior to the February 2018 monthly Board meeting.
  - **Overview of Director Duties:** The board has the authority to direct business including maintenance and financial oversight, rules enforcement and architectural design approval. The board has the authority to hire and oversee the professional management company, currently Targa Real Estate Services.

- The board meets once a month for two hours to review business and to make decisions and enact policy. Between those meetings, there may be an occasion special meeting to deal with an urgent matter that cannot wait for a regularly scheduled board meeting. However, special meetings rarely occur.
  - Serving on the Board gives you direct impact and influence on how HOA business is handled. No special background or training is required other than the willingness and availability to serve. The office of director carries a term of either two or three years. In 2018 there will be two openings of each duration for a total of four openings.
  - All qualified owners are encouraged to serve on the Board of Directors. You may be nominated by another owner or you may nominate yourself. If you are interested in being nominated, please email that desire and your contact information via the Colonial Forest web site *colonialforest.net*, or contact Mark Pierovich at 253-754-6049. You may submit your desire to run for election now or by February 1, 2018. Thank you for considering being on the Colonial Forest Board of Directors.
- There will be no regular meeting in February, just the annual meeting on February 3<sup>rd</sup>.
4. Michael Daniels Availability – waiting to see when he will be available. Looking for an additional contractor. Getting quotes for seal coat and curbs for 2019 budget. Looking to do just 1 siding repair in 2018 and hoping to get back on track with 3 buildings in 2019.
  5. Status of porch and deck repairs – Michael is planning to have those done in the next 3 weeks.
  6. Comcast cable proposal (when can residents ask for \$10 HD discount?) – Val will check on it and report back at annual meeting.
  7. Web site status – Making changes to a new site that we will be implementing soon. Looking to add photos of buildings, identifying them by building number to show the beauty of our Colonial Forest Community for prospective buyers. Still working on current events page, map of complex, adding 2015-2016 minutes, update links on contact form and add rental lottery info.
  8. Fire damage at 24-1 (reminder for early 2018) – going to get a bid from Michael Daniels

**Meeting adjourned 7:46**