

**COLONIAL FOREST HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING**

**Monthly Board Meeting
August 12, 2024**

BOARD MEMBERS PRESENT: Marie Alba, Marj Hause, Tamearra Little, Wanda Michael,
Susan Salmond, Angel Torres, John Warfel
BOARD MEMBERS ABSENT: None
TARGA MANAGEMENT: Mark Pierovich

Approval of Previous Minutes: Susan moved to approve the June 10, 2024, meeting minutes; Tamearra seconded and all approved. Note: There was no July meeting.

Financial Report: Attached.

Grounds Report: Attached. Toby and Eric recently pressure washed the sidewalks and curbs. Their hard work is much appreciated.

Building Inspections: All buildings were recently inspected by Board members, and letters will be mailed shortly to some residents. The focus this year was on exterior appearance.

FrontSteps Payment Portal: The previous payment portal, Caliber, was recently purchased by FrontSteps. Neither Targa nor Colonial Forest had advance notice so thank you for your patience during the transition.

Please note that all auto-pays through the Caliber portal are now shut down. **You need to create a new autopay in the FrontSteps portal for payments.** To access the FrontSteps Portal and/or Login go to: **colonialforest.frontsteps.com**. Use the same Userid and Password that you used in Caliber to login.

If you signed up in FrontSteps prior to August 1, 2024, you should have received a payment confirmation email with this subject: "We've received your payment for Colonial Forest." If you did not receive this email, please check to ensure that you are set up correctly in the FrontSteps system.

Just a reminder that if you selected CREDIT/DEBIT (even if it's a debit card) to pay your monthly dues, there is a fee associated with that selection. You should select ACH (eCheck) instead. There are no fees associated with ACH eCheck.

FrontSteps Portal FAQs:

1. Q: Can I have more than one user on the same account?

A: Yes, but only the primary user will have the ability to edit/schedule payments.

2. Q: How do I set up recurring payments/view my ledger?

**COLONIAL FOREST HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING**

A: From your community dashboard, select “make a payment.” A window will pop up asking you to verify your unit and select payment type. Please select “recurring.” You may set a fixed amount or full balance, **please note that full balance is the same as variable.** Once in the payment screen, you will also see a full ledger of charges and payment history.

3. Q: Can I choose which date my payment comes out?

A: Yes, this selection can be made when setting up your recurring payment. Please follow the prompts or refer to the linked video.

4. Q: What if I own multiple units, can I merge both units under the same portal account?

A: Yes. You will receive a registration invite for each unit you own. Once an account is created, follow these steps for the additional units.

1. This time, click the blue login at the top (underneath Already have an existing FRONTSTEPS user account?).
2. Enter the **email address and password** you used to register for the initial account. Select Login.
3. After successfully logging in, the second account is merged with the initial account. You will have access to both units from a single account. Repeat these steps for all units.

FRONTSTEPS RESOURCES:

- FrontSteps support: (800) 992- 4384 OPTION 1
- Support/Training Videos: FrontSteps Support/Training Videos
- Registration/payment support: Cody.Moriarty@targarealestate.com

Next Board Meeting:

Tentatively scheduled for September 8, 2024 @ 5:30 p.m.

Respectfully submitted,

Marie Alba
Secretary

The Colonial Forest Homeowner's Association Board of Directors can be reached as follows:

Website: <http://www.colonialforest.net>

Email: Mark Pierovich (Targa offsite mgr): mark@targarealestate.com

Phone: Mark Pierovich (Targa offsite mgr) 253-754-6049

Targa after-hours emergency number: 253-815-0393

Suggestion box: At the campus office (Building 15, Unit 6)

Reminder: The Association will replace outdoor light bulbs and repair doorbells. Just submit a work request via colonialforest.net or fill out a paper request form located at the office suggestion box.