COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

Please replace after reading

Monthly Board Meeting April 18, 2016

BOARD MEMBERS PRESENT: Marie Alba, Carolyn Hagerhjelm, Rick Krekel, Val Krzyzaniak,

Joni McKee

TARGA MANAGEMENT: Justin Smith

BOARD MEMBERS ABSENT: Kathrin Christensen, Kevin Goering

Correction and Open Board Position

There was a misstatement in the February 22, 2016 minutes regarding who was chosen on the Board as Vice President. However, the Board member has resigned so we now have an open position on the Board we need to fill and we are asking for a volunteer. The volunteer position would not necessarily fill the Vice President vacancy as positions can be reevaluated.

Approval of Previous Documents

Carolyn moved to accept the board meeting minutes of March 21, 2016; Val seconded and all approved.

Financial Reports

After Justin reviewed the financial reports, Val moved to automatically send all future collections that are aged over 90 days to the attorney. Marie seconded and all approved.

Compliance Committee

Between now and June 1st, Board members will be inspecting buildings for rule violations. Please familiarize yourself with the Rules and Regulations available at *colonialforest.net*. The rules are meant to provide order, consistency and maintain property values for all residents.

Grounds Report

• Dave and Ted have begun mowing and assessing beds and rhododendrons. They also replaced a few shingles that had blown off on Building 24. In addition, they painted and repaired the rental unit.

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• Val mentioned the increased noise level due to construction-related loss of vegetation near the SW corner of campus. Dave will look into planting more shrubs and/or trees in that area.

Tree Removal

Monty's Tree Service will look at four trees for potential removal.

Action Item List

- A video of the sewer line at 13-1 revealed a 44' "belly" in the line. Justin will obtain three repair bids. Rick moved to repair the sewer line and accept the lowest bid. Marie seconded and all approved. Justin took the action to notify owners who may be impacted by the construction, inform them of what needs to be done and give them a start date.
- Sidewalk repairs are complete.
- The sink hole at 27-1 is complete.
- The installation of light switches in both shared stairways of Building 2 is near completion.

Re-Siding Update

The re-siding of Building 18 should be complete around April 25th or 26th. Barring no schedule changes, the start date for Building 13 is scheduled for Wednesday, April 27th.

Dryer Vent Cleaning

- Best Air Duct Cleaning Services completed cleaning most of the dryer vents on campus. There were a few units requiring minor repairs before the vents can be cleaned: 20-1; 21-2/3/4/5/6. Carolyn moved to have Best Air Duct Cleaning Services make those repairs; Rick seconded and all approved.
- Some units require a contractor to assess what needs to be done: 4-1/3/4/5; 13-6; 18-2; 19-5; and 26-4. Justin will engage a contractor to make these repairs.

Rental Unit Status

The entire unit, except for ceilings, has been painted. Minor maintenance/repair work is 90% complete. The floors in the kitchen, dining room, and both bathrooms will be replaced. The last steps are to clean the kitchen and bathrooms and then clean the carpets. The goal is to have everything done by the end of April.

Owner-Installed Security Cameras

Just a reminder that residents who want to install their own security cameras must submit their plan to the Board for approval.

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Exterior Doors

One safety concern that was discussed at the Town Hall meeting was the fact that the 32" doors throughout the complex have a window. Anyone wanting to replace their door may do so but it must be a 6-panel, metal door. A picture of the approved door can be found at *colonialforest.net*. It must be the same as the 36" door that is pictured.

Railing Colors

The board decided not to paint the railings from white to black. However, the Board is amenable to changing from white to black under the following conditions: 1) all owners in an entire building must agree on the decision; 2) all owners agree to share in the cost; 3) owners submit a written request to the Board with all signatures; and 4) all railings must be painted at the same time.

Next Meeting:

Scheduled for May 16, 2016

Respectfully submitted.

Marie Alba Secretary The COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS can be reached as follows:

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Suggestion box at the campus office (Building 15, Unit 6).

<u>Reminder</u>: The grounds crew will replace lightbulbs and repair doorbells. Just submit a work request via *colonialforest.net* or fill out a paper request form located at the office suggestion box.