

Colonial Forest Owners Association  
Board of Directors Meeting  
March 12, 2018

Call to Order, 6:32pm

Comcast/Xfinity visited to answer questions about cable and internet service. All Colonial Forest Homeowners receive both free basic and HD cable and up to two (2) free basic HD cable boxes. Please check our bill to make sure you are receiving this discount. If you haven't received your discount, please email the front page of your bill to Lea Dimalanta at lea\_dimalanta@cable.comcast.com or call 253.329.7978. They want to come out to Colonial Forest and be onsite to answer questions. We will keep you updated on the date they will be out.

Approve Minutes – pages 1 -3, Val motioned to approve, Marie seconded, all approved.  
Financial Report – pages 4 – 11, Val motioned to approve, Marie seconded, all approved.

**COMMITTEE REPORTS**

- Compliance Committee report/ Board member reports on their buildings – not applicable. Coming in May
- Grounds report – no grounds report this time.
- Action Item List updated

**OLD BUSINESS**

1. 22-4 -2 different leaks – completed January 2018
2. 15-1 porch repair – completed January 2018
3. 22 trench and drain pipe – completed January 2018
4. 21-6 dry wall after roof leak – completed January 2018
5. 5-3 installed new circuit breaker owner paid – completed January 2018
6. South exit gate several minor repairs – completed January 2018
7. 7-2 ceiling leak – completed February 2018
8. 22-3 french drain connecting downspouts – completed February 2018
9. 14-4 stains on ceiling from past roof leak – completed February 2018
10. 4-4 stain on ceiling from past leak – completed February 2018
11. South exit gate added sensor for emergency vehicles – completed February 2018
12. South exit gate weld sensor into place – completed March 2018

**NEW BUSINESS**

1. Contractor – projects to finish/have been completed:
  - 2-3 porch repair – scheduled September 2017 Michael
  - 8 – 2 & 3 garage lamp wiring – scheduled December 2017
  - 22-3 drywall repair from past chimney pipe leak – scheduled January 2018

- 2-1 large cracks throughout interior of unit. Need to determine cause – scheduled February 2018
  - 20-3 siding board dropping – scheduled Dave March 2018
2. Siding for Building 24 will be happening this May. Waiting for homeowners to make decisions about new windows. Approval of new Board members and deciding term lengths. The newly filled positions are as follows: Marie Alba – 3 years, Jess Salazar – 2 years, Leona Staats – 3 years, Jon Farrington – 2 years. Ken Pratt will continue as President, Marie is Vice President, Val Krzyzaniak is Treasurer and Kimberly Shelton is Secretary.
  3. Ratify the vote to install EMS Opticom sensor at back gate, Val motioned, Marie seconded, all approved.
  4. Comcast HD discount – see notes above.
  5. Process for sending violation letters – Mark from Targa drafts and will be sending it to the board for review before they are sent. Please remember that we cannot have charcoal grills on porches or decks and we ask that all residents pick up after their dogs.
  6. Spring / summer newsletter (normally sent mid to late April) – sending out last years newsletter to the board and gathering ideas for this year’s version.
  7. Web site status – Marie is sending link to the new site to the board to review and then the new site will go live. The email addresses will change with this new site. Hoping to go live after the April meeting.
  8. We are aware that there are several duplicate addresses in the complex, with just a difference of 1<sup>st</sup> Place S. and 2<sup>nd</sup> Place S. If you receive a package that doesn’t belong to you, please be a courteous neighbor and take the package to the correct address. Please do not open packages that don’t belong to you.
  9. In September 2018, Mark will arrange to have a fire safety company come in and give us a bid to upgrade our fire alarm system. This will be evaluated and potentially include in the 2019 budget.

**ADJOURN: 8:30pm**

**NEXT MEETING: April 9th, 2018**