



# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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## Grounds Report

No report this month.

Completed Action Items	Pending Action Items
1-1 roof leak	4-3/4/5 dryer vents
11-6 water issue	4-2/3 air duct repair
15-5 water leak	5-1 repair broken glass from lawn mower
15-6 water leak	21-1 sidewalk repair
16-5 water leak	21-6 sink hole
21-1 outside faucet	26-4 dryer vent
22-6 roof and drain issue	Building 21 grass drainage and ice across sidewalk
23-4 water leak	
24-5 water leak	
Building 25 light repaired	
Trees along west fence trimmed	

## Back Gate Keypad

Val moved to temporarily cover the keypad instead of removing it; John seconded and all approved. This allows time for further evaluation.

## Colonial Forest Letterhead

Rick designed a letterhead with a Colonial Forest logo. This will be used on future communications as appropriate. Val moved to accept the letterhead; Marie seconded and all approved.

## Next Board

### Meeting:

Scheduled for  
January 9, 2017

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:** Joni McKee (President/Grounds Mgr): *contactus@colonialforest.net*  
Mark Pierovich (Targa offsite Mgr): *mark@targarealestate.com*

**Phone:** Joni McKee (President/Grounds Mgr) 253-517-7906  
Mark Pierovich (Targa offsite Mgr) 253-754-6049

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

**Reminder:** 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.