

# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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Please check off after reading. Building # \_\_\_\_\_ Unit #                                            
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## Monthly Board Meeting March 11, 2019

BOARD MEMBERS PRESENT:    Marie Alba, Jon Farrington, Val Krzyzaniak, Leona Staats, Patricia Ward  
 BOARD MEMBERS ABSENT:    Josh Dreyer, Jess Salazar  
 TARGA MANAGEMENT:       Mark Pierovich

**2019 Annual Meeting and Elections:**

At the March 9, 2019 Annual Meeting there were three Board openings. The following residents were elected: Patricia Ward, Josh Dreyer, and Val Krzyzaniak. Josh temporarily filled in on the Board in 2018. Please welcome these new Board members!

**2019 Board:**

Jon Farrington	President / Special Project Focal
Jess Salazar	Vice President
Marie Alba	Secretary
Val Krzyzaniak	Treasurer / Webmaster
Leona Staats	Landscape Focal
Patricia Ward	At Large
Josh Dreyer	At Large

**Maintenance Crew:**

Dave Reetz and Ted St. Clair attended the first part of the meeting to discuss issues and potential process improvements:

- This year's winter storm, although extreme, raised questions regarding plowing roads and de-icing sidewalks. Hiring someone to plow the roads could be costly, but the Board will look into it in the future. Most falls associated with slipping have been on the transition ramps from the sidewalks to the street. Thankfully, no one has been seriously injured. Dave and Ted will apply rock salt or de-icer to the known problem areas as needed.
- There are pine trees behind Buildings 25 and 26 that are leaning toward 328<sup>th</sup> Street and need to be removed. It is possible that we must hire a certified traffic control company to monitor traffic on 328<sup>th</sup> Street while the trees are being removed. Dave and Ted are getting bids from multiple tree removal companies. The project could take two days to complete.

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- Dave pointed out a few issues associated with the soft washing process used on several buildings in 2018 as compared to pressure washing by the CF maintenance crew. The buildings on the 1<sup>st</sup> Avenue side tend to require the most maintenance due to tree proximity.
- Mark Pierovich gave Dave and Ted the name of a plumber that Targa uses as a backup repair contact.
- At the annual meeting, a couple residents expressed concern about shrubbery maintenance in their areas. This information was communicated to Dave and Ted.

**Approval of Previous Documents:** Val moved to approve the Board meeting minutes of January 14, 2019; Patricia seconded and all approved. The February 11, 2019 Board meeting was canceled due to snow.

**Financial Reports:** Val moved to approve the January 31, 2019 financial reports; Leona seconded and all approved.

**Grounds Report:** Attached.

**Tubular Skylight:** A resident asked the Board for permission to install a 10-inch tubular skylight. **Per the Rules & Regulations, any alteration to a building's exterior appearance or roof, such as a bathroom fan vent or tubular skylight must be approved by the Board in advance, or the resident will be required to return it back to its original condition at the resident's expense.** In addition, installation must be performed by a contractor chosen by the Board for accountability in case there are issues. Jon moved to approve the tubular skylight; Patricia seconded and all approved. The resident will be notified that they must use Michael Daniels for installation.

**Reserve Study:** A reserve study is a long-term capital budget planning tool for condominium associations which looks at the health of reserve funds and performs an analysis of deterioration and anticipated major expenditures. The next reserve study will be performed in 2020.

**Rules & Regulations (R&R) Committee:**

The current R&R's were last revised in 2015. Since that time several things have come up that need to be incorporated into the R&R's. Jon Farrington, Leona Staats and Marie Alba will review the R&R's and recommend changes to the Board. A letter will be sent to all homeowners regarding changes.

**Waste Management:**

The corner at the NE end of Building #3 is quite narrow and recently the Waste Management truck was not able to navigate the corner due to cars parked at the north end of Building #4. Mark Pierovich took the action to contact any residents whose cars could be an issue on Wednesdays.

**COMPLETED ACTION ITEMS:**

1. 1-4 leak – ServPro completed January 2019
2. 13-6 roof leak – SIR Construction completed January 2019
3. 32414 2<sup>nd</sup> Place South broken pipe into street – SIR Construction completed January 2019
4. Roof repairs Bldgs 19 & 22 – Michael completed January 2019

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5. Bldg 27 roof repair – Michael completed January 2019
6. Bldgs 25 & 26 replaced railroad tie with concrete – Michael completed January 2019
7. Bldgs 19, 23 & 24 replaced railroad tie with concrete – Michael completed January 2019
8. Bldg 16 – rework drain pipe to push water away from garages – Michael completed January 2019
9. 17-2 roof leak – Michael completed January 2019
10. 3-1 ceiling leak and door frame damage – SIR Construction completed January 2019.
11. 12-4 replace railroad ties with cement – Michael completed February 2019
12. 32425 1<sup>st</sup> Place cut gutters – Dave completed February 2019
13. Bldgs 14 & 12 replace railroad ties and stepping stones – Michael completed March 2019
14. Bldg 19 roof repair – Michael completed March 2019
15. 22-4 basement leak – Michael completed March 2019
16. 16-5 basement door frame – Michael completed March 2019
17. Bldgs 25 & 26 railings need to be installed – Michael completed March 2019
18. 23-3 plumbing kitchen sink plumbing issue – Michael completed March 2019
19. 23-4 washing machine main line plumbing issue – Michael completed March 2019

## **PENDING ACTION ITEMS:**

1. Bldg 2-1 large cracks throughout interior of unit. Rescheduled July 2019
2. Bldgs 1, 7, 21 replace railroad tie steps with concrete – Rescheduled July 2019
3. Bldg 16-2 and 16-4 cement walkway installation – Rescheduled July 2019
4. Bldg 9 – remove pavers and lay concrete – Michael scheduled April 2019
5. Bldg 15 – add a cement walkway – Michael scheduled April 2019
6. Bldg 23 – add a cement walkway – Michael scheduled April 2019
7. Bldg 6-2 door by garage threshold needs rotted wood repair – originally scheduled July 2018
8. Bldg 6-4 repair door frame at garage – originally scheduled August 2018
9. Bldg 3-1 outside water spigot – rescheduled February 2019

## **Next Board**

### **Meeting:**

Scheduled for  
April 8, 2019  
@ 6:00 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:** Val Krzyzaniak (Treasurer): *[contactus@colonialforest.net](mailto:contactus@colonialforest.net)*  
Mark Pierovich (Targa offsite Mgr): *[mark@targarealestate.com](mailto: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 grounds crew will replace lightbulbs and repair doorbells. Just submit a work request via *[colonialforest.net](http://colonialforest.net)* or fill out a paper request form located at the office suggestion box.