

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 May 16, 2016

BOARD MEMBERS PRESENT: Marie Alba, Kevin Goering, Carolyn Hagerhjelm, Rick Krekel,
Val Krzyzaniak, Joni McKee
TARGA MANAGEMENT: Justin Smith
BOARD MEMBERS ABSENT: None

New Board Member

Ken Pratt (22-4) attended the meeting and expressed his desire to be on the Board and serve our community. Marie moved to appoint Ken to the Board; Kevin seconded and all approved. Please welcome Ken. You may see him walking his dog, Honey.

Approval of Previous Documents

Carolyn moved to accept the board meeting minutes of April 18, 2016; Rick seconded and all approved.

Financial Reports

- Justin reviewed the financial reports and Val moved to write off a \$7.00 balance on a unit that is vacant because the owner passed away; Carolyn seconded and all approved.
- There is a different unit that has a balance that is more than 90 days in arrears. In April the Board voted to send all dues that are aged over 90 days to collections. Val moved to send this delinquent amount to collections; Ken seconded and all approved.
- Val moved to approve the Financial Reports as written; Kevin seconded and all approved.

Compliance Committee

Building inspections are expected to be complete by June 1st and letters will be sent to residents who have any 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.

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Grounds Report

- See attached Grounds Report for a recap of April/May activity.
- Work Requests: Just a reminder that residents can submit work requests via the web site *colonialforest.net*, or there are paper request forms located in the box outside the office at Building 15, Unit 6.

Dryer Vent Repairs

All dryer vents were cleaned that were able to be cleaned. Best Air Duct Cleaning Services repaired several vents prior to cleaning but some repairs are more extensive and will be done by Daniels Construction. The impacted units are: 4-1/3/4/5/6; 13-6; 18-2; 19-5, and 26-4. Once Daniels Construction completes the work, Best Air Duct Cleaning Services will return and clean those vents.

Tree Removal

Monty's Tree Service assessed six trees on campus that require removal. The trees are dead or diseased or causing safety issues.

Action Item List

- A video of the sewer line at 13-1 revealed a 44' "belly" in the line. Justin wrote the scope and obtained one bid and is currently getting two more bids.
- The light switches in both shared stairways of Building 2 are installed. The only thing left to complete is repairing the holes that were cut in the dry wall.

Re-Siding Update

- The re-siding of Buildings 13 and 18 is complete. Targa, Daniels Construction, and two Board members walked around both buildings and documented anything that still needs attention. Home owners in those two buildings were asked to submit their list of concerns to Justin Smith at Targa no later than 4:00 p.m. on Friday, May 27th. Justin's email address is: justin@targarealestate.com.
- Re-siding of Building 11 is scheduled to commence on or near May 23rd.

Homeowner Information Forms

As of the May Board meeting, there are still over forty owners who have not submitted a Homeowner Information form. The form is required per the Rules and Regulations. Thank you to all who provided a completed contact form. If you have not submitted a form, please do so no later than June 1, 2016. The form is available at *colonialforest.net*. Warning letters will be sent after June 1.

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South Gate

The entry side of the south gate is malfunctioning. It opens and closed repeatedly. Justin will call Gate Service and Technology to repair.

Blacktop

Val mentioned that there is some "alligating" in the parking area by Building 19. "Alligating" is a cluster of cracks in the pavement. Justin will contact A. C. Moate for campus wide assessment.

Puget Sound Energy (PSE) House Meter

Joni took the action to contact PSE to see if the power for the sprinklers, street lights, gates, etc. can be consolidated into one house power meter.

Next Meeting:

Scheduled for
June 20, 2016

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
Justin Smith (Targa offsite Mgr): justin@targarealestate.com

Phone: Joni McKee (President/Grounds Mgr) 253-517-7906
Justin Smith (Targa offsite Mgr) 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 or fill out a paper request form located at the office suggestion box.