

**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
November 9, 2020**

BOARD MEMBERS PRESENT: Jon Farrington (President), Marie Alba (Secretary), Val Krzyzaniak (Treasurer), Patricia Ward (At Large), John Warfel (At Large)

BOARD MEMBERS ABSENT: Jess Salazar (Vice President)

TARGA MANAGEMENT: Mark Pierovich

GUEST: Michael Daniels (Daniels Construction)

Approval of Previous Documents: Marie moved to approve the meeting minutes of October 12, 2020; Jon seconded and all approved.

Financial Reports: The most notable one-time expenditures were for multiple dryer vent repairs and concrete work at Buildings 8, 10, 23 and 26. The project to replace stepping stones and railroad tie stairs is nearing completion. Val moved to approve the October 31, 2020 financial report; Patricia seconded and all approved.

Grounds Report: Attached. Just a reminder that compostable brown lawn bags are available from Ted and Zach. Please do not use black plastic bags because they burden the maintenance crew with getting rid of the bag. There is no garbage service to the Colonial Forest office.

Safety: Michael Daniels attended the first part of the meeting to discuss three safety related topics:

1. **Porch hand railings.** There are currently four residents who received Board approval to expand their original 2-step porches for increased safety. There are several building configurations throughout the complex and some units have just two steps leading from their front door with very little porch surface or no porch at all. Each resident paid their own porch and railing expenses. The original handrails throughout the complex are iron, which is costly to purchase (approximately \$400/ft.) and there is approximately an 18-month manufacturing lead time. Similar railings are available in powder coated aluminum, which does not rust and the cost is much less. Val moved to allow installation of aluminum railings as described by Michael Daniels; Marie seconded and all approved. Each resident will pay for their railings and installation. *Note: Any owner wanting to alter the outside appearance of their unit must obtain Board approval prior to making any changes.*
2. **Asphalt ramps.** There are 23 asphalt sidewalk ramps throughout campus and they are slick when icy. The Board asked Michael Daniels to look into attaching something with non-slip properties. The fact that asphalt is not a stable surface is a problem. It will not hold bolts like concrete does. One option is to purchase anti-slip ramp coverings that are meant to stick to asphalt. Michael Daniels will seek the most affordable price. Val moved to approve a set budget amount to purchase anti-slip ramp coverings; Marie seconded and all approved.

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3. **Lighting.** The current pathway lights are aging and some have become non-operational. Michael Daniels explained that solar lighting has a few drawbacks, e.g., during long winter months the solar battery does not have enough power, and solar lights can easily be stolen. One option is motion activated lighting such as lighting offered by Mr. Beams. The Board is looking into feasible options.

Minutes Boxes: All the minutes boxes on campus are old and the plastic is quite brittle. When the boxes at Buildings 6 and 26 were reinstalled after new siding, they were damaged. To ensure that a replacement box is suitable, the Board will purchase two boxes for now for Buildings 6 and 26. The plan is to replace all boxes in 2021.

Outgoing Mailbox: Unfortunately, the outgoing mailbox on campus was recently vandalized and the door does not close properly. The pandemic combined with upcoming holidays could increase the possibility of checks and cash in the mail. The Board feels that if we cannot guarantee mail security, we should not have an outgoing mailbox. A model similar to the current box is no longer available so the Board will research the possibility of a larger, stronger box. In the meantime, the current box will be removed.

Crime: Over the last several months the outgoing mailbox was vandalized, people have gone through unlocked cars, there were attempted break-ins of two cars, a person was seen looking into a car (a neighbor called the police), and a vacant condo was broken into. Please be vigilant and always lock your car. If you see anything suspicious call the police. The days are getting shorter so please report any outside lamps that need bulb replacement to the maintenance crew via *colonialforest.net*.

COMPLETED ACTION ITEMS:

1. Dryer vent repairs at 23-1, 23-6, 12-4, 12-2, 14-4, 19-1, 21-2, 19-5, 21-6, 14-2
2. 26-1 – replace railroad tie steps with concrete
3. Between bldgs. 10 & 12 – add concrete steps
4. 8-6 sidewalk installed – completed October 2020
5. Between bldgs. 23 & 24 replace railroad tie steps with concrete
6. 10-4 electrical repair – completed October 2020
7. 12-1 sidewalk repair (trip hazard)
8. 1-6 replace ceiling from leak
9. 3-3 roof leak
10. 24-5 siding repair
11. 17-1 crack in cement porch
12. Building 10 install motion light due to pathway light failure
13. Building 15 sewer line repair

PENDING ACTION ITEMS:

1. Bldg 21 replace railroad tie steps with concrete
2. Install motion light in open space by buildings 12 & 14
3. 25-1 concrete path
4. 15-1 structural beam under was never painted white after replaced

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5. Building 22 – place railing at sidewalk steps
6. 1-6 put in railing by concrete steps
7. 19-1 interior paint from past water leak
8. Bldg 7- units 1,3,4 hand rails installed
9. 22-4 leak in garage
10. 22-2 hand railing
11. Flood light back gate
12. 1-3 sidewalk install

Next Board Meeting:

Scheduled for
January 11, 2021
@ 6:00 p.m.

There will be no
meeting in December
2020.

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: Jon Farrington (President): *contactus@colonialforest.net*
Mark Pierovich (Targa offsite Mgr): *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 light bulbs and repair doorbells. Just submit a work request via *colonialforest.net* or fill out a paper request form located at the office suggestion box.