

# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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## Monthly Board Meeting March 13, 2017

**BOARD MEMBERS PRESENT:** Marie Alba, Carolyn Hagerhjelm, John Halvorsen, Rick Krekel,  
Val Krzyzaniak, Ken Pratt, Kimberly Shelton

**TARGA MANAGEMENT:** Mark Pierovich

**BOARD MEMBERS ABSENT:** None

Welcome new Board member Kimberly Shelton and many thanks to Joni McKee for her many years of service on the Board.

**Assignment of Officers:**

This was the first monthly Board meeting since the 2/18/17 elections. Below are current Board member names and positions.

POSITION:	NAME:
President	Ken Pratt
Vice President	John Halvorsen
Treasurer	Val Krzyzaniak
Secretary	Marie Alba
At Large	Rick Krekel
At Large	Carolyn Hagerhjelm
At Large	Kimberly Shelton
Grounds Managers	Ken Pratt / Kimberly Shelton

**Approval of Previous Documents**

Rick moved to approve the Board meeting minutes of February 13, 2017; John seconded and all approved.

**Financial Reports**

- Val moved to implement a standard policy of sending unpaid dues that are aged 61-90 days to collections; Kimberly seconded and all approved. This action is only after the owner fails to respond to a warning letter sent by Targa.

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- Kimberly moved to include prior year actuals in the budget report presented at future annual homeowner meetings; Carolyn seconded and all approved. This has been suggested by homeowners in the past and the change will be implemented at the 2018 annual homeowners meeting.
- Val moved to approve the February 28, 2017 financial reports; John seconded and all approved.

## **Grounds Report**

Attached.

## **Computing Equipment for Maintenance Crew**

There is computer in the office for Dave and Ted to receive and log work requests sent via the Colonial Forest web site. However, the equipment is extremely old and unreliable. There have been several recent failures associated with the antiquated DSL dial up modem. Marie moved to approve enough budget to purchase a refurbished desktop and update the internet service; Carolyn seconded and all approved. Val took the action to check on best prices and options.

## **Colonial Forest Web Site**

The web site is a valuable resource and form of communication for all who live in Colonial Forest. Carolyn moved to create a committee that will research and report on improvements, easier content updating, etc. John seconded the motion and all approved. The committee members are Rick Krekel, Kimberly Shelton, Val Krzyzaniak and Marie Alba.

## **Town Hall Meeting**

The town hall meeting that was held in April/May timeframe the last two years will be held in September this year (date and time TBD). This is to better space the following annual events: 1) homeowners meeting; 2) spring newsletter; 3) picnic; and 4) town hall meeting.

## **East Fence Parking**

There are areas along the east fence where there is not enough room for cars to park parallel to the fence without making it difficult for residents to get in and out of their garage and adjoining parking spaces. John moved to get a bid to reconfigure some areas in order to alleviate this issue; Rick seconded and all approved.

## **Re-Siding Project**

Re-siding of Building 20 will begin the week of April 3<sup>rd</sup>. Residents of that building were sent a letter outlining their responsibilities throughout the project as well as responsibilities of the contractor and Board. Buildings 8 and 22 are also scheduled to be re-sided this year. Each building will take approximately two weeks.

## **Puget Sound Energy (PSE) Air Sealing Program**

The contractor has not responded to several communication attempts by Mark at Targa. Mark knows another PSE-qualified contractor and will invite him to the next Board meeting to discuss the project.

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## Asphalt Repairs

Mark at Targa made arrangements for two asphalt companies to inspect the campus with him. Two Board members will be present as well. Scheduling both companies at the same time enables them to base their bids on a mutual understanding of what repairs are necessary. The walk around will be in April.

## Sidewalks, Stairs and Railings

Construction will begin as early as April, weather permitting. The project includes replacing some pathways and railroad tie steps with concrete and installing hand rails where appropriate. There could be multiple locations under construction simultaneously so **please use extreme caution in these areas.**

## Campus Drawings

Ken Pratt contacted the King County Department of Records and obtained layouts for sewer and storm drains within Colonial Forest, as well as building layouts and detailed plans. A set will be kept in the office for reference.

## Action Items

Completed Action Items	Pending Action Items
11-6 drainage issue (work that can be done at this time completed)	Sidewalks/steps/railings – multiple
13-1 sewer line (repairs complete--will inspect line again in July)	Re-siding: Bldgs 20, 8 & 22
26-4 dryer vent	21-1 sidewalk/lighting issue
Front gate occasionally not opening properly	21-6 sink hole
	Bldg 21 grass drainage
	Bldg 27 sink hole (A. C. Moate to patch asphalt)

## Next Board

### Meeting:

Scheduled for  
April 10, 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:** Ken Pratt (President/Grounds Mgr): [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

**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.