

COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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*****REMINDER*****

Town Hall Meeting

Guest Speaker: Lindsey Sperry, Crime Analyst and Prevention Specialist, FW Police Dept.

Date: Wednesday, April 6, 2016

Time: 6:30 p.m. – 8:30 p.m.

Location: Federal Way 320th Library

Address: 848 South 320th Street, Federal Way

Room: Meeting Room 2

Monthly Board Meeting March 21, 2016

BOARD MEMBERS PRESENT: Marie Alba, Kevin Goering, Carolyn Hagerhjelm, Rick Krekel,
Val Krzyzaniak, Joni McKee

TARGA MANAGEMENT: Justin Smith

BOARD MEMBERS ABSENT: Kathrin Christensen

Jess Salazar, B7U1, spoke prior to the meeting asking whether or not the Board followed up on three topics from the Annual Meeting. The Board confirmed that all three topics have been addressed. In addition, the Board took the action to follow up on two safety issues associated with B7U1.

Approval of Previous Documents

Rick moved to accept the board meeting minutes of February 22, 2016; Val seconded and all approved.

Financial Reports

- Justin reviewed the delinquency report. He will send delinquency letters as appropriate.
- The receivership motion on one unit in Colonial Forest is moving forward. The receiver will assess the unit and give an opinion as to what is necessary to get the unit ready to rent (until foreclosure) so that Colonial Forest can recoup part of the unpaid dues associated with this unit.
- Val moved to approve the financial reports; Marie seconded and all approved.

Grounds Report

Tabled until April meeting.

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Action Item List

- As reported in the January 2016 minutes, the work related to the sewage issue at B13U1 is complete. However, Targa was unable to obtain a copy of the sewer line video from the homeowner's insurance company. Because there have been issues with this sewer line in the past, Carolyn moved to video the line. Rick seconded and all approved.
- Sidewalk repairs are currently in progress.
- The sink hole at 27-1 will be completed in conjunction with the sidewalks.

Town Hall Meeting

As outlined at the top of these minutes, the Town Hall meeting with Lindsey Sperry from the Federal Way Police Department will be April 6, 2016. Time may be limited so the Board asks that residents come prepared with their one main issue. If time allows, residents can raise additional issues/concerns.

Railing Colors

The Board is revisiting the issue of painting the existing railings and outside lamps from white to black as those eligible buildings are re-sided. The purpose for the change is to better unify the complex. The Association will pay for the initial color change and the owners will be responsible for railing and lamp maintenance going forward, as it is today. The Board is asking for feedback from all the owners who will be affected by this, preferably at the Town Hall meeting in April 6th. You can also contact Targa in writing, send an email through the *colonialforest.net* web site, or give your written feedback to a Board member. We want to know how the majority of owners feel in writing about making this change in order to be fair to all affected. If you cannot attend the Town Hall meeting, please send your written feedback no later than April 6, 2016.

Dryer Vent Cleaning

Best Air Duct Cleaning Services will be on campus soon cleaning dryer vents for all units and the cost will be covered by the Association. The current plan is to start on April 11th and it will take approximately eight days to complete the project. Building 18 will be done first to ensure no conflict with the re-siding activity. At this time there is no set order beyond Building 18. This is the company that cleaned many vents last year and there was a lot of positive feedback. It is important to note that all vents will be accessed from the outside of each unit. There is no need to enter your unit.

Owner-Installed Security Cameras

The Board received a written request from a home owner to install a security camera on the outside of his unit and he provided information regarding the camera he wants to purchase. Since there needs to be guidelines/restrictions regarding the size of the camera(s) and where they may be placed, home owners must submit a request to the Board prior to installing any security cameras. Carolyn moved to allow cameras with written Board approval; Kevin seconded and all approved.

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Re-Siding Project

- This year Buildings 18, 13 and 11 are scheduled to be re-sided. Building 18 will be first and work will begin April 11th, weather and scheduling permitting. Home owners in these three buildings received a list of responsibilities for 1) home owners, 2) contractor, and 3) Board members and Targa.
- Since many of the fire extinguisher boxes throughout the campus are old and rusty, Rick moved to replace boxes as needed when a building is re-sided. Kevin seconded and all approved.

Compliance Committee

Between now and June 1st, Board members will be inspecting buildings for 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.

Web Site

Significant progress is being made on moving the Colonial Forest web site to Go Daddy. The goal is to have everything complete by the end of April.

Gate Closure

Due to recent crimes and security issues on campus, the front and back gates will remain closed at all times and can only be opened in the following ways:

- FRONT GATE: 1) remote control device; 2) residents entering their personal 4-digit Entry Code at the keypad; 3) visitors look up your name in the gate directory and push the "CALL" button, then you press number 9 to open the gate; and 4) residents submit a written request to have the gate open temporarily for an event.
- BACK GATE: 1) remote control device; and 2) residents enter the back gate code at the key pad.

If you need the gate open for an event, please send an email request via *colonialforest.net* **48 hours prior to the event** stating the following: 1) your name; 2) building and unit; 3) phone number; 4) date of event; 5) type of event; and 6) the range of time you need to have the gate open. The Board is creating a request form that will be available in the near future.

Colonial Forest Rental Unit

The rental unit above the maintenance office (Building 15, Unit 6), will be vacant after the end of March and will hopefully be rented as quickly as possible.

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Garage Doors

The Board discussed the fact that the amber frosted glass in the original garage doors is no longer available. The glass from the old door can be cut to fit a new garage door but that may not always be possible, e.g. the old glass may be cracked. The Board will review what garage doors are available and acceptable for replacement and make that list available on the web site. The garage door that is currently on the web site is approved.

Building 2 Shared Stairways

Background: In 2013 the Board approved putting light switches in the shared stairwells of Buildings 8 and 15 because the sensors were not turning on the lights when needed. It was dangerous and Board agreed to replace the sensors with light switches in both stairwells.

Building 2 also has two shared stairwells (between units 2 & 3 and 4 & 5) but was unintentionally overlooked when the safety improvements were made to the other two buildings. The Board agreed that the stairwells in Building 2 should also be converted from sensors to light switches.

In addition, the stairwell ceiling in Building 2 between units 4 & 5 has a crack due to settling of the building. Daniels Construction will make the necessary repairs.

Next Meeting:

Scheduled for
April 18, 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
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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.