

COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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Please check off after reading. Building # _____ Unit #
1 2 3 4 5 6

Monthly Board Meeting January 11, 2021

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

Approval of Previous Documents: John moved to approve the meeting minutes of November 9, 2020; Val seconded and all approved.

Financial Reports: The report was not available in time for the meeting.

Grounds Report: Attached.

Minutes Boxes: New minutes boxes were installed at Buildings 6 and 26. The old ones were damaged after new siding was installed. The plan to purchase and replace all boxes in 2021 has been put on hold due to budget constraints.

Campus Lighting: Michael Daniels will walk the campus with an electrician and a Board member in order to obtain suggestions regarding improved lighting. More information to follow.

Modification Requests: The Board approved two resident requests from Building 22 for modification. Both owners requested to replace their original iron deck railings with the powder coated aluminum railing that was approved by the Board at the November 9, 2020 meeting. Each resident will pay their own railing expenses.

Note: Any owner wanting to alter the outside appearance of their unit must obtain Board approval prior to making any changes. Rule 2.a (Exterior Appearance) states: *“Residents shall not change the exterior appearance of any building/unit or paved area in the complex without obtaining expressed written permission from the Board of Directors prior to the change or the resident will be required to return it back to its original condition at the resident’s expense per the Declaration (CC&Rs).”*

The approved railing replacement style will be added to the Colonial Forest website shortly. In the meantime, questions can be sent to Mark Pierovich at Targa, or the Colonial Forest HOA via the Contact Us tab.

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2021 Annual Meeting: There can be no 2021 annual meeting due to COVID-19, thus current Board membership and positions will continue through 2021. A draft copy of the 2020 minutes is currently available on *colonialforest.net*.

Budget Constraints: In anticipation of potential expenditures such as roof and leak repairs, building re-siding and road/curb maintenance will likely be deferred for a year.

Outgoing Mailbox: The Board is researching the possibility of a replacement box. Any replacement must be more secure than the previous box. Availability is extremely limited due to the fact that only a few boxes are labeled "USPS approved." This means that the Post Office installs their own lock. One manufacturer indicated that they are coming out with a new box that may be able to mount to the existing post.

Targa Payment Portal: Targa reports that over two thirds of Colonial Forest residents have signed up and are currently using the new payment portal. If you need help, Targa has two employees who are dedicated to assisting residents:

1. If you have a computer or tablet please call 253-815-0393.
2. If you do not have access to a computer or tablet, please call the number above to make an appointment at Targa.

COMPLETED ACTION ITEMS:

1. 12-1 – sidewalk trip hazard
2. 1-6 replace ceiling from leak
3. 3-3 roof leak
4. 24-5 siding repair
5. 17-1 crack in cement porch
6. Building 10 install motion light
7. Building 15 sewer line repair
8. 23-5 roof leak
9. Building 19 new electrical panel

PENDING ACTION ITEMS:

1. Building 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
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. 7- units 1,3,4 hand rails install
9. 22-4 leak in garage
10. 22-2 hand railing

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11. Flood light back gate
12. Building 19 replace roof ridge vents and shingles
13. 14-4 leak in garage

Next Board Meeting:

Scheduled for
February 8, 2021
@ 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: 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.