

COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

- Outside lights and doorbells: If you have an outside light bulb that needs to be replaced or if your doorbell does not work, please submit a work request and Dave or Ted will take care of it.
- Grounds crew: Dave and Ted do a great job and the attached Grounds Report is a good indicator of the many things they do at Colonial Forest. Homeowners need to be aware that asking them to do personal favors during working hours is inappropriate, especially since they are being paid for that time by the Association. In addition, it puts them and the Association at risk should they be injured while performing such tasks. Please make arrangements with Dave or Ted to perform personal tasks after their shift is over.

Action Item List

- Column and capital repairs are still pending.
- Sidewalk repairs at buildings 7, 14, 15, 18, 25, 26 and 27 are still pending.
- The work related to the sewage issue at B13U1 is complete. Targa is now working with the insurance company and also Beacon Plumbing to obtain a copy of the video of the sewer line.
- The sink hole at B27U1 was repaired—waiting for dry weather to apply new asphalt.

Building 17 Re-Siding

- The overall project is complete. Daniels Construction and Justin Smith (Targa) walked around the building on 1/18/16. Michael Daniels made several small repairs that were still outstanding.
- Dave and Ted checked all the outside lights to ensure they are working.

Colonial Forest Prior Years Minutes

The Board and Targa are working together to get a full set of minutes going back as many years as possible. Joni and Val have many electronic copies of previous months/years. Justin Smith (Targa) will check to see how many years they have retained. The minutes will be reviewed and all pertinent information will be summarized in a spreadsheet for better availability.

1st Avenue Fence Repairs

There were two separate accidents on 1st Avenue in the last couple months and both resulted in damage to the Colonial Forest fence. Justin is working with Secoma Fence regarding repairs to both damaged areas:

- On 1st Avenue approximately between Buildings 1 & 2: Targa received a check for the damage.
- The SW corner of the campus: No check yet from the insurance company.

Mailboxes Leaking

Residents in Building 20 reported that at times their mail gets wet, especially during a heavy rainfall. Most of the time it is dry. Our mail carrier suggested that it could be water dripping off her hat and she will be mindful of that. However, it is possible that water is getting in through the name slot. Impacted residents may want to put a strip of duct tape on the inside of the slot to see if that solves the problem.

Colonial Forest Web Site

The switch to Go Daddy is progressing. The new web site is a few months away but in the meantime the original web site is still available.

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Dryer Vent Cleaning

This year dryer vents will be cleaned for all units and cost will be covered by the Association. The Board is looking into using either the same company as last year, or there could be another option that is currently being explored. Either way, 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. There are some dryer vents that are not easily accessible and these will be assessed and corrected prior to cleaning. The project is tentatively scheduled for early summer.

Bid Threshold on Projects

The current threshold for projects requiring three bids is \$2,500 (voted by the Board in March 2015). The Board discussed raising the threshold to \$5,000. Recently there was a proposed purchase that was slightly over the \$2,500 limit and it was delayed over a month awaiting Board approval. Putting together competitive bids can be time consuming and expensive for contractors. Those who are not chosen are reluctant to participate in future endeavors, especially when the project scope is small. Targa will still require an estimate prior to any purchase. Bonnie moved to raise the limit to \$5,000 in order to expedite orders; Rick seconded and the majority approved.

CIG Insurance

Our insurance carrier CIG (Capital Insurance Group) recently performed their yearly risk assessment.

Parking

- Residents are reminded to park in compliance with Rules & Regulations 9.c. Residents or their guests may park on the street or other designated parking areas only after they have utilized their own assigned parking.
- In addition, per R&R 9.d, the Board may remove any vehicle, whether owned by a resident or visitor, for conditions such as: flat tires, expired licenses, damage beyond drivability, improperly parked in a restricted area, parked in the entrance/exit lanes to owner parking areas in a way which restricts safe entrance or exit of owners to their assigned parking, or utilization of a parking space for long-term storage.

Colonial Forest Maintenance Truck

The truck is reaching the end of its service life and will hopefully be serviceable for another year or so. To date larger repairs such as welding the frame have kept it going but the Board realizes the need to start the process of looking for a good used truck now. Hopefully that will allow ample time to find a suitable replacement.

Christmas Decorations

A big THANK YOU to the many residents whose outside Christmas decorations beautified the complex. Just a friendly reminder to please take down holiday decorations if you have not done so already.

Handy Tip: Smoke and Carbon Monoxide Detectors

This is a new section that the Board will include if there is good information to share. This tip is about smoke and carbon monoxide detectors. The average life span of a smoke detector is about 7-10 years, whether it is hard wired or battery operated. The average life span of a carbon monoxide detector is approximately 10 years.

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All smoke and carbon monoxide detectors should have activation and life expectancy information on the back. Another way of tracking age is to date the product manual and keep it where you can find it later. Also, when changing batteries, use the batteries that are recommended for that product as different batteries may not work as well. When changing batteries, vacuum out any dust that has accumulated in the battery compartment or around the detector.

Lost and Found: Keys

On Friday morning, January 22, a resident found a set of keys at the front gate. The keys were inserted in the lock from the outside of the gate. If you know of anyone missing keys, please contact Joni McKee at 253-517-7906. She will then get in touch with the person who found the keys. He is holding them for safe keeping.

Next Meeting

Targa will be closed on February 15 so the next meeting is scheduled for February 22, 2016.

The *COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS* can be reached as follows:

Website: <http://www.colonialforest.net>

Email: Joni McKee (President): contactus@colonialforest.net or
Leona Staats (Grounds Manager): lonistaats@comcast.net
Justin Smith (Targa offsite manager): justin@targarealestate.com

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Leona Staats (Grounds Manager): 253-838-7404
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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.

Respectfully submitted,

Marie Alba
Secretary