# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

### \*\*\*Please replace after reading\*\*\*

> Monthly Board Meeting October 12, 2020

BOARD MEMBERS PRESENT: Jon Farrington (President), Jess Salazar (Vice President),

Marie Alba (Secretary), Val Krzyzaniak (Treasurer), Patricia

Ward (At Large), John Warfel (At Large)

TARGA MANAGEMENT: Mark Pierovich

<u>Approval of Previous Documents</u>: Val moved to approve the meeting minutes of September 14, 2020; Patricia seconded and all approved.

<u>Financial Reports</u>: There were no notable expenditures. Marie moved to approve the August 31, 2020 financial report; Jess seconded and all approved.

**Grounds Report:** Attached. The large lawn mower was in the shop for approximately three weeks. During this time Ted and Zach maintained the grounds with two small mowers.

<u>Maintenance Employees</u>: Danyil's summer employment ended in September. The other summer employee, Zach, filled the open full-time position. Ted is the maintenance lead.

<u>Parking</u>: Parking is an ongoing problem. Excessive street parking is creating a safety hazard and it diminishes available guest parking. Per the Rules & Regulations, owners shall park in the areas that are exclusive to their unit. That means in the garage, immediately in front of the garage, and for most units there is one extra allotted parking space adjacent to the driveway. All other parking needs of the owner or guests will be on the street.

There have been issues regarding the extra allotted parking stalls associated with some three-level units. Most extra stalls are intended to be shared by two owners and some owners are parking inappropriately. Jess moved to paint a line on curbs associated with three-story unit parking lot spaces where feasible to do so; Jon seconded and all approved. Those spaces will have a dividing line and directional arrows to designate the associated units. Ted and Zach will paint the lines.

<u>Car Break-Ins</u>: Two cars were broken into in the last few weeks, one at the NE corner of campus and the other at the south end. One car was unintentionally left unlocked, and the other car window was not closed all the way. Please lock your car—always. Over the last couple years, there have been multiple car break-ins and the majority of them were left unlocked.

**Lighting**: The Board is looking into options for improved lighting throughout the campus and at the back gate. Reminder: Days are getting shorter and safety is of utmost importance. The Association replaces lightbulbs in outside building and walkway lamps. Please report any non-working lamps to the maintenance crew via *colonialforest.net*.

# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

#### **COMPLETED ACTION ITEMS:**

- 1. 10-2 Outdoor water faucet leak
- 2. 21-3 Outdoor water faucet leak
- 3. 7-1 mold in basement
- 4. 8-6 interior painting from previous roof leak
- 5. 23-1, 23-6, 12-4, 12-2, 14-4, 19-1, 21-2, 19-5, 21-6, 14-2 dryer vents need to be connected
- 6. 26-1 replace railroad tie steps with concrete
- 7. Between bldgs. 10 & 12 add concrete steps
- 8. 8-6 sidewalk installed
- 9. Between bldgs. 23 & 24 concrete side walk steps
- 10. 10-4 electrical repair

#### **PENDING ACTION ITEMS:**

- 1. Bldgs 21 replace railroad tie steps with concrete
- 2. 13-6 deck support rotted
- 3. 12-1 sidewalk trip hazard
- 4. Install motion light in open space by buildings 12 & 14
- 5. 25-1 concrete path
- 6. 15-1 structural beam under 15-1 deck was never painted white after replaced
- 7. Building 22 place railing at sidewalk steps
- 8. 1-6 put in railing by concrete steps
- 9. 19-1 interior paint from past water leak
- 10. 7- units 1,3,4 hand rails installed
- 11. 3-3 roof leak

### Next Board Meeting:

Scheduled for November 9, 2020 @ 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)

<u>Reminder</u>: 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.