

**COLONIAL FOREST HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS MEETING**

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**Monthly Board Meeting Minutes  
June 10, 2019**

BOARD MEMBERS PRESENT: Marie Alba, Josh Dreyer, Jon Farrington, Val Krzyzaniak, Jess Salazar,  
Leona Staats, Patricia Ward  
TARGA MANAGEMENT: Mark Pierovich

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\*\*\*PARKING REMINDER\*\*\*

Everyone please be mindful that the Rules & Regulations state that residents must park in their garage, immediately in front of their garage, or in most cases, their extra allotted parking space adjacent to their driveway. Any other parking needs of the owner or their guests will be on the street or other designated parking areas on a first come first serve basis. Many residents are currently parking on the street which leaves very little guest parking.  
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**Agenda:** Jess moved to accept the agenda as presented; Leona seconded and all approved.

**Approval of Previous Documents:** Leona moved to approve the Board meeting minutes of May 13, 2019; Jon seconded and all approved.

**Financial Reports:** There are no issues at this time. Marie moved to approve the May 31, 2019 financial reports; Jess seconded and all approved.

**Grounds Report:** Of special note are two things:

1. The two summer employees from last year, Daniel and Zach, are now back from college and on board for the summer. Please welcome them.
2. The battery on the truck was overcharging so Dave and Ted worked on the voltage regulator, again saving the Association a potentially expensive repair bill.

**COMPLETED ACTION ITEMS:**

1. 6-1 mold remediation
2. Roof cap replacement many roofs
3. 26-3 trip hazard removed irrigation
4. 2-1 large cracks throughout interior of unit
5. 5-6 move outside lamp to other side of door
6. 16-6 leaking water spigot
7. 27-1 repair siding 2<sup>nd</sup> level
8. 22-2 leak in garage

**PENDING ACTION ITEMS:**

1. Bldgs 1, 7, 21 replace railroad tie steps with concrete – Rescheduled July 2019
2. 16-2 and 16-4 cement walkway installation – Rescheduled July 2019
3. Bldg 9 – remove pavers and lay concrete
4. Bldgs 15 & 23 – add a cement walkway
5. 6-2 door by garage threshold rotted and needs repair
6. 6-4 repair door frame at garage
7. 16-6 sidewalk trip hazard needs to be ground down
8. Buildings 10 & 23 new siding – scheduled after July 15<sup>th</sup> 2019 – 23 first
9. 7-1 sidewalk installation

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10. 26-1 replace railroad ties with concrete
11. 4-1 back door sticking
12. 26-2 front porch repair

**Building Inspections:** All buildings were inspected either the last week of May or the first week of June. Letters asking for corrective action will go out around mid-June. Owners who do not receive a letter have no required action.

**Street Lighting:** As was reported in the May minutes, there are many dark areas around the campus which is a security concern. There are seven street lights throughout the complex, plus one outside the main gate for a total of eight. The current street lights do not illuminate a very large area so Josh Dreyer looked into possible options. The existing poles are cast fiberglass and putting a new top could be costly. New LED lights would produce more light but cannot be angled downward.

Josh took the action to get two bids: 1) to replace existing poles and lights with more conventional street lights; and 2) retro fitting what we currently have with the best possible option. More information will follow.

**Video Doorbells:** The Board feels that safety is a priority. Any resident desiring to install a video doorbells such as "Ring" Doorbells, may do so.

**Building 7 Window:** Most buildings on campus are symmetrical in appearance, e.g., the end units are the same style, units 2 & 5 look alike, and units 3 & 4 look alike. There could be subtle differences but overall, the units are mirror images of each other. However, there are a few buildings such as Building 7 where this is not the case.

The owner of Building 7, Unit 5 asked for approval to add an additional bedroom window, which will match the appearance of Unit 2 in that building. The Board reviewed the design and the owner plans to use Daniels Construction, who is aware of the Rules & Regulations in terms of outside appearance requirements. Jess moved to approve the request to install a second bedroom window so Unit 5 will conform to the outside appearance of Building 7; Val seconded and all approved.

**Federal Way Mirror Newspaper:** This is the free newspaper that is delivered on Friday evenings. Many residents are leaving the newspaper in the driveway which is unsightly. Effective immediately, the maintenance crew will pick up and dispose of any paper that is still visible on Monday morning.

**Roads & Curbs:** On May 17<sup>th</sup>, A. C. Moate Industries (pavement contractor) walked the campus with Mark and Jon to assess damaged curbs and areas of the main "loop" that need repair. Val moved to pre-approve a specific threshold of funds for road and curb repair in 2019; Josh seconded and all approved. The exact locations will be determined depending on available budget--the worst areas will be repaired first. Due to budget constraints, cul-de-sacs and parking areas off the main road are not in scope at this time. More specific information will follow.

**Real Estate Signage:** Previously sign posts with flyer boxes were disallowed on 1<sup>st</sup> Avenue because there was no safe place for cars to stop and it created a safety hazard. Signs with flyer boxes are allowed at the back gate on 328<sup>th</sup>. Jess made a motion that real estate sign posts can be on 1<sup>st</sup> Avenue providing there are no flyer boxes; John seconded and all approved. If a real estate agent in advertently uses a flyer box, Jess will take to action to notify that person and have it taken down.

**Tree Planting Project:** Jess suggested that planting trees along the west and south fence line would reduce road noise and help beautify the campus. Jess moved that a tree project be started to plant arborvitae along the West fence and South to the back gate, where it makes sense to do so; Val seconded and all approved. Arborvitae is the tree that is currently planted down the main entrance.

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**Next Board**

**Meeting:**

Scheduled for  
July 8, 2019  
@ 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:** Val Krzyzaniak (Treasurer): *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 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.