

COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

Comcast Services Agreement Renewal

Mark Pierovich at Targa worked with Comcast to negotiate a five-year contract that will reduce the current bulk rate and upgrade all users to HD, which is a cost savings of \$10 to HD residents. Mark will find out from Comcast what home owners need to do to get their HD bill reduced. More information will follow. Val moved to approve the new, re-negotiated Comcast proposal. Carolyn seconded and all approved.

2018 Budget Review

Val presented the proposed 2018 budget in detail to the Board. There will be a 1% increase from 2017. Val moved to approve the 2018 budget of 1% increase, which is a \$3.00 to \$4.00 per month increase to owners depending on their unit. John seconded and all approved.

2018 Annual Meeting – *save the date*

The Annual Meeting will be held on Saturday, February 3, 2018 from 10:30 – 12:30 at the Federal Way Library located on 1st Avenue (Room #2). Owners will receive an official letter at the end of December or early January.

2018 Board Openings

At the February 2018 Annual Meeting, elections will be held for four (4) Board of Director openings. The Colonial Forest Board of Directors is comprised of seven (7) elected owners. Anyone who is an owner in good standing (current in HOA monthly dues and no outstanding violations) is eligible to run in this election. Officer positions (President, Vice-President, Secretary and Treasurer) do not automatically carry over from year to year. Officers will be chosen at a short, separate meeting held not too long after the annual meeting and prior to the February 2018 monthly Board meeting.

Overview of Director Duties: The board has the authority to direct business including maintenance and financial oversight, rules enforcement and architectural design approval. The board has the authority to hire and oversee the professional management company, currently Targa Real Estate Services.

The board meets once a month for two hours to review business and to make decisions and enact policy. Between those meetings, there may be an occasion special meeting to deal with an urgent matter that cannot wait for a regularly scheduled board meeting. However, special meetings rarely occur.

Serving on the Board gives you direct impact and influence on how HOA business is handled. No special background or training is required other than the willingness and availability to serve. The office of director carries a term of either two or three years. In 2018 there will be two openings of each duration for a total of four openings.

All qualified owners are encouraged to serve on the Board of Directors. You may be nominated by another owner or you may nominate yourself. If you are interested in being nominated, please email that desire and your contact information via the Colonial Forest web site *colonialforest.net*, or contact Mark Pierovich at 253-754-6049. You may submit your desire to run for election now or by February 1, 2018. Thank you for considering being on the Colonial Forest Board of Directors.

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Action Items

Completed	Pending
2-5 hose bib repair	2-3 porch repair
7-6 slow drains throughout	7-2 ceiling leak
9-5 plumbing repair	14-4 stains on ceiling from past roof leak
9-6 balcony repair	15-1 porch repair
10-3 stairs	19-6 bathroom fan venting to attic
11-6 grass drainage	21-6 roof leak
12-4 porch repair	22-3 french drain connecting downspouts
14-1 leaking outdoor faucet	26-1 chimney issue
16-4 fortify support beams and repair sewer pipe	26-3 cabinet repair & carpet replacement in garage
17- 5 diverter	
21-6 new light	
Building 21 grass drainage issue	
22-1 plumbing repair	
22-3 roof leak	
Building 22 steps	
26-3 pipe leak	
27-1 roof repair	
27-5 & 6 roof repair	
27-6 pipe leak	

Next Board Meeting:

Scheduled for
December 11, 2017

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: Ken Pratt (President/Grounds Mgr): *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.