

COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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Monthly Board Meeting February 22, 2016

BOARD MEMBERS PRESENT: Marie Alba, Kathrin Christensen, Kevin Goering, Carolyn Hagerhjelm, Val Krzyzaniak, Joni McKee
TARGA MANAGEMENT: Justin Smith
BOARD MEMBERS ABSENT: Rick Krekel

Welcome new Board members Carolyn Hagerhjelm and Kevin Goering. And many thanks to Bonnie McPherson and Leona Staats for their time and service on the Board.

Approval of Previous Documents

Val moved to accept the board meeting minutes of January 18, 2015; Joni seconded and all approved.

Financial Reports

- Justin reviewed the delinquency report. He will send delinquency letters as appropriate.
- One unit that is in receivership has been rented. The lender just recorded a Notice of Trustee's Sale with a March 11 sale date.
- Val moved to continue with a foreclosure lawsuit on another unit in Colonial Forest that is in arrears; Kevin seconded and all approved.

Ground Report

Tabled until March meeting.

Action Item List

Tabled until March meeting.

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Assignment of Officers:

This was the first monthly board meeting for two new Colonial Forest board members. Following is a list of current names and board positions.

POSITION:	NAME:
President	Joni McKee
Vice President	Kevin Goering
Treasurer	Val Krzyzaniak
Secretary	Marie Alba
Grounds Manager	Joni McKee
Action List Coordinator	Val Krzyzaniak
At Large	Kathrin Christensen
At Large	Carolyn Hagerhjelm
At Large	Rick Krekel

Building 17 Re-Siding

Daniels Construction is wrapping up the final items on the “punch list” for the building.

Building Colors

- As buildings are re-sided, the new siding will be as close to the original color as possible. There are five original colors throughout the complex. Based on color samples provided by Michael Daniels, Marie moved to go forward with the following colors: Prestige Beige (#16); Terraverde Green (#74); Ivory Yellow (#08); Slate Grey (#33); and White (#01). Kathrin seconded and all approved.
- For buildings currently with white railings, Val moved for the Association to cover the cost of painting the railings from white to black as those buildings receive new siding. This will be more in keeping with the black shutters throughout the complex. Marie seconded and all approved.

South Gate - Outgoing

We received three bids to replace the gate operator (basically the box that controls the open/close function) on the outgoing South gate. Carolyn moved to use Gate Service & Technology to replace the south gate operator; Kevin seconded and all approved. Work will be complete this week.

West Gate - Phone System

We received three bids to replace the phone system at the west main gate. Kevin moved to use Gate Service & Technology to replace the phone system; Marie seconded and all approved. Work will be complete in the next couple weeks.

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Dryer Vent Cleaning

- Since lint build up is a fire hazard, the Board voted in 2015 to clean all dryer vents every two years, beginning in 2016. The cost will be covered by the Association. There was a lot of positive feedback regarding the company Joni engaged last year, Best Air Duct Cleaning Services. They have professional truck-mounted equipment and they do not need to enter anyone's unit. Pending an official written quote, Kathrin moved to approve the cost of \$35.00/unit; Marie seconded and all approved.
- The dryer vents for some units are not easily accessible, e.g., behind lattice enclosures. Joni took the action to contact the owner of Best Air Duct Cleaning Services regarding a separate cost estimate to make those vents more accessible.

Water Leaks

Repairs for the water leaks in B3U1 and B18U4 are complete.

Web Site

The transition of the Colonial Forest web site to Go Daddy is progressing. The goal is to have information transferred by the end of March.

Maintenance Truck

The Board will ask Dave Reetz for a list of minimum requirements for a replacement truck. As noted in January's minutes, the truck is reaching the end of its service life and will hopefully be serviceable for another year or so.

Address Numbers

Daniels Construction ordered new address numbers for the entire complex so that the numbers on all buildings will match as the re-siding project progresses over the next eight years. The address numbers will be stored in the office.

Fence Repairs

The damaged fence at the southwest corner of the complex and the smaller damaged area between Buildings 1 & 2 will be repaired this month. The fencing is not made any longer and parts are no longer available. We basically have to look for suitable fencing that can be retrofit.

Non-Profit Mailing Rates

At the Annual Meeting on February 6, 2016, a resident questioned whether or not Colonial Forest qualifies for non-profit postage. Justin wrote to our attorney who replied, *"There are different kinds of non-profits. Federally authorized non-profits that do charitable work sometimes qualify for bulk-mailing rates. Condo association are not federally chartered charitable organizations, so they do not qualify."*

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Next Meeting

The next meeting is scheduled for March 21, 2016.

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

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

Email: Joni McKee (President/Grounds Mgr): contactus@colonialforest.net
Justin Smith (Targa offsite Mgr): justin@targarealestate.com

Phone: Joni McKee (President/Grounds Mgr) 253-517-7906
Justin Smith (Targa offsite Mgr) 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.

Respectfully submitted,

Marie Alba
Secretary