

# COLONIAL FOREST HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS MEETING

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## Monthly Board Meeting November 16, 2015

**BOARD MEMBERS PRESENT:** Marie Alba, Kathrin Christensen, Rick Krekel, Val Krzyzaniak,  
Joni McKee, Bonnie McPherson, Leona Staats

**TARGA MANAGEMENT:** Justin Smith

**BOARD MEMBERS ABSENT:** None

### Approval of Previous Documents

Rick moved to accept the board meeting minutes of October 19, 2015; Leona seconded and all approved.

### Financial Reports

- The Board discussed the cash balances in reserves and the fact that FDIC (Federal Deposit Insurance Corporation) provides deposit insurance guaranteeing the safety of a depositor's account up to \$250,000. Currently Colonial Forest reserve funds of \$310,629 are in one money market account. In order to ensure that all Colonial Forest reserve funds are protected by FDIC, Marie moved to open a new money market or savings account at a different bank using \$150,000 of the \$310,629 in reserves. Rick seconded and all approved.
- Justin reviewed the delinquency report and explained that because the report is generated mid-month, there are many entries due to timing only. A month-end report is a better indicator of late or aging payments and would not impact the Colonial Forest collection policy. Bonnie moved to change the report to a month-end snapshot going forward; Val seconded and all approved.
- Previously the Board authorized two delinquency demand letters to be sent to an owner whose dues have not been paid in several months. At the October 19, 2015 meeting, the Board approved a motion to file a foreclosure lawsuit and receivership motion if the owner did not respond by October 23rd. The owner did not respond by the deadline so the Board will move forward with filing the legal paperwork to take possession of the unit and rent it until the lender forecloses. This will enable Colonial Forest to recover as much of the delinquent dues as possible.
- Several months ago the Board voted to write off a bad debt for B26U1. Justin brought it to the Board's attention that a small attorney fee was not included in the original write off. Bonnie moved to write off the additional amount; Rick seconded and all approved.

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### **Grounds Report**

- The rainy season is definitely here. If anyone observes excess water problems in Colonial Forest streets, parking areas, or storm drain backup, please contact a Board member or send an email via *colonialforest.net*.
- There are currently numerous and various types of mushrooms growing on the grounds. The Board will ask Dave to investigate a natural solution to getting rid of them.
- See attached Grounds Report for a recap of all November-December activity.

### **Mailbox Keys Sticking**

Some residents reported that their mailbox keys are not turning or sliding easily. The Post Office says that this problem is common for this time of year and recommends that residents use a small amount of spray silicone, WD40, graphite, Lock-Ease, etc.

### **Action Item List**

- Column and capital repairs are still pending.
- Sidewalk repairs at buildings 7, 14, 15, 18, 25, 26 and 27 will be done after the re-siding of Building 17 is complete.

### **Board Member Handbook Information**

Marie presented material regarding “Board meeting conduct” and “resolving conflict” and suggested these could be incorporated into a handbook for Board members going forward. The Board also received a copy of a CAI (Community Associations Institute) publication called “Pearls of Wisdom.” Joni provided the “Pearls of Wisdom” which gives excellent (sometimes humorous) tips and advice not only for Board members but all residents in a condominium community. The “Pearls of Wisdom” will be distributed to all residents as part of the 2016 Spring Newsletter.

### **Building 17 Re-Siding**

- Daniels Construction reported that a number of areas appear to have minor water damage. These are typically found in areas where the windows have been replaced and proper waterproofing was not employed. Daniels replaced plywood in three locations.
- In other locations Daniels found areas where the plywood wall sheathing was not installed properly. Staples used to hold the plywood to the framing were driven too far into the plywood and resulted in the plywood pulling away from the framing, creating a bubble effect. These areas were cut to relieve the stress and then reattached using screws.
- There was no felt paper installed between the original siding and the plywood. The attics were open and exposed. Daniels added felt paper around the entire building which will help greatly in stopping drafts going through those attics.
- Daniels will also add additional sealant around the windows on a case-by-case basis depending on the type of window and the existing flashing details.

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- Installation of new siding will begin this week and will take about a week and a half to two weeks to complete.

### **Repairs to Building 13, Unit 1**

Repairs to the inside of the unit are almost done. Once final cost of inside repairs are known, they will be submitted to Colonial Forest's insurance company. The owner hired a plumber to perform a video inspection of the sewer line and Targa has requested a copy of the video. The cost of potential repairs to the sewer line will not be covered by Colonial Forest's insurance.

### **Colonial Forest Web Site**

At the September 21, 2015 Board meeting, the Board approved changing the Colonial Forest web site domain from *weebly.com* to *godaddy.com* at a cost of approximately \$12.00 per year. Upon further research, Joni found out that *godaddy.com* will provide 24x7 tech support for \$85.00 per year. Val moved to authorize up to \$125.00 per year (to allow for minimal cost increases in the future) for web site expenses. Bonnie seconded and all approved.

### **Front Gate Directory (1<sup>st</sup> Ave Main Entrance)**

- The audit of the names in the front gate directory is complete. Most current resident names should appear in the directory (see exclusions in next bullet) and all residents should know their 6-digit code. Those who do not know their code can request it by sending an email via *colonialforest.net*.
- The gate directory system can accommodate land lines, or cell phones with area codes 206, 253 and 425 only. Exclusions: Unfortunately, some residents do not have a land line and their cell phone has an area code other than 206, 253 and 425. Those area codes cannot be accommodated and the resident names do not appear in the directory.
- If someone calls via the gate phone, press 9 to open it. If you are using a cell phone, you may need to press 9 several times if the signal is weak.
- Information on how to purchase a remote for the front gate is available at *colonialforest.net* under "Information Owners Should Know."
- Anyone moving out of Colonial Forest should not give their code to the new owner. New owners should request their own gate code from Targa. The Board will ensure that residents who move out are deleted from the directory.
- **It is important that residents complete the Owner Information form that accompanied the new Rules & Regulations packet. This will enable the Board to verify that correct phone numbers are on record for the gate directory. If you do not have the form, please request one via email at *colonialforest.net*.**
- Targa is currently requesting bids for a replacement directory system that will accommodate all cell phone and land line prefixes.

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## **Back Gate**

- Currently the incoming side of the back gate will not fully close and therefore will not open via the keypad. It does, however, work using a remote opener. The gate should be repaired this week.
- If you do not know the back gate code, contact Targa or a Board member (contact information at bottom of these minutes).

## **Pet Doors**

The Board was asked if pet doors are allowed. Since there is currently no rule addressing it, a Board member took the action to research pet doors and report the findings at the next Board meeting.

## **Next Meeting**

There will be no Board meeting in December. The next meeting is January 18, 2016.

## **2016 Budget Meeting**

The Board held a separate meeting on November 17, 2015 to go over the proposed 2016 budget that Val prepared. After review and discussion, Rick moved to accept the 2016 budget as presented. Marie seconded and all approved.

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](mailto:contactus@colonialforest.net)* or  
Leona Staats (Grounds Manager): *[lonistaats@comcast.net](mailto:lonistaats@comcast.net)*  
Justin Smith (Targa offsite manager): *[justin@targarealestate.com](mailto:justin@targarealestate.com)*

**Phone:** Joni McKee (President) 253-517-7906  
Leona Staats (Grounds Manager): 253-838-7404  
Justin Smith (Targa offsite manager) 253-815-0393

Suggestion box at the campus office (Building 15, Unit 6).

Respectfully submitted,

Marie Alba  
Secretary