

Coffee Creek Minutes
November 15, 2001

Bob Mager: President called meeting to order at 7:05p.m.

Board Members present: Ed Harrison, Tim Longpre, Bob Mager, and Ilene Thompson

John Boyle and Claudia Rutz of Great West Property Management were present.

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October minutes approved as written.

Treasurer's Report:

Current Month:	\$2,169.61	Operating Account Balance
	\$8,608.02	A.G. Edwards - Ins Reserve
	\$53,752.91	A.G. Edwards - Budget Reserve
	\$64,530.54	Total Funds Available

Managers Report:

Roof on unit #37 thru #40 are finished. John took video of the dry rotted sheeting. No damage to rafters. The damage was caught just in time. Superior Roofing and Construction is the contractor. They are doing a good job.

Parking - The additional parking program has been implemented and Ed has worked on getting the signs made up. Great West has the billing information in the computer.

Insurance - State Farm haven't given notice, but the 4-ft barrier around the lake is still pending. We will be getting additional bids just in case. Inviting new agent out to see our buildings.

Maintenance Report:

Front Entrance - re-barked

Fence caps paid to Evergreen Pre-cast.

Light Poles -- will be done by 12-15-01. Ed and Tim talked to management at PSE and they came out so it will be taken care of for free. Thanks to Ed's persistence.

Parking and Docks signs - Ed is taken care of procuring the signage for the property.

Bid for chimney cleaning -- was sent to us, \$45.00 plus tax per chimney. Ed made a motion to have chimney cleaners to come out and inspect and clean chimney, Ilene 2nd, motion carried.

Had gutters cleaned earlier in the month.

Ed made motion -- We will be paying John's American Express card \$271.00 to pay for our video cameras he purchased, Tim 2nd, motion carried. Video camera's were a great addition to the property.

Board agreed to pay Complete Contracting for the re-build of the dry rotted porch on #30 Tim made motion, 2nd by Ed, motion carried.

New Business:

Will be having a Christmas gathering December 9th, Sunday, 4p.m. Appetizers and desserts.

Ed replacing lights.

Tim Longpre has mentioned that Ed's job is so much more than anyone has realized. Should be appreciated. Will be working on updating job description. Ed is currently scheduled 15 hrs. per week.

The Board has to work on the budget in order to make sure that we have enough in the replacement reserves to fund the roof replacements that will be necessary. We have three roofing bids.... Superior Roofing and Construction, Fields Roof Service and BD Roofing. The average bid is over \$100,000 for total replacement. This is why a financial plan is important and will be discussed at the annual meeting.

We won't be having a board meeting in December

There will be 3 Board positions open in March at the Annual Meeting.

Ed wanted entered into the minutes to inform all tenants to check their washer hose fitting as when they get old they break and cause extensive water damage in units.

Ed made motion to adjourn, motion 2nd, motion carried