

Coffee Creek Meeting Minutes  
April 21, 2005

Meeting was called to order at 7:00 PM

Previous meeting minutes were read and approved with following corrections: Reserve Study has not been updated since 2001 (for year 2002). Also gutter repairs in progress and there is a gutter piece still missing. Pat Gehl added to the landscape committee. Patrick added to Boat Committee.

Board members present: Iral Toven, Tim Longpre, Paul Gehl - Absent - Ed Harrison  
Great West Representation: John Boyle

TREASURER'S REPORT:

The cash balances were as follows:

Operating Cash Balance	\$13,473.96
Insurance Reserve	\$667.04
Maintenance Reserve	\$27,223.26

Paul brought up concerns about the General Ledger. He had talked to the accountant and had some concerns. John mentioned that the G/L is not the total financial picture and that revenues from dues income are checked by the audit. Paul had requested copies of invoices and they were presented to him and discussed.

MANAGER'S REPORT:

John talked about the Association Reserve study. John recommended that we have the level 3 follow-up report completed at a cost of \$640 for an eight week turnaround. Paul said that we should complete the do-it-yourself kit. John disagreed because we must rely on the expertise of Association Reserves to provide us their professional opinions. The other Board members agreed. M/S/P to complete the level 3 reserve study report. Landscape bids were then discussed. John submitted a bid to the landscaping committee from Fred's lawn service. Their bid was for \$1,550 per month which is \$450 higher than the current contract. Pat Gehl from the landscaping committee submitted a letter to the Board outlining her concerns with the current landscapers. She also would like the Board to give the committee direction on budget for Rhody's and plantings. Pat also stated that the landscaping committee would be working on specifications for landscaping bids so that all bids are consistent. Everyone agreed. John had not received a bid from Greenleaf Landscaping as of yet. John next discussed that Warner Bros. Pool Co. would be taking over the pool service from Aqua Rec. Their proposal would save the Association money and they would be doing more services than Aqua Rec. John talked about the high cost to put in water shut offs outside the buildings instead of having to go under the buildings in case of emergency. It was suggested that an emergency map be created to show where all the water shut-offs are so that in case of emergency, people are aware of how to shut-off the water. M/S/P to create emergency map of water shut-offs.

MAINTENANCE REPORT:

Ed was absent because of back surgery. We all wish Ed a quick recovery. Patrick has agreed to help fill in for issues while Ed is recovering. The gutters were discussed and

what needed to be done. Paul stated that the gutters need to be cleaned and repaired near unit #46 & 47. It was also suggested that we need to clean the gutters more often where the fir trees are (in back of #45-56). John talked deck inspections and that some dry-rot was found in some of the landings. Those will have to be completed this summer.

Petra discussed light fixtures for the garages. They cannot find replacement globes to match the old lights. Do we get new fixtures? The consensus is that we have to match as closely as possible for conformity reasons.

Dock Committee - The dock committee is still exploring the options for expanding the docks. Paul Gehl discussed the gravel bar build up near the boat launch. He is exploring options for removing the build-up. One of the options is a high pressure fire hose. The other option is a track hoe. There is concern about the boat launch being damaged from heavy equipment. The dock committee will continue the review.

Old Business - Paul discussed the importance of giving the management company guidance as stated in their management agreement. Paul entertained a motion to "make sure that the management company follows all the state laws, declarations, CC&R's, Bylaws and rules and regulations". Both Tim and Iral had concerns about the motion. They did not understand why the motion was necessary. Tim stated that he did not want to set the management company up for failure by adopting this motion and did not see the need for it as long as the management company continues to perform the job they are doing. John stated that we do follow all the laws as they pertain to HOA management including the most important, Resale Certificates. John stated that the most important task they perform is to complete accurate and detailed Resale Certificates to give potential buyers an accurate picture of Coffee Creek's financial circumstances in addition to all other pertinent information including disclosures. Disclosures of what are original construction and a disclaimer for add-ons (decks and garages) in order to protect the Association. After additional discussion the motion was dropped.

Meeting adjourned at 10:05 pm

The next meeting scheduled is May 19th, 2005, 7:00 pm.