

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes Board of Directors  
May 17, 2007, 7-9 pm at the Coffee House**

**7:00 – 7:15** Maintenance Technician Report – Dale Adams: Dale showed a sample of the new lamppost color (bronze). The new posts should be in place in about 4 weeks. The painters will paint the 2 that will not be replaced as they are not owned by PSE. Bump in carpet in Coffee House was due to water leak from faucet and was fixed by Dale. Fence along pool has new sprinkler and is awaiting planting of flowers. Dale will pressure wash back decks that don't get painted. Residents painting reports were passed out and are to be used for reporting to Dale and/or CDC any painting issues. Dumpster for painters if of no cost to the HOA. Please send all requests for summer maintenance work to Dale on a work order. Retaining wall fix is in process by the trailer court. No expense is being charged to CCC. Pool will open Memorial Day weekend as Dale fixed the leak.

**7:15 – 7:30** Homeowners' Forum: Concerns with landscape maintenance were raised. Anita announced that a landscape maintenance schedule has been created and will be published. A concern with an unfed dog was discussed and home owners will be contacted by CDC. Homeowners in #26 are replacing their deck and will be covering all aspects with Anita and CDC. Dale is reviewing carport enclosure plans in unit #29 per Anita.

**7:30** Call Meeting to Order – President

**A. Consent Calendar**

1. Approval of April 26, 2007 Monthly Meeting Minutes: Will be approving both April and May minute notes in June meeting.

**B. Secretary's Report** : Anita was thanked for being actively engaged in issues at CCC. The committee sign up sheets were passed out again to recruit more volunteers. The next meeting date for the Board is: June 21

**C. Treasurer's Report**: \$800 interest earned. Painting project will take entire reserve fund balance.

**D. Manager's Report**: Anita reported: Tree removed by Coffee House, Incorrectly parked and abandoned car was removed, missing window was replaced, The new Declarations and By Laws should be signed off by the County within a 6 week period and then will be active. If you have gutter issues, contact Anita at CDC. Rosters are being worked on. Dale has specific schedule for landscape maintenance and Anita will get this published. If concerns are raised for Dale's use of hours, document and contact Anita. New mailboxes in a cluster would cost CCC \$1300. Anita is working to get them on the Post Office's schedule so that it can be done for free. Delinquencies are a major focus. **Cable will be cut off for delinquent home owners association dues and home owners will be charged the \$100 fee for turn off and turning back on the cable.** Anita is working on securing a bulk rate for internet access from the cable company. Larry volunteered to be the homeowner to walk with the board and Anita and Dale to do the final inspection of the painting process. Dale is working on a key log. There can be only one sign on Spanaway Loop for homes for sale or rent. Excess signs have been removed.

**Committee Reports**

1. Landscaping : No report
2. Waterfront (Includes Waterfront, Docks, Boats and Storage): No report
3. Rental : 11 rental units and 4 vacant. Rental paperwork will be streamlined.
4. Architecture : Need members on the committee.
5. Welcoming Committee: Welcome Megan # 8! Working on roster and web site.
6. Parking Committee: CDC will follow new rules and regulations for parking.
7. Painting: Larry to walk with committee and board for final paint completion approval.

**Old Business**

1. 2006 Audit: completed
2. Outside lights from PSE: should be completed in about 4 weeks.
3. Summer Projects for Maintenance Technician: publishing schedule
4. Retaining wall repair: In progress
5. Painting progress: painters have been professional and great to work with

6. Foundation Inspection Unit 33: Inspection in place
7. Phone list: Will be published once CDC gets notification of any home owners not wanting their numbers published.

**New Business**

1. Log on Fence by animal lot: Completed.
2. Opening of Pool Memorial Day weekend
3. Animal waste behind units 50 -56: Cat was found.
4. Cable will be shut off if you are delinquent on dues
5. Comcast bundling of services
6. Request for closing carport of Unit #29
7. Rent / For sale signs on street side
8. Common vs limited common area. Maintaining and care of decks.
9. New mailboxes

**840 PM – Closing Remarks by Homeowners**

**850 PM - President's Remarks**

**855 PM - Good of the Order, Close of meeting**