

**Coffee Creek Homeowner's Association
Monthly Meeting MINUTES, Board of Directors
April 17, 2008, 7-9 pm at the Coffee House**

7:00 – 7:15 Maintenance Technician Report – Dale Adams: thatching, aerating and lyme has been performed to lawns, over seeding will take place 4th week of April; per our rules ALL vehicles must be registered to residents; if you have a service request, Dale does NOT take verbal requests, per the Board/CDC we need a paper trail for his maintenance that he performs for homeowners, fill out service request (located on website under <forms> or in plastic carrier on the RV fence) Place completed request place back inside the plastic carrier or give to Dale. No Exceptions!

7:17 Meeting called to Order – Vice President (President absent this month): Quorum present-Deb Schmeil, Joyce Warner, Jen Hrivnak, Phyllis Palmer, Megan Fish. Homeowners present: Eric Hrivnak/44, Alice Romanio/42, Nancy McGlaughlin/56, Shawn Walker/46, Petra Lippa/43, Lynne Aldrich/48, Dale Gleason/44. GREAT REPRESENTATION this month!

A. Consent Calendar

1. Approval of Mar 20, 2008 Monthly Meeting Minutes: m/s/p, approved minutes
2. Next working meeting: **May 1st · 2008**
3. Next monthly meeting: **May 15th · 2008**

B. Secretary's Report: Please sign up for website, posted at bottom of the minutes, great information!!

C. Treasurer's Report: Operating-\$11,085.86; Reserves-\$25,068.48; Delinquencies in dues-\$5,531.84

D. Manager's Report: A bitter sweet farewell to Anita Horton, for her strong work and dedication to our community, dinner gift certificate/card/hanging plant were presented on behalf of Coffee Creek. Good luck Anita! Welcome to Jacqueline Lewis, our new CDC representative. Jac went through last months action items (pending items: handicap grants; review delinquencies, signs for pool and decks)

E. Committee Reports--Need new committee members for ALL committees****

1. Landscaping and Architecture Committees: Homeowners ARE responsible for their attached limited common areas (includes front/back yard); please clean-up, weed, pick up dog waste, trash under decks, landscaping committee to come up with a **Spring Clean** date soon!! If you need help to remove large items to dumpster, contact Dale
2. Waterfront/Dock/RV storage Committees: no report
3. Rental and Welcoming Committees: Landlord needs to get in new lease/rental info/move-in fee of recent new rental property to CDC; along with tenant information
4. Parking Committee: still monitoring vehicles daily

F. Old Business

1. 10 Year Repair plan Revisions for 2008: Reserve study to be completed this yr and every yr per new WA law (NEW budget item-yearly)/PENDING
2. Landscaping by west side retaining wall: to be completed early May/PENDING
3. Wheel Chair access/new deck to Coffee House: Jacqueline/action item/PENDING
4. Theft and vandalism at Coffee Creek/incident reports: Call 911 immediately and file a police report, no further action can be accomplished unless a report is made, contacting Dale/CDC does not assist Pierce County in establishing patterns or additional security/protection to Coffee Creek, bottom line CALL 9-1-1/PENDING
5. Direct Debit vs. Bill pay: contact CDC if you want to establish Direct Debit/COMPLETE
6. Earthquake assessment by Kevin West: COMPLETE
7. New Insurance Company for 2009: Arthur J Gallagher to schedule a meeting in May with Board to discuss new insurance plan/quotes/PENDING
8. Dog waste issues: letters have been sent to units/Jacqueline to f/u on results and/or further action-PENDING
9. Sewage lines: Per Dale, pumping of lines/assessment of H2O levels performed annually/question about next door apartment sewage lines tapped into ours?/PENDING
10. Moss treatment roof/clean gutters: awaiting approval of Board to accept bid proposal/Jac to check if they will repair gutters that need repairing?/PENDING
11. Resealing pavement in May 06/P3 warranty?: No warranty/Board to discuss this item at work meeting/PENDING
12. Bubbling/Chipping paint noted by homeowners: Walk around was completed by Tri-Tech/CDC/previous President, per our contract with Tri-Tech, the decks were NOT included in the warranty, decks were an added item per the Paint Committee so as to keep the same paint scheme within the community. Upkeep of the decks is the responsibility of the homeowners (remove moss/clean yearly/rebuild rotten decks) This is your responsibility as a homeowner!
13. Petty cash for Treasurer: COMPLETED
14. Picnic tables: PENDING
15. Arborist Report and tree planting plan: delegate to landscape committee to come up with a plan of action/PENDING
16. Risk Assessment Report from Triton Risk Management-Cindy Steele: STILL PENDING

G. New Business

1. #25 drain spout: Letter from CDC to homeowner, gutter is homeowners responsibility to repair/PENDING
2. Parking lot strip: Dale given approval to purchase strip from operating costs, paint from petty cash/PENDING
3. Pierce County Utilities Dept. Smoke Testing: COMPLETED
4. Get Fit Coffee Creek: Every Saturday morning at 9:00 am, personal fitness trainer and exercise
5. Warner Bros. Compliance letter for pool: Joyce contacted Warner Bros. No compliance letter distributed, we are in compliance with 2008 Health Dept rules, the Pierce Co. Health Dept. can perform a surprise inspection at anytime/COMPLETE
6. Unsightly carports: Per rules, only items allowed in carport (garbage/recycle bin/neatly stacked wood) all other items MUST be removed/letters to non-compliant homeowners/PENDING
7. CDC's Process for re-sale certificates/owners receiving the new 2007 By-laws/decs/rules: Attention those with units for sale! When a unit is sold, it is both the responsibility of the seller/seller's real estate agent to acquire the 2007 Coffee Creek By-laws/Rules/re-sale certificate through a new website www.condocerts.com inform your realtor!!
8. Non-residents utilizing boat launch/dock space: Only residents within Coffee Creek may use the dock space
9. Pontoon boats: Must contain up to date tabs/insurance/and be registered to Coffee Creek resident/COMPLETE
10. Damaged fence by potty lot/re-routing of overflowing creek by Pierce Co. Public Works Dept.: Pierce Co. did remove some debris/trees to assist in H2O flow, to monitor water flow, who's owns land/fence area behind potty lot, the water beginning to encroach upon our property/fence needs repair/who's fence?/PENDING
11. Resident conduct and fire policy (outside patio fireplaces/BBQs) FIRE HAZARD: NO outside fire pits/NO open Fires/no foul language on decks/balconies/monitor guest during parties/beer bottles found by pool/commons area after party
12. Gate issues and new Gate code: Electrical repair/gate arm re-welded/new gate code established/may need to replace the entire gate this year, Board to discuss at working meeting/PENDING **Gene Rawls #30 and Dale have a key to the lock box for gate, should the gate need to be opened continuously for a period of time (function) or due to weather
13. Northwest Common Area Improvements: Idea to remove small rocks and plant grass/landscaping committee to come up with plan of action for point/PENDING

8:40 PM – Homeowners Forum: Unit #13 informed Board that the misc. boat in the storage area will be removed from the storage lot on April 18th; **BOAT OWNERS:** per WA law a CO2 sticker must be displayed within your boat, a sticker will be provided when you renew your boat tabs for June/08. ALL persons, 12 yrs and older, who will be driving the boat MUST be required to take a Mandatory Boating Safety Program and carry a Boater Education card on your person at all times. Pierce Co. will be monitoring for this new card beginning 08. Check the website when you are required to take the boaters exam to obtain your card. www.parks.wa.gov/boating or call 360-902-8844

8:43 PM - President's Remarks

8:45 PM - Good of the Order, Close of meeting