

Note: For problems or emergencies contact CDC
During work hours call Jacqueline Lewis at CDC: 253-472-0825, e-mail
jlewis@cdcmanagement.com; Dale: 253-441-9788; After Hours: 1-800-544-4912

Coffee Creek Homeowner's Association
Monthly Meeting Agenda, Board of Directors
JUNE 19, 2008, 7-9 pm at the Coffee House

- 7:00 – 7:30** Maintenance Technician Report – Dale Adams point rock wall restoration in progress; removed juniper in front of unit #24; on 6/23 will start pressure washing white lines and repaint; will replace rotted wood on dock; new parking signs need to be ordered
If you are having gutter issues, please put in a work order. Gutter work will begin in September
- 7:30** Call Meeting to Order – President Quorum present-Bradley Ritland, Deb Schmeil, Phyllis Palmer, Sherry Scott, Megan Fish, Joyce Warner. Homeowners present: Daniel and Mary Dennis/13, Andora Parchman/14, Nettie Reed/29, Alice Romano/42

A. Consent Calendar

1. Approval of May 15, 2008 Monthly Meeting Minutes approved by J. Warner, 2nd by Deb Schmeil
2. Next working meeting: July 1, 2008
3. Next monthly meeting: July 17, 2008

B. Secretary's Report

C. Treasurer's Report Operating-\$14,712.70; Reserves-\$9,527.02

D. Manager's Report working with post office regarding new mail boxes/PENDING; contacting apartment manager regarding fence by potty lot and creek clean up/PENDING; car damages due to gate malfunction one has been paid, one will be paid next week/PENDING

E. Committee Reports--Need new committee members for ALL committees** if interested please attend next board meeting**

1. Landscaping and Architecture Committees- Recommend juniper bushes be removed in winter months due to upkeep and aesthetics; Recommend rhododendrons will be planted on east side of gate entry to match the west side/PENDING
2. Waterfront/Dock/RV storage Committees- Boat owners only meeting to be held/TBD
3. Rental and Welcoming Committees- we have 12 rentals, Summer BBQ on June 21
4. Parking Committee n/a

F. Old Business

1. Reserve Study 2008- Jacqueline has a new bid to provide us on Monday or Tuesday, action will be taken immediately/PENDING
2. Landscaping by west side retaining wall/final Board acceptance- any further changes are our responsibility/CLOSED
3. Wheel Chair access/new deck to Coffee House- unable to receive funding, put on hold for financial reasons/PENDING
4. New Insurance Company for 2009- Jacqueline will provide us with 3 bids on new insurance companies/PENDING
5. Dog waste issues/follow-up letters- letters have been sent, community members have 10 days to comply. Fines will be issued for non-compliance/PENDING
6. Moss treatment roof/clean gutters- to be completed on 6/20/08 /CLOSED
7. Picnic tables- Dave will work on in his free time, summer is a very busy time for his company/PENDING
8. Arborist Report and tree planting plan- put on hold, nothing needs to be done at this time/CLOSED
9. Risk Assessment Report from Triton Risk Management (Cindy Steele)- will not return phone calls. We have not paid her for assessment yet; Jacqueline will continue to research this/PENDING
10. #25 Drain Spout- homeowners responsibility; letter will be sent/PENDING
11. Mailboxes for Coffee Creek- Jacqueline has been contacting county/PENDING
12. Striping Parking Lot- Dale will start work the week of 6/23, pressure washing white lines followed by re-striping/PENDING
13. Assigned Boat spots- Boat owners meeting will take place at end of summer to discuss options for assigning boat spots/PENDING
14. Damaged fence by potty lot/ask Apt complex to assist us in area clean-up this fall- Jacqueline is contacting the apartment management company regarding issue, no return call yet/PENDING
15. Gate Bids- bids have been provided; warranties will be looked into and a decision will be made/PENDING

16. Northwest Common Area Improvements- no plans have currently been made; board would like to improve this area to provide a more useable area for community members; if you have ideas please present them to the board/PENDING

G. New Business

1. Food/beer placed in dumpster- Reminder to all: please do not place food, empty bottles, etc in dumpster. Please notify Maintenance Technician (Dale) if you would like to place something in the dumpster.
2. Smoke detectors in units- all units must contain smoke detectors, if you are in need of smoke detectors please contact the Central Pierce County Fire Department for free detectors and installation (253) 538-6491
- 1 Concerns about summer parties and quiet hours- Noise should be confined to your condominium between the hours of 10:00pm and 8:00am. Direct any complaints to Jacqueline at CDC.
3. Smoking on decks/Courtesy to neighbors- Please be courteous of your neighbors while windows are opened during summer months. As a courtesy, smoking on decks should be very limited. Recommend taking a walk around community while smoking to avoid drifting smoke into neighbors homes.
4. Solar powered speed limit signs- should be installed on Spanaway Loop within the month
5. Ants- if you are having ant problems please fill out a work order, Orkin sprays every 1st and 3rd Thursday of the month
6. Safety of front 2 story balconies- board approved webbing will be allowed on front decks until decks can be brought up to code, webbing samples will be available at July meeting/PENDING
7. Air Conditioning units- Attention: Per Bylaws: AC units are not allowed on FRONT of units. May have AC units on the back
8. Sink hole on bridge- one bid has been provided, awaiting two more/PENDING
9. Garage Sale- community garage sale will be on August 20, 9am-2pm *Aug 23*
10. Spraying of weeds/goose round-up- spraying of lake weeds will be complete by June 27/PENDING
11. New pool/dock signs- signs have been posted/CLOSED
12. CCHOA Rules/Violations are given to ALL community members- all community members received/will receive violations if warranted (no one will be given preferential treatment, this includes board members), new by-laws are trying to be upheld
13. Coffee House Reservations- reservations must be made 72hrs in advance to Dale with a \$30 deposit
14. Contacting Board Members about day to day management issues- a letter will be sent to all owners and renters on this subject
15. Carport buckling- unit #31/32 has reported their carport buckling; CDC has someone out to inspect carport and rest of community/PENDING

8:30 PM – Homeowners Forum- Nettie Reed/29- wondered why so many notices in such a short amount of time; submitted ACC form to board to consider letting her have two boats in the water, unless someone needed the dock space; would like to paint brick pavers in front of her unit to match Coffee Creek in front of her door. Andora/#14- Would like board to allow her to park over utility vault/flower bed; she would like board to consider allowing this because she does not have a flower bed because of Puget Sound Energy utility vault sits in location, received permission to park there until board makes decision; would like to paint some touch up areas on back deck – Jacqueline will look into who is responsible for purchasing the paint
Daniel Dennis/13- very upset about board maintaining/following rules and regulations, thinks “renters are looked down upon”, and stated he didn’t plan on following some of the bylaws; did not receive copy of by-laws from owner – Welcoming Committee will provide them

8:40 PM - President’s Remarks- takes the communities concerns seriously; board is currently trying to uphold bylaws; we are a community and should feel proud to live here; concerned when neighbors state they have no intention of following the rules and regulations of community; would appreciate if everyone follows bylaws and works together as a community

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

<http://www.cdcmanagement.com>

<http://groups.yahoo.com/group/coffeecreekcondominiums>