

**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 Minutes, Board of Directors
August 21, 2008, 7-9 pm at the Coffee House**

7:00 – 7:15 Maintenance Technician Report – Dale Adams: Dale on vacation over Labor Day, possible substitute during his absence/PEND; gate issues-new in-gate not communicating with old out-gate/PEND; one 5 mph buoy gone, the other on shore-need to replace/PEND; lg rocks placed at point and at various areas on property to prevent tire erosion on corners; Thanks to Roger for hiring a little extra help to pull the grass in the lagoon, Thanks for your extra time/help! East neighbors' trees dead/creates possible hazard to RV lot, arborist needs to write up trees to send to neighbor/PEND; beauty bark placement almost complete; troubleshoot of placing ½ cup chlorine in pool in the evening after a hot day/high usage/successful, purchase of liquid chlorine instead/PEND; Dale placed #12's trash out for them, Residents-please remember to place your trash curbside for pick-up on Thurs.; absolutely NO FOOD in dumpster, rodents/raccoons a problem; Erosion of soil on east side of pool/considering options to include building retaining wall/PEND; donated evergreen to be planted near Coffee House/PEND; transfer of #43 hedge (still considering area to transfer since hedge is healthy, Dale will wait for board approval to remove hedge)/PEND; removal of pine tree outside #41/PENDING

7:15 Call Meeting to Order – President/Bradley/21: Quorum present- Hrivnak/24; Scott/23; Warner/41; Fish/8; Palmer/34; Homeowners present- Dorosky/17; Gleason/44; Lippa/43; Walker/46; Romanio/42; Todd/9; and Schmeil/37

A. Consent Calendar

1. Approval of July 17, 2008 Monthly Meeting Minutes: approved
2. Next working meeting: Sep 4, 2008 at 6:00 pm: approved
3. Next monthly meeting: Sep 18th, 2008 at 7:00pm: approved

B. Secretary's Report: residents to update roster, need ALL residents information in case of emergencies, ALL residents required to list contact information with Management Co.

C. Treasurer's Report: Reserves-\$35,485.56; Operating- \$9791.75; Delinquencies- UP again \$6,626.84 (Board/CDC addressing turning off electric/cable according to bylaws and delinquent landlords' rent profit to go to CCHOA until balance is zero/PEND)

D. Manager's Report: See items # 1, 2, 6, 13, 16 for response from our Manager, Jacqueline Lewis

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

1. Landscaping and Architecture Committees- would like Dale to remove Junipers on outside/inside of pool area this winter. Still deciding on recommended plants to replace the junipers/PENDING
2. Waterfront/Dock/RV storage Committees- 2008 RV storage audit performed-2 units assessed fee/not paid; other 13 units-paid, fee is yearly \$100/non-prorated flat fee; Welcome NEW Waterfront Committee members!- Ken Lind, Dale Gleason, Daniel Dennis, Sharon Keisel and Petra Lippa; boat owners meeting successful, new ideas for an amendment to the rules pending final Board approval/PENDING
3. Rental and Welcoming Committees- we have 12 rentals; Double ZZ not providing proper tenant screening or Rules & Regs. to tenants, poor management of units at Coffee Creek, not providing residential info to CDC/CDC to contact Double ZZ to assure that our bylaws regarding rentals are followed, HOMEOWNERS have ultimate responsibility even if managed by an outside management co./CDC action/PENDING
4. Parking Committee: 2008 vehicle audit/PENDING

F. Old Business

1. Reserve Study 2008- North Star performing study Sept 2008/PENDING
2. New Insurance Company for 2009- 4 insurance co. providing bids, you may see photos of prop. being taken/PENDING
3. Moss treatment roof- moss treatment on roof of #37 on 8/22/COMPLETE
4. Risk Assessment Report from CAU Insurance/received/poor assessment by CAU-issue dropped, new 2009 insurance company to perform risk/loss assessment of property/CLOSED
5. Mailboxes for Coffee Creek- Jac/CDC contacting heavy as USPS 2009 budget is being projected/PENDING
6. Fence by potty lot/Apt complex to assist us in clean-up/certified letter sent?- contact made w/ owner at The Pointe at Coffee Creek/PENDING
7. Northwest Common Area Improvements-Thanks to volunteerism of Bradley and Ed Hrivnak, heavy rocks placed at point to prevent erosion, Dale placed 1 man rocks/removing non-native plants, ongoing plans to continue improve area/PENDING
8. Balcony safety webbing- webbing handed out, have until Sept 1st to remove old webbing (i.e. chicken wire) and replace with standardized approved webbing, any leftover webbing, return to Dale, if a unit requests webbing for the safety of pets/children, place service request into Dale/PENDING Sept 1st compliance
9. Air Conditioning units- ALL A/C units and brackets to removed from front and side of building, approved for back window use only/PENDING compliance
10. Garage Sale- held Aug 23 from 9-2:00pm
11. Spraying of weeds- after 3rd application and Dale pulling out long grass, lagoon is clear again!, hoping for grant money through Watershed Committee to assist with eradication of non-native plants from Coffee Creek to Tule Lake/TABLED until grant money is approved
12. Carport buckling/units 31 & 32- ins co. reported not structural/COMPLETE
13. Window Washing- contact company individually/go together with neighbors, window washing company options- Dan's 752-5449, Andrew 820-9518, Chuck's 584-1536/CLOSED
14. Painting touch up areas on back deck- place work order into Dale, CCHOA to provide paint upon request/CLOSED

15. Weeding of flower beds/lagoon ivy/outside company/bids - **will not be hiring landscaping company at this time, Bradley to be speaking with Dale regarding expectations of landscaping/weeding next week-PENDING**
16. Late fee for late pool permit-state **will not waive late fee, verifying w/ Treasurer on date received of pool permit bill/PEND**
17. Spanaway Lp Speed calming signs- **awaiting final county inspection, then will be hooked to power/PENDING**

G. New Business

1. Male urinating in pool at 2 am-if witnessed, please report unit # to CDC, anyone caught in pool after hrs, **automatic summertime ban/CLOSED**
2. Cars over fire line/safety violation/blocks mail delivery/fire trucks-if unable to maintain vehicle within fire lane, **please contact CDC for leasing of parking spot in common lot area/CLOSED**
3. Unsupervised children- **safety at risk-please monitor your children/CLOSED**
4. #11 & #25 have too many For Sale signs in windows- #25's removed, Homeowners should notify board for **approval of "For Sale Sign". Board asks that each unit only display 1 sign/PENDING**
5. Rat in swimming pool- **rat bait stations were placed by Orkin in July/CLOSED**
6. Property not looking good/pool dirty/painting of bridges incomplete- **Board takes appearance of property very seriously. Bradley will be sitting down with Dale next week to go over expectations the board has on how our property needs to be maintained. Board has looked in past financial records to see how much was paid for landscaping company. CDC/Jacqueline to investigate how much it would cost for annual landscaping company. PENDING**
7. Boat illegally parked- **removed/CLOSED**
8. Dog feces behind #11 and in-between #10 and #11- **"Common Area/No poop" sign placed at both point and in area between #10 & #11; two units receiving violation letter #1, one unit receiving violation letter #2, 3rd letter is fee assessment/PENDING compliance**
9. Sediment in lagoon- **Dale removed weeds, grated down sediment in both stream and lagoon/abled until Watershed Committee acquires further grant money for eradication project/TABLED**
10. Dry Rot of Coffee House Deck/Safety- **two bids in, need one more bid/PENDING**
11. Chimneys/dryer vents last cleaned Apr. 2007- **CDC to get 3 bids for fall cleaning 2008/PENDING**
12. New small weave pool fence for 2009- **during Health Dept inspection, pool requires 1" link fence to prevent kids from climbing over/PENDING**
13. Beauty Bark- **30 cubic yards of bark spread in both Coffee Creek common and limited common areas/thanks to Josh Fish for good quality bark at the right price!/CLOSED**

8:30 PM – Homeowners Forum- #17/Dave Dorosky would like 20 ft tall berry tree removed from behind unit/causing damage/staining to deck; #9/Don Todd concerned about fire lane around hydrant near #11 has reduced in size, possible that fire truck unable to get to hydrant if car is parked how fire lane is currently lined; #42/Alice Romanio requests hot water (instant heat or hot H2O tank) in Coffee House; Coffee House high window needs repaired before rainy season hits; #37/Paul Schmeil commends Ed Hrivnak on his heroic efforts in saving Petra after she fell into water tangled in her rope in-between the dock and her running boat, Paul stresses the importance of taking care and watching out for your neighbors

8:50 PM - President's Remarks – No separate information that what was discussed throughout the meeting.

8:55 PM - Good of the Order, Close of meeting

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