

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

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
September 18, 2008, 7-9 pm at the Coffee House**

7:00 – 7:13 Maintenance Technician Report – Dale Adams: If residents borrow tools from Dale, please return them promptly/PENDING; Pool closes for season 9/19; Tennis net will be removed for winter on Nov. 1; Timing on gate has been turned off for 2 weeks and has been working great, FenceCo will come out to re-set timings and train Dale along w/two board members; bushes and shrubs will receive major cutbacks due to overgrowth/PENDING

7:14 Call Meeting to Order – President: Bradley Ritland has stepped down as president. New roles are as follows: Debra Schmeil-President, Jennifer Hrivnak-Vice President, Joyce Warner-Treasurer, Megan Fish-Secretary, Sherry Scott, Phyllis Palmer, Bradley Ritland-Members at large

Present: Quorum- Fish/8, Hrivnak/24, Palmer/34, Schmeil/37, Warner/41; Homeowners- Baarstad/36, Stambaugh/10

A. Consent Calendar

1. Approval of Aug 21, 2008 Monthly Meeting Minutes: moved by Palmer, seconded by Warner
2. Next working meeting: October 2, 2008: Approved
3. Next monthly meeting: October 16, 2008: Approved

B. Secretary's Report

C. Treasurer's Report: Reserves \$38,137.15; Operating \$8,675.73; Delinquencies are down, currently \$3,491.84

D. Manager's Report: See items F1,2,3,3,5,10,11,16,18,19,20 G1 and 5 listed below.

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

1. Landscaping and Architecture Committees
2. Waterfront/Dock Committee: meeting in off season to finalize new dock amendment
3. Rental and Welcoming Committees: we have 13 rentals; a warm welcome to the new renters: Brian, Daniel and Kathryn in unit 25
4. Parking Committee/RV storage Committees
- 5.

F. Old Business

1. Reserve Study 2008: Northstar to complete reserve study by 9/25/08/PENDING
2. New Insurance Company for 2009: One bid complete, Four bids in progress/PENDING
3. Risk Assessment Report from CAU Insurance: CAU to tag tree that needs to be removed/PENDING; not in risk of losing insurance; renewal in January
4. Mailboxes for Coffee Creek/contacted every 6 wks: Ongoing/PENDING
5. Fence by potty lot/Apt complex to assist us in clean-up: Owner of The Pointe Apartments has been contacted and has no intention on cleaning up their portion of creek, CDC will continue to pursue/PENDING
6. Northwest Common Area Improvements: TABLED
7. Balcony safety webbing: Violation letters will be sent to those who have not replaced with approved webbing i.e. chicken wire, with approved webbing; please return any unused webbing to Dale/PENDING
8. Air Conditioning units: Brackets on front of condos and end units in outer lagoon must be removed/PENDING
9. Eradication of weeds in Spanaway/Tule Lakes: Watershed committee received a \$2,500 grant to eradicate non-native weeds from Spanaway Loop to Tule Lake. Committee will be sending out a newsletter to all residents on lake. Committee is looking for volunteers, if interested please contact Al Schmauder-Council Chair, 253.581.2364 or al_schmauder@hotmail.com. Coffee Creek is an integral part of this process. Group would like to re-introduce Salmon to the creek. Dale has pulled the Iris around property. Please, do not feed ducks, it causes sediment.

10. Weeding of flower beds/lagoon ivy/outside company/bids: 1 bid complete, board to review/PENDING
11. Late fee for late pool permit/late fee removed: CDC to send Warner the bill with date stamp/PENDING
12. Spanaway Lp Speed calming signs: pending final approval then hooked to power/PENDING
13. Property not looking good/pool dirty/painting of bridges incomplete: Grass is looking great; Bradley has walked through property with Dale expressing what the expectations are/CLOSED; Adding bleach to pool on weekends has helped pool, this will continue next summer/CLOSED; option discussed to use decking that is still in good condition from the Coffee House to rebuild walking bridges/PENDING
14. Dog waste behind #11 and in-between #10 and #11: letters have been sent and area is looking better/CLOSED
15. Dry Rot of Coffee House Deck/Bids: Bid awarded to Roley construction, moved by Warner, seconded by Fish/CLOSED; work to start in October/PENDING
16. Chimneys/dryer vents last cleaned Apr. 2007/3 Bids: 1 bid received, Jacqueline to receive 2 more/PENDING
17. New small weave pool fence for 2009/bids: On hold until retaining wall is complete; fence must complete by May1/PENDING
18. CCHOA collecting rent from landlord's until delinquent condo dues is zero: CDC to send rent intercept letter by end of September/PENDING
19. Double ZZ-CDC to contact Double ZZ to assure bylaws for rental are being adhered to: Complete/CLOSED
20. 2008 Parking audit complete-collect unpaid parking spots for delinquent units: Audit complete; CDC to back charge for unpaid spots/PENDING; CDC has changed computer software to have parking be a reoccurring charge; Audit to occur quarterly

G. New Business

1. #17 would like 20 ft tree removal behind unit/getting bids: Bid awarded to Alpine, moved by Warner, seconded by Hrivnak/PENDING
2. Fire lane around fire hydrant-fire truck clearance: Inspected by firefighter, there is adequate clearance to get hose to hydrant/CLOSED
3. #42 requests hot water in Coffee House (instant heat vs. hot water tank): Coffee House is not utilized enough to warrant hot water cost/CLOSED
4. Repair of upper window in Coffee House: To be inspected by Dale/PENDING
5. FenceCo bill for service calls: Invoices have been resolved; no bills on trouble shooting/CLOSED
6. Budget committee: Please attend next board meeting if you are interested in the 2009 Budget Committee/PENDING
7. Board nomination committee: Please attend next board meeting if you are interested in the Board Nomination Committee or becoming a board member/PENDING
8. Retaining wall needs to be built by pool on creek side: Options are being investigated/PENDING
9. #43 wants hedge removed: #43 needs to propose a landscape plan/PENDING
10. #41 wanted pine tree removed: Waiting until arborist comes to perform an assessment of the tree/PENDING

8:25 PM – Homeowners Forum

Cindy Stambaugh/10: Expresses dissatisfaction with CDC billing process, has been receiving late fees which she finds unwarranted. CDC has removed late fees. Board and CDC encourage all homeowners to use bill pay and/or pay dues on the 1st of the month to avoid confusion/PENDING

Megan Fish/8: Requests permission to replace unit windows with bronze exterior vinyl/GRANTED; Requests permission to replace unit 42's front porch and unit 7 & 8's back porches with composite decking/GRANTED.

Chris Wierman/11: In writing- Will be renting out his unit. Stated he has received permission to place air conditioner on side of unit. CDC is following up his past approval date with the current new 2007 Rules and Regulations/PENDING. The Board is attempting to standardize the look of the units and to add value and beauty to our property. A/C units are approved for back of buildings ONLY.

8:35 PM - President's Remarks: None

8:35 PM - Good of the Order, Close of meeting