

**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  
November 20, 2008, 7-8 pm at the Coffee House**

**PLEASE NOTE: GATE CODE will change on Wednesday, December 3 to 0121**

**7:00** Call Meeting to Order – President  
Present: Quorum- Fish/8, Hrivnak/24, Palmer/34, Ritland/21, Schmeil/50, Scott/23, Warner/41  
Homeowners: Ed Hrivnak/24, Andora Parchman/14, Iral Toven/22

**7:00-7:05** Maintenance Technician Report – Dale Adams: Coffee House deck is complete pending painting of the railing in the spring; pruning is 75% complete; pulling select junipers in progress; ice melt has been purchased for winter months; no wild animals have been seen lately; bait traps are working; gate has been working great.

**Consent Calendar**

1. Approval of September 18, 2008 Monthly Meeting Minutes: approved moved by Scott, seconded by Palmer
2. Next working meeting: December 4, 2008
3. Next monthly meeting: December 18, 2008 (Budget ratification meeting)

**A. Secretary's Report:** Reserve study will be posted to Coffee Creek website

**B. Treasurer's Report:** As of October 31, 2008 - Reserves \$35,714.16; Operating \$12,727.46; Delinquencies are up \$6,038.93

**C. Manager's Report – Rick Newman:** See items E1, E5, E14, and E16 below

**E. Old Business**

1. Reserve Study 2008: Complete/CLOSED
2. New Insurance Company for 2009: Arthur J. Gallagher will be the new insurance carrier/CLOSED
3. Risk Assessment Report from CAU Insurance: CAU is being cancelled/CLOSED
4. Mailboxes for Coffee Creek/contacted every 6 wks: Ongoing
5. Fence by potty lot/Apt complex to assist us in clean-up: Attempting to locate recorded plat from county; civil suit/PENDING
6. Balcony safety webbing: Everyone is in compliance/CLOSED
7. Air Conditioning units: CLOSED
8. Eradication of weeds in Spanaway/Tule Lakes: Please watch for upcoming information in newsletter/CLOSED
9. Weeding of flower beds/lagoon ivy/outside company/bids: Bids were very expensive, Dale is working on weeding/CLOSED
10. Late fee for late pool permit/late fee removed: Reimbursed by CDC/CLOSED
11. Spanaway Lp Speed calming signs: Awaiting county inspections clearance/TABLED
12. Property not looking good/pool dirty/painting of bridges incomplete: Property has improved greatly/CLOSED; pool problem solved for next summer-bleach will be added on hot days when pool is in heavy use/CLOSED; painting will take place in spring, bridges will be rebuilt with salvaged lumber from Coffee House in a year or so/CLOSED
13. New small weave pool fence for 2009/bids: Manager will be providing bids, fence to be completed by May '09/PENDING
14. CCHOA collecting rent from landlord's until delinquent condo dues is zero: Letters will be sent out by December 1/PENDING
15. 2008 Parking audit complete-collect unpaid parking spots for delinquent units: Bills have been sent/PENDING
16. Repair of upper window in Coffee House: Maintenance Technician has repaired/CLOSED
17. FenceCo bill for service calls: Entered a 1-year service agreement/CLOSED
18. Retaining wall needs to be built by pool on creek side: Manager to provide bids/PENDING
19. Air conditioning unit brackets on side of unit 11: Owner is to provide CDC proof of permission to place air conditioner on side of unit, board to review/PENDING
20. Repair of the Coffee House deck: Complete, Painting of new lumber will be completed in spring/CLOSED
21. Chimneys/dryer vents cleaning: Waiting for report from The Chimney Specialists/PENDING; *Residents: Stay alert to any damage that may be occurring in your unit. Inspect your fireplaces for water after heavy rains. Damage is very costly. Notify CDC immediately if you suspect a leak.*
22. #17 tree removal: Complete/CLOSED

**G. New Business**

1. Presentation of the 2009 budget: Board adopted new budget with a \$10 monthly dues increase, moved by Schmeil, seconded by Hrivnak; the board is looking at all possible ways to save money and build reserve account.
2. The 2009 Board of Directors has 4 open slots for 4 new board members: If interested or you would like to nominate someone, please fill out the enclosed form and return to CDC or present at the December 18 meeting/PENDING

3. #43 hedge removal: Owner has presented a landscaping proposal, board will discuss at next working meeting/PENDING
4. #14 deck repair: Decking piece that is rotted is not covered by association. Association is only responsible for original substructure of deck/CLOSED
5. #50 chimney/fireplace dry rot: Owners will be reimbursed for damages to unit caused by a leak in the flashing; moved by Warner, seconded by Scott/CLOSED

### **7:50 PM – Homeowners Forum**

Andora Parchman/14: Asked how many owners need to attend December 18 meeting to ratify the budget, Section 14.3 of the Declaration states: *Unless at the meeting the Owners with a majority of the votes in the Association are allocated to reject the budget.* (51%). She also asked what is happening next door with the trailer park? Ed Hrivnak informed everyone that it has sold. They will be starting negotiations in January, move out phase will probably last at least 5 years.

Iral Toven/22: Very impressed with the board and what is being done to Coffee Creek.

Ed Hrivnak/24: Suggested to the board to hire CPA to complete taxes. Very disappointed that he was the only one that stepped up to be on the budget committee. Feels that the board should have raised the dues more to cover future costs of repairs i.e. roofs and replacement of siding (suggested hardie board). Would like a special assessment to boost the reserve account to fund costly repairs, loans are harder to get and association needs to be prepared. Stated that any damage caused by a leak in the roof, chimney/flashing is the association's responsibility, leaks and damage from skylights are owner's responsibility.

### **7:55 PM - President's Remarks**

### **8:00 PM - Good of the Order, Close of meeting**

<http://www.edcmanagement.com>

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