

**Coffee Creek Homeowner's Association**  
**ANNUAL HOMEOWNERS MEETING MINUTES**  
**Saturday, February 21, 2009 2:00 – 4:00 p.m.**  
**Central Pierce Fire and Rescue Station 6-0**

---

1. Meridian Center Electric Presentation on aluminum verses copper wiring: Background, given by Deb Schmeil, President- Last year CAU, our previous insurance company, preformed the community's risk assessment. Aluminum wiring was discovered during their assessment. CAU announced they would cancel Coffee Creek unless we re-wire the entire complex with copper wiring. Since, this would not be feasible, the board found a new insurance company willing to insure us through CDC, called Arthur Gallagher. Now that Coffee Creek is transferring management companies, we will be losing Arthur Gallagher 30 days after termination with CDC, effective March 31, 2009. Through searching for new insurance, it is apparent that many companies will not insure Coffee Creek until specific changes to the wiring are made. It is inevitable repairs/inspections will be made in the near future to keep our complex safe and insurable.  
Aluminum Wiring Hazards by Mark Bates of Meridian Center Electric. The problem with aluminum wiring is not the wiring itself, but with the improper connections of aluminum to copper or when the connections are not made tight enough. Mark recently went into three units at Coffee Creek and saw no immediate causes for concern.  
Meridian Center Electric will be performing an inspection of all Coffee Creek units in March or April. At this time, it is unclear as to what additional electrical repairs to each unit will be made and how long the inspection will take, the repairs/inspection are insurance driven. More information (dates, times, cost) will be sent from management company. To prepare your home for an electrical inspection please do the following: Expose all outlets/receptacles and electrical switches; Move furniture, drapes, etc away from walls; Make sure the electrical panel is accessible. These steps will keep the time down, therefore reflecting the savings onto you.
2. Fire Department Presentation by Ed Hrivnak of the Central Pierce County Fire and Rescue Dept: There have been many beneficial improvements in the fire response process since the 9-11 Commission Act,. Puyallup has merged with the Central Pierce Department. GPS has been installed on all respond vehicles which greatly reduces response time to your home. Electrical safety tips: Do not overload circuits, use extension cords with breakers only; clean bathroom fans on regular basis (dust can cause fan to become unbalanced which loosens connections causing fires); Do not bend electric cords by having them pushed against mattresses, couches, etc; Remove combustible materials that are in contact with outlets and switches (2 inch clearance); Have wiring inspected; Periodically inspect outlets, switches (detect if hot to touch); Periodically inspect wiring (of lamps, alarm clocks, appliances, computers, etc); Do not tug on electrical cords to remove them from outlets (grasp cords at the end) Install smoke detectors on every floor of home (Call (253)538-6491 for free smoke alarms through Central Pierce Fire and Rescue. Firefighters will install at no cost to you); Test smoke alarms monthly/replace batteries yearly; Discuss a fire plan with family.
3. Roll Call – Introduction: All attendees signed in with Megan Fish. Quorum (25%) was met for voting and meeting purposes.
4. Proof of Notice of Meeting - Notice was sent out on February 4, 2009. Pursuant to Section 2.2 of the Bylaws - no less than 10 days, no more than 60 days.
5. Officer and Committee Reports
  - a. Secretary's Report- Next working meeting: Thursday, February 26, 2009  
Next board meeting: Thursday, March 19, 2009
  - b. Committee Reports-  
Landscaping and Architecture Committees: Dale has transplanted some plants by the RV lot.  
Waterfront/Dock Committee: Presentation given; assigned spaces will be enacted for 2009 season. See attached report.  
Rental and Welcoming Committees: 15 units are currently rentals out of 17 allowable rentals.

Parking Committee/RV storage Committees: Parking issues have greatly decreased

c. Treasurer's Report: Made by President due to Treasurer's absence.

As of February 12, 2009 - Operating: \$5,546 (depleted Jan 2009 because of 3 pre-payments of liability insurance); Reserve #1: \$30,715 (depleted Jan 2009 because of up front payment of earthquake insurance/\$11,900; Reserve #2: \$3,157

6. Manager's Report given by Jacqueline Lewis of CDC: The CC 2008 budget was right on target. The board did an excellent job creating and keeping on budget. The Reserve Studies are becoming resources for banks, they are having a huge impact on selling homes. It is very important to be at least 60% funded.
7. Nominations from Floor/Close Nominations/Introductions/Appoint Inspectors of Election/Election of Board/Results of Election: The election took place and the following board members were added: Kenneth Williams, Linda O'Brien, Dale Gleason, and Richard Rocks.
8. Board Accomplishments: Updated 10-30 Year Plan (Reserve Study-last one was performed in 2001, now annual event per WA State law); Revised Annual Budget; Reviewed Short & Long-Term Funding Goals; New insurance company; New management company-VIS Group, Inc.; Reduced maintenance technician winter hours; Improvement/Updating of Coffee Creek Website
9. Financial Health of CCHOA per Reserve Study date 8/18/08: Reserve account is severely under-funded; Study reports the repairs required now and projected repairs in 28 years; Study reports how much is required to be set aside in Reserve Account based on inflation for future repairs 15-28 years from now (i.e. roofs, siding); By financially supporting the reserve account now, CCHOA is able to preserve a positive funding balance with sufficient funds to meet projected expenses; As of 01/01/09: Coffee Creek is only 24% funded; Dues increased \$10 month to cover 4.5% inflation, the dues are now being deposited into Reserve #2 account to help our under-funded reserves. There is still a need for special assessments.
10. Major Repairs in 2008: Entry Gate- new electrical box, swing arms, intercom system and circuit loops; Roofs power-washed/brushed/mold powder applied; Calming signs on Spanaway Loop-proposal initiated by previous Board and carried out by current Board-still awaiting final clearance from Traffic Division; Trimming, pruning, hedging of 30 yr old landscape;  
Minor Repairs in 2008: Coffee House cadet heater, toilet repair, sliding door and lock repair, closet shelves; Dock wood planks, staining, bench staining; Minor tree removal and tree limbing; New safety signs for pool and dock; New beauty bark to all common areas; RV sliding gate repair; Painting of walkway lights; Gutter repairs; Re-built rock wall at point (volunteer hours Bradley and Ed); Striping of parking lot; Power washed tennis court and moss out applied; New basketball hoop and tennis court net.
11. Unforeseen Repairs in 2008: Rotten Coffee House deck-replaced deck understructure, installed composite decking/railing system and added access ramp; Water leak in front of unit #24; Pool water leak; Repaired fireboxes (units 10, 21, 51); Repaired ridge-vents/roof repairs (units 28, 38, 39, 43); Resealed storm collars/chase rings (31); New chimney caps (10, 16, 50); Snow removal-repair of cement parking blocks.
12. Improvements for 2008: Continue to replace light bulbs with fluorescents; Treatment of weeds in lagoon and waterfront/dock area; Coffee Creek active in Clover Creek Watershed Council (quarterly newsletter, writing articles, homeowner participation); Improved parking compliance; Working with Landscape Committee to improve our 30 year old landscape (trimming, pruning, hedging, removal of junipers); Chimney and dryer vent inspections; Pool Health Department Inspection (We passed, need new fence for 2009); Central Pierce Fire Department inspected and tested fire hydrants and offered smoke alarms to the community; Reduced winter hours Maintenance Technician.
13. Repairs - 2009 Repairs: Replace swimming pool fence with 1 inch weave per WA State Health Dept 2008 Law; Fence repairs (tennis court, potty lot, specific areas along perimeter); Resurface tennis court (per reserve study); Replace Coffee House flooring (per reserve study); New picnic tables (per reserve study); Hill erosion between pool and creek; Arborist report and tree limbing/removal; Replace chimney caps/reseal chase covers and storm collars (except the ones already repaired); Resealing of Pavement/add more speed bumps (last sealed 2006).

Future Repairs per Reserve Study (1-2 years): Replace railings front balconies; Paint/replace foot bridges.  
Future Repairs per Reserve Study (3-5 years): Painting of buildings (consider composite siding); Replace mailboxes; Replace east dock/replace boat ramp; Concrete fence on south east (Roadside)  
Future Repairs per Reserve Study (6-9 years): Pool repairs (concrete, filter, coping stones, lighting, furniture); Painting of buildings (if composite was not placed)  
Future Repairs per Reserve Study (10-20 years): Roofs all buildings; Gutters all buildings; Painting all buildings.

14. Special Thanks: The Board would like to recognize the following individuals for volunteering their precious time for Coffee Creek. Shoveling snow/putting down ice melt: Gene Rawls, Roger Baarstad, Josh Fish, Mona Cree, Rachel Loyd, Ed Hrivnak, tenants of #25. Maintaining the gate: Gene Rawls. And anyone else we may have missed- A warm thank you!
15. New Business
  - a) Effective February 28, 2009, CDC will no longer be serving as our management company. The board composed a termination letter to include a 4 page list of grievances from previous and current board members and homeowners to CDC; requesting early release from our contract. (if you wish to see the grievance packet please contact the board). Coffee Creek (Deb Schmeil, current president and Ed Hrivnak, past president) met with CDC (Morgan K. Buscher, Vice President / Operations). At this meeting CDC apologized and stated they were obviously in the wrong for the lack of service they have been providing. Coffee Creek received a letter stating that CDC would like to keep us as their clients or we would have to buy out the contract. After seeking legal advice and several rebuttal letters, Coffee Creek was released from the contract by paying the transition fee and an additional \$1,812.51. (a reduced rate of 20%). Because of the hardship which has overcome Coffee Creek, VIS Group has waived our first month management fees, therefore offsetting the cost.
  - b) Effective March 1, 2009, VIS will be serving as Coffee Creek's new management company. The board interviewed several management companies and feels that VIS is a great fit for Coffee Creek and anticipates a wonderful working relationship. The board is currently having an attorney review VIS's contract to verify that it does not negate any of Coffee Creek's bylaws and declarations.
  - c) Because of the termination in contract, Dale Adams, Maintenance Technician will be released from CDC on March 31<sup>st</sup>. The board will be working with VIS to revise the job description and contract, of the on-site maintenance technician. The position will then be posted for all applicants; Dale Adams may re-apply if he is interested.
16. Adjournment – A special THANK YOU to the board members who volunteered their hard work and dedication to our community to make it a better place for everyone who lives here.

**PLEASE NOTE:** There will be 30 day of overlap (March 1, 2009-April 1, 2009) in management companies to allow for a hopeful smooth transition from CDC to VIS Group, Inc.  
Send your March dues payment to CDC as you always do.  
Starting in April you will send your dues to VIS. VIS will send out billing statements for monthly dues.  
As of March 1, 2009 VIS will be our primary management company. Please refer to them with questions/concerns you may have.

VIS Group, Inc.  
Eugene Shevchuk, Project Manager  
8621 Martin Way East, Suite 201  
Lacey, WA 98516  
Phone: 800.537.9619  
e-mail: [eugene@vismanagement.com](mailto:eugene@vismanagement.com)  
web-site: [www.vismanagement.com](http://www.vismanagement.com)



**CDC Management Services, LLC**

A Division of The Management Trust

www.cdcmanagement.com

February 4, 2009

**COFFEE CREEK ANNUAL MEETING NOTICE**

**DATE: February 21, 2009**

**TIME: 2:00 pm - 4:00 pm**

**LOCATION: Central Pierce Fire and Rescue Station 6-0**

**17520 22nd Ave E. Tacoma WA. 98445**

**(on 176<sup>th</sup> St and 22 Ave) – Park in main lot – Classroom “A”**

Enclosed, please find the following:

- ☐ Agenda
- ☐ Proxy Form
- ☐ Residential Information Form

All Homeowners are urged to exercise their vote by either attending the meeting or by submitting a proxy. A proxy is enclosed for those who will not be present for the meeting. If you wish to participate by proxy, you may choose anyone who will be attending the meeting to act as your proxy. Please be sure to indicate your address/unit number on the proxy and return it to CDC Management Services by 4 PM on February 18, 2009. If you have any questions, regarding the process, please do not hesitate to email me at [jlewis@cdcmanagement.com](mailto:jlewis@cdcmanagement.com).

Thus far the following people have been nominated for the ballot:

Kenneth Williams, Unit #1

Linda O'Brien, Unit #19

Alice Romanio, Unit #42

Dale Gleason, Unit #44

Richard Rocks, Unit #52.

For those interested in running for the four (4) positions open on the Board, please complete the candidacy form, previously mailed to you, and return it to CDC Management Services by 4 PM on February 18, 2009. Board participation requires no previous experience - just patience, a spirit of cooperation, and a willingness to serve your community

Thank you for your participation, and I look forward to seeing you on February 21, 2009!!

Sincerely,

Jacqueline Moen-Lewis

Community Association Manager

CDC Management Services LLC.

A Division of the Management Trust