

**Coffee Creek Homeowner's Association
Board of Directors Only Meeting – Closed meeting
Monthly Meeting Minutes
Tuesday, March 17, 2009
7:00 – 9:00 p.m. at the Coffee House**

7:00 Call Meeting to Order – President Present: Quorum- Jennifer Hrivnak, President; Megan Fish, Secretary; Dale Gleason, Vice-President; Richard Rocks, Member at large; Sherry Scott, Treasurer; Kenneth Williams, Member at large; Linda O'Brien, Member at large

7:00-7:30 Presentation by Lesley Haithcox from Brown and Brown Insurance

A. Consent Calendar

1. Approval of January 15, 2009 Monthly Meeting Minutes: approved; moved by Scott, seconded by Rocks
2. Next working meeting: April 2, 2009 at 6:00 pm
3. Next monthly meeting: ***Special Meeting for homeowners on electrical inspection and insurance***
Wednesday, April 15, 2009, 7:00 pm-9:00 pm
Central Pierce Fire and Rescue Station 6-0
17520 22nd Ave East Tacoma 98445 - corner of 22nd Ave and 176th

B. Secretary's Report: n/a

C. Treasurer's Report: finances are in process of being transferred from CDC to VIS

D. Manager's Report: see items E1, E2, E8, F2, F3, F9, F13, F14, F15, F16, F17 listed below. Also, any architectural changes need to be submitted by logging onto the VIS website via your user name/password and submit an architectural control request.

E. Old Business

1. Fence by potty lot/Apt complex to assist us in clean-up: TABLED
2. Pool fence/other fence bids: VIS has obtained three bids. Board will discuss and make decision/PENDING
3. 2008 Parking audit complete-collect unpaid parking spots for delinquent units: PENDING
4. Erosion repair by pool on creek side: PENDING
5. Air conditioning unit brackets on side of unit 11: Brackets have been removed/CLOSED
6. Chimney repairs/Chimney bids for chase covers: All critical repairs have been completed per the Chimney Specialist's report/CLOSED
7. Chimney cleaning - units that were not cleaned: VIS will research which units remain and make necessary arrangements/PENDING
8. Maintenance Technician cell phone plan: Plan will be switched to VIS's Verizon plan reducing the cost to an estimated \$15 a month/CLOSED
9. RV and Boat parking charges for 2009: Invoices will be sent once transfer from CDC to VIS is complete/PENDING
10. *Petra Lippa parking charges: Board members (Warner, Fish and Schmeil) met on 2/11/09 with Lippa to review parking account charges. Lippa produced evidence that parking was fully paid for. Account charges have been removed/CLOSED

F. New Business

1. Unit #28, 29, 38, 39, 43, & 44 roof repairs/leaks: Units 28 and 43 have been repaired, but awaiting inspection by another contractor to determine payment of invoice; Units 29, 38, 39, and 44 leaks require repair and are awaiting 2nd bids/PENDING
2. March dues/April dues: March dues that have been received by VIS will be cashed upon completion of transfer from CDC to VIS (estimated around week of 3/20). Within 24 hours of transfer VIS will mail out payment instructions for the month of April/PENDING
3. Residential information form: VIS will mail out their residential information form to homeowners/PENDING
4. Waterfront/Dock account request: Request for separate allocation/line item for all RV lot/dock payments. These funds will be specifically used for dock repairs/improvements/PENDING
5. Speed calming signs: Up and running/COMPLETE
6. Replacing parking lot stops: Service request initiated through VIS and be followed through on work order/CLOSED
7. Downspout for unit 8 & 9 gutter: COMPLETE
8. Carwash fundraiser: Pursuant to bylaws Section IV item 2 No home business that promotes additional traffic is allowed/CLOSED
9. Service request process: All work requests need to be completed by doing one of the following – e-mail: maintenance@vismanagement.com; log into VIS web-site using your user name and password (previously mailed to you by VIS) and submit service request; or fill out and submit work request form attached to RV lot fence/CLOSED
10. *Unit #55 front porch light: Board reviewed and discussed request by owner; VIS to mail homeowner the boards decision/CLOSED
11. *Dryer vent cleaning – overcharged: VIS will investigate/PENDING
12. *New management company - VIS contract/addendum: Management Agreement with VIS Group, Inc. was signed by Coffee Creek board on March 5, 2009/CLOSED; awaiting Maintenance Technician addendum/PENDING

13. *Current insurance – Arthur J. Gallagher: Gallagher will no longer be holding our Property, Umbrella, and Directors and Officers Insurance as of March 31, 2009/CLOSED; Gallagher will continue to hold Earthquake policy/PENDING
14. *New insurance: Motion to bind insurance policy with Brown and Brown Insurance (insurance carrier is James River) moved by Rocks, seconded by Scott, approved/CLOSED
15. *Earthquake insurance: See F13 above
16. *Wiring inspection of all units: A special meeting for all homeowners will take place (as noted date/time above) to further discuss details of the electrical wiring inspection/repairs and payment plan for Coffee Creek. In addition to the bid presented by Meridian Center Electric, the Board has requested 2 more comparable electrical bids. Within the scope of the electrician's licensure and electrical codes, the electrical work must satisfy the conditions listed on page 5 of our new insurance policy with Brown & Brown Insurance via the carrier James River. In order to continue our insurance coverage, the inspections/repairs MUST be made according to the stipulated timeline, otherwise our carrier can drop Coffee Creek if not following the conditions./PENDING
17. *Maintenance Technician position: Position has been posted to applicants/PENDING

9:30 PM - President's Remarks: Please be respectful of board members personal time; If you need assistance please contact the Maintenance Technician or VIS, not the board members.

9:32 PM - Good of the Order, Close of meeting

*** Items were discussed/voted on during board working meeting or via board e-mail**