

7:00

Call Meeting to Order – Vice-President: Present: Quorum- Dale Gleason, Vice-President; Megan Fish, Secretary; Sherry Scott, Treasurer; Kenneth Williams, Member at large;

Homeowners: Andora Parchman/14, Petra Lippa/43, Sharon Kiesel/16, Shawna McGatlin/15, Jennifer Hrivnak/24

**A. Consent Calendar**

1. Approval of April 7, 2009 Monthly Meeting Minutes and April 29, 2009 Special Meeting Minutes approved; moved by Scott, seconded by Williams
2. Next working meeting: June 4, 2009
3. Next monthly meeting: June 18, 2009

**B. Secretary's Report:** Check the Coffee Creek Yahoo Groups Web-site regularly for minutes and important messages. We will be slowly phasing out the Coffee Creek website and primarily using the VIS web-site over the next few months.

**C. Treasurer's Report:** \$10,331.97 Operating; \$23,777.97 Reserve 1; \$6,107.86 Reserve 2; \$6,437 Delinquencies

**D. Manager's Report:** See items E1, E2, E3, E6, E8, E9, E11, F1-F7

**E. New Business**

1. Landscaping bids: Received Blue Sky bid, awaiting True Green, Pacific NW, and Jovico/PENDING
2. Opening of pool: The Health Department states Coffee Creek needs additional work done due to the new Federal laws regarding main pool drains. VIS is currently requesting a variance because the pool works on skimmers/PENDING
3. Custom Electric status: Units 11, 14, and 29 completed as of 5/21. As of end of May six units should be completed; to view scheduling calendar on-line <http://vismanagement.com/coffeecreek.html> To schedule your unit log-in to VIS management's web-site and click the Useful Links icon or call VIS 800-537-9619; Custom Electric will write Brown and Brown Insurance a letter stating the progress of our updates on June 1 as required/PENDING
4. Mail theft: A resident of Coffee Creek was contacted letting us know that a bag mail was found down a few blocks away that contained junk mail with Coffee Creek addresses on it. Since then there have been two reports of mail missing and one account being tapped into, police reports have been made. Suggestion to board was made to purchase locking clusters of mailboxes, board considering options; Motion to grant permission to allow unit owner to purchase approved locking mailbox at their own expense to replace current mailbox/Approved. Gates timings will also be removed for one month as a trial period to increase security/PENDING Gate code will be changed on Monday, June 1 to 0601. It was reported that young man was found loitering in back of tennis courts, not from Coffee Creek.
5. Unit 10 request to be rental unit: Approved. Moved Scott, Seconded Gleason. We now have 15 rentals/CLOSED
6. Statewide Contractors Roofing: Statewide Contractors is the company that completed the roofs in 2002, the company is no longer in business and is now being ran by his son, Andrew Granger. Andrew is coming out to property to look/assess/repair the current roof issues for units 1, 16, 38, 39, 44, 50, and 55/PENDING
7. Coffee House rental process: Please contact VIS Group if you would like to reserve the Coffee House, reservations must be done at least 72 hours in advanced and a \$30 refundable fee is required/CLOSED
8. Coffee Creek back taxes bill: It appears that CDC transferred the Federal Employment tax for Dale Adams to Coffee Creek for the tax periods of 12/05, 3/06, 9/06, 12/06; VIS will continue to investigate/PENDING
9. 2008 Audit: Complete/CLOSED
10. Opening Insurance Reserve Account: By-laws state that Coffee Creek must have a Reserve Account titled Insurance Reserve Account for insurance funds. VIS will get paperwork to open new Venture Bank account for this purpose/PENDING
11. Woodpecker damage to units 24 and 44: Bid for unit 24 approved, work to be completed by Jovico/CLOSED, Awaiting bid for unit 44/PENDING
12. Spraying of lake/lagoon weeds: Approved; spraying to take place in June; Board to create Promissory note

Board meeting  
May 21, 2009



#### F. Old Business

1. Pool fence/other fence bids: VIS has obtained three bids; Bid from All Around Fence approved/PENDING COMPLETION
2. Chimney cleaning - units that were not cleaned: Unit 38 complete; bill to be assessed to unit as stated in original mailing by Chimney Specialist c/o CDC / CLOSED; Unit 3/PENDING
3. RV and Boat parking charges for 2009: Bills have been mailed Funds to be given a separate line item./CLOSED
4. Parking Charges March, April, and May: Will be mailed around the 29<sup>th</sup>/PENDING
5. Units 29, 38, 39, and 44 roof repair: Unit 29, work completed by Enterprise/CLOSED Units 38, 39, and 44 see E6 above
6. VIS Residential information form: VIS to mail out/PENDING
7. Arthur J. Gallagher to continue Earthquake policy: CLOSED VIS to verify D&O and Crime are canceled by Arthur J. Gallagher/PENDING
8. Board Vacancy: The successor would serve until the next annual board meeting (February 2010), please see Bylaws, Section 3.3. If you are interested please contact VIS Group/PENDING
9. Supplemental 2009 Budget: Approved/CLOSED

#### 8:50 PM – Homeowners Forum

Williams/I: Suggestion to post “Quiet Please” sign on out-going and in-coming gate. He has a young family at home and wife that works nights, cars are playing music very loud around gate area. During summer windows are open and this causes more of a disturbance/PENDING

#### 9:00 PM - Good of the Order, Close of meeting

#### !!!ATTENTION!!!

At least two people in the community have had their mail stolen. If your mail has been stolen it is very important that you make a police report and let VIS know of the incident.

#### REMINDERS

Children twelve years of age and under using any of the recreation facilities must be supervised by an adult. Flower beds, barked areas, creek banks, footpaths, bridges and boat docks are off limits as play areas.

Please be courteous to your neighbors and minimize your car stereos within the premises, this includes the gate area.

Pets are not allowed to run freely on the grounds.

The speed limit is 5mph within the gates. Please use caution and slow down.

Boaters, please exercise extreme caution while docking your boat. Any damage you cause to another boat is your responsibility. It is REQUIRED that all watercraft owners provide proof of insurance and current registration to the Board. Boats must display 2010 tags by end of June. New cleats in progress.