

Coffee Creek Homeowner's Association
Monthly Meeting Revised Agenda, Board of Directors
June 18, 2009, 7-9 pm at the Coffee House

7:00 Call Meeting to Order – President : Introduction of VIS to homeowners

Present: Quorum- Rich Rocks, President; Dale Gleason, Vice-President; Megan Fish, Secretary; Sherry Scott, Treasurer; Linda O'Brien, Member at large

Homeowners: Josh Streby/7, George Lockwood/13, Andora Parchman/14, Joan Baker/18, Scott Stirts/20, Ed Hrivnak/23, Phyllis Palmer/ 34, Paul Schmeil/37, Joyce Warner/41, Petra Lippa/43, Lynne Aldrich/48,

A. Consent Calendar

1. Approval of May 21, 2009 Monthly Meeting Minutes: Moved Scott, 2nd Gleason: Approved
2. Next working meeting: July 2, 2009
3. Next monthly meeting: July 16, 2009

B. Secretary's Report: N/A

C. Treasurer's Report: Presented by Sherry Scott: Operating \$3,858.72 Reserve 1 Acct: \$23,777 Reserve 2: Acct \$6,107.86 Delinquencies: \$10,445

D. Manager's Report: Letters have been sent to delinquent homeowners. Attorney letters will be sent next month to those who are more that 90 days delinquent; VIS is still having issues reconciling accounts with CDC: A few units have pre-paid electrical/dues. These will show up as a credit; See items E1, E5, E7, E10, F1, F4, F5, F6, F7, F10, F1, F14, F15

E. New Business

1. Cluster locking mail boxes: Cost estimated to be \$5,000 for removal of old, purchasing and installation of new; board to add as line item for 2010 budget/TABLED
2. Removal of gate timings: COMPLETED
3. Pool maintenance: The pool is OPEN; Michael Kiesel will be maintaining the pool/CLOSED
4. Community Thank You: A special Thank You to all those who have been contributing to our community, your efforts have not gone unnoticed!
5. Chimney cap bids: AA Chimney and Top Hat Chimney are to submit bids within the next two weeks/PENDING
6. New file room lock in Coffee House: New lock has been installed; The President, Secretary, and VIS have a key/CLOSED
7. Roof and Gutter cleaning: Bid awarded to Jovico; work has begun/PENDING
8. Unit 5 Architectural Request Form: Permission to add pavers to backyard, granted/CLOSED
9. Unit 55 Landscaping Request Form: Request to have 30+ft tree removed, denied; Official Architectural Request mailed to owner for official request of landscaping; Board to discuss removal of front bushes/PENDING
10. Parking Enforcement: VIS recommends new parking policy consisting of stickers and towing company; VIS to draft plan and submit to attorney and board with all included costs (stickers, tags, towing agreement)/PENDING

F. Old Business

1. Landscaping bids: Six bids were requested; 3 Bids received from Greenleaf, TruGreen, and Blue Sky; awarded to TruGreen moved Gleason, 2nd Scott/CLOSED
2. Personal locking mail boxes: If you wish to purchase a locking mail box at your own expense there is one at Home Depot that will fit, please see unit 14's as example/CLOSED
3. Pool fence: Bid awarded and work completed by All Around Fence/CLOSED
4. Custom Electric status: 17 units have been completed; 3 units have passed inspection; 2 units have failed inspection due to the fact that the new switches that were installed were not grounded (Custom Electric was previously told by L&I that they did not need to be grounded, now L&I is stating new switches will need to be grounded)/PENDING
5. Statewide Contractors Roofing: Original company owner came out to complex to review roofs and leaks; he states it is not a problem with the roof, but a problem with the chimneys and the siding; See F13
6. Coffee Creek back taxes bill: VIS will file 941x form disputing the charges to Coffee Creek stating that The management company (CDC) was responsible for collecting and paying all Employee Taxes and then passed the charges onto Coffee Creek; the charges were filed under the wrong employee ID number/PENDING

8. Mail theft: **No more reports have been made/CLOSED**
9. Spraying of lake/lagoon weeds: **Promissory note of \$1,500 has been written and delivered to Damian Petty for payment in September/CLOSED**
10. Chimney cleaning – unit 3: **COMPLETED**
11. Woodpecker damage to units 24, 44, and 45: **Work awarded and completed by Jovico/CLOSED**
12. Parking Charges March, April, and May: **COMPLETED**
13. Units 29, 38, 39, and 44 roof repair: **Correction – units 1, 16, 38, 39, 44, and 55: Statewide awarded bid to 38 and 39; Awaiting bids on 1, 16, 44, and 55/PENDING**
14. VIS Residential information form: **Board to review sample forms; mailing on hold until parking enforcement decision is made/PENDING**
15. Arthur J. Gallagher D&O and Crime Insurance to be canceled/**CANCELED**
16. 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**
17. Unit 13 boat charges: **Motion made and 2nd to remove unit 13 boat charges/CLOSED**

8:50 PM – Homeowners Forum

Parking: 1. Suggestion made to remove signs and paint unit number on pavement. Easy and cheap method; paint over in black if no longer needed. 2. Do not assign spots to those who pay, if there is an open spot visitors or unit paying for parking can use it. 3. Some people are not paying for parking and have not been for months, this is not fair to those who are paying every month. Can we back charge them? The board can not back charge a unit for parking in visitors spot. These units are now being monitored by VIS and letters have gone out.

What lawyer is the board currently using? The board is currently using GEOFF & DeWALT who revised our governing documents in '07 because they are the most knowledgeable of our community and rules. FYI: It only takes board action to change the rules.

Why did two units fail the inspections? There was a miscommunication between state inspectors and Jeremy from Custom Electric whether or not new switches had to be grounded or not.

Decisions on matters must be made at the board meetings not working meetings even if they are on the agenda and approved at the meeting. Note: Approval of item was given without parliamentary procedure. The board will follow the Coffee Creek By Laws.

VIS- Please note that there will be a lack in responsiveness to some items due to priority. Because there is not a 40-hour/week employee on site VIS must prioritize the items that need attention and group them together as work orders. If you have feed-back, concerns, or complaints please express them to VIS, they will only know and be able to work on them if you let them know.

NOTICE:

***Boat Owners:** All boat owners must have their new registration by June 30. Please remember to give a copy of your proof of insurance and registration to Dale Gleason or VIS*

*****IF YOU USE THE RV LOT OR COFFEE HOUSE LOCK IT IMMEDIATELY WHEN YOU ARE FINISHED.** Both have been left unlocked for days, this is leaving our community at risk for vandalism and theft***

8:55 PM - President's Remarks Rocks: Thank you to VIS and the board members for all the hard work you have been doing and thank you homeowners for attending this board meeting and being involved in your community.

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

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***NOTE:** The landscaping company will not be able to start until August 1, due to their scheduling. We will be making arrangements for the lawn to be mowed in the mean time.*

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NOTICE FROM THE INSURANCE COMPANY: The insured should designate an area at least 25 Ft from the building structure as a common grilling area to reduce the risk of a fire emergency resulting from a BBQ flare-up.

At this time The Pointe will be our designated grilling. BBQing within 25 feet of the buildings will not be permitted.