

Coffee Creek Homeowner's Association
Monthly Meeting Revised Agenda, Board of Directors
August 20, 2009, 7-9 pm at the Coffee House

7:00 **Call Meeting to Order – President** Present: Quorum- Rich Rocks, President; Dale Gleason, Vice-President; Megan Fish, Secretary; Linda O'Brien, Member at large; Kenny Williams, Member at large
Homeowners: Joan Baker/18, Scott Stirts/20, Phyllis Palmer/ 34, Paul Schmeil/37, Joyce Warner/41, Georgiana Carlson/29

A. Consent Calendar

1. Approval of June 18, 2009 Monthly Meeting Minutes Motioned Gleason, 2nd O'Brien: Approved
2. Next working meeting: September 3, 2009
3. Next monthly meeting: September 17, 2009

B. Secretary's Report: Minutes are being posted to Yahoo and VIS web-site and e-mailed and distributed to those who requested. If you would like receive the minutes by e-mail or change your e-mail address please e-mail Megan Fish at meganfsh@gmail.com

C. Treasurer's Report: Presented by Richard Rocks: Operating \$14,992 Reserve 1 Acct: \$23,777 Reserve 2: Acct \$6,107.86 Delinquencies: \$14,191.50

D. Manager's Report: Review of Revenue and Expense reports, Budget Variance Report, and Work Requests.

Community Notes:

Articles are being accepted for the October newsletter. Community is welcome to submit articles that are of interest to the community, e-mail them to info@vismanagement.com

Residential information form is not the tenant form, if renting you must fill out tenant forms (available online at www.vismanagement.com including a check for the move-in fee)

Architectural request forms must be submitted to VIS, not to board members.

E. New Business

1. Unit 29 deck bids: VIS has contacted the attorney (Goff & DeWalt, LLP, who wrote Coffee Creek's governing documents) and they state that the decks are the association's responsibility, but because it only benefits the [sole] unit owner, the association must pass the charges onto that owner. Three bids have been received and will be forwarded to the owner./PENDING
2. Unit 43 painting of deck request: Communication error, unit 43 wanted the paint information to paint her deck; it has been provided/CLOSED
3. Painting of Coffee House deck trim and railings: Top deck posts have been painted (Thanks Dale Gleason!), volunteers are needed to complete the rest of the trim and supports/PENDING
4. Woodpecker damage to Coffee House: Work completed by Jovico/COMPLETE
5. Sink hole on bridge: Work completed by Mike Kiesel/COMPLETE
6. Marking and widening of the entrance to walking bridge: Work completed by Mike Kiesel/COMPLETE
7. Unit 29 birch tree with aphids: Orkin and TruGreen are treating tree and ant problem/PENDING
8. Caution sign on slippery boat ramp to help prevent injury: VIS to install sign/PENDING
9. Request from Dave Dorosky and Mike Kiesel to be on-site maintenance technician: The board feels it is important to have a non-resident technician and an off-site landscaping crew to manage grounds. Motioned Gleason, 2nd O'Brien: Approved /CLOSED
10. TruGreen Landscaping and on-site maintenance: TruGreen has started. Board and VIS has walked around twice with TruGreen and is very excited to be working with TruGreen. They have been working very hard to get the grounds looking 100%, but this will take time due to the budget and current condition. TruGreen will not be taking requests from homeowners, only VIS. If you have specific landscaping needs please contact VIS at maintenance@vismanagement.com and they will contact TruGreen. Mike Kiesel will no longer be performing on-site maintenance except for maintaining the pool balance./CLOSED
11. Reserve Study Update: Northstar Reserves to perform update for \$250. Motioned Williams, 2nd O'Brien: Approved/PENDING

F. Old Business

1. Parking Enforcement: One vehicle has been towed; parking is being strictly monitored and enforced/ONGOING
2. Chimney cap bids: Inspections of roof and chimneys are being completed. Once these are completed, VIS/Board will be contacting original roofer (Statewide) for reimbursement or other recourse/PENDING
3. Roof and Gutter cleaning: Completed by Jovico/COMPLETE

4. Custom Electric status: All units have been scheduled to be completed by the first week in September. There will be a \$100 rescheduling fee for those who do not make arrangements to be home or have someone unlock their units if appointment was scheduled for them/PENDING
5. Coffee Creek IRS back taxes bill: CDC used Coffee Creek's Employee Identification Number (EIN) not CDC's number. VIS is working with IRS and CDC to correct the problem/PENDING
6. Insurance Reserve Account: An interest-bearing account has been opened and a total of \$4,000 has been deposited/CLOSED
7. Spraying of lake/lagoon weeds: The lake spraying will not be happening this year due to a lack of collections, the Coffee Creek promissory note has been returned/CLOSED
8. Units 1, 44, and 55 roof repair: Bid awarded to Johnson's Roofing/PENDING
9. VIS Residential information form: Sent by VIS/CLOSED
10. Boat registration: Letters will be sent to those who have not complied in sending in registration and insurance to VIS or boat committee, two more presented at meeting./PENDING
11. 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

8:50 PM – Homeowners Forum

What is being done about the high delinquencies?

Answer: The top three delinquent units have been sent to the attorney, with a 4th to follow.

Because of the economy, several units have submitted hardship request forms. The hardships are being looked at on a case-by-case basis. The board is trying to work with these units to make a plan to get them caught up by the end of the year or shortly thereafter.

Scott Stirts/20: Electrical was completed by C.E. during update the garbage disposal was jarred therefore his leaky faucet leaked water out of the now leaking garbage disposal onto the floor. VIS will look into this and contact Custom Electric/PENDING

Coffee House upper windows leak, due to not closing properly /PENDING.

Please have TruGreen weed Spanaway Loop area/PENDING

Paul Schmeil/37: Boat launch chain has not been locked up after use.. There is a boat in the visitors spot (identified as Kiesel) should move back to space #!4 at end of day. /PENDING

Joan Baker/18: There is no garbage can in pool area. Requested her invoice from Custom Electric be sent to her and has not received it yet. VIS will mail it to her. Note: Coffee House can still missing, but possibly behind pool. Should be replaced where it belongs.

Joyce Warner/41: Cut down dead tree needs to be removed. TruGreen has been directed to remove the tree stumps. Unit 40 has air condition in unauthorized location. VIS will send a letter.

Georgiana Carlson/29: Has a leaky faucet under her deck. .

8:55 PM - President's Remarks

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

Reminders: Do not leave the Coffee House unlocked and unattended. Do not leave the RV lot open and unlocked; if you open it, you need to close and lock it. If you use the boat launch, replace and lock chain when you leave.

Notes: The board is starting budget process earlier than normal this year to get a better idea of what next years dues will be.

Pool will remain open longer than Labor day if weather permits, due to our late opening this spring.

Maintenance shed will be re-keyed.

ATTENTION: If you do not want TruGreen to manage your limited common area due to planting of your own flowers please place a bamboo stick (located on Coffee House deck) next to your front door. If you do not place a stick signifying you will be responsible for your area TruGreen will manage it. They will not be held responsible for accidental damage to flower beds.