

Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
September 17, 2009, 7-9 pm at the Coffee House

7:00 Call Meeting to Order – Vice President : Quorum- Dale Gleason, Vice-President; Megan Fish, Secretary; Linda O'Brien, Member at large; Sherry Scott, Treasurer
Homeowners: Andora Parchman/14, Phyllis Palmer/ 34, Alice Romano/42

A. Consent Calendar

1. Approval of August 20, 2009 Monthly Meeting Minutes Motioned Scott, 2nd O'Brien: Approved
2. Next working meeting: October 1, 2009
3. Next monthly meeting: October 15, 2009

B. Secretary's Report: N/A

C. Treasurer's Report: Presented by Sherry Scott: Operating \$36,719 Reserve 1 Acct: \$23,876 Reserve 2: Acct \$6,122 Insurance Acct: \$6,098 Delinquencies: \$15,794. Vote to transfer 2,000 into Insurance Account; Approved

D. Manager's Report: Presented by Eugene Shevchuk: Currently Coffee Creeks bank accounts are held at Venture Bank. Venture bank is having problems, due to the current issue VIS will be transferring all accounts to Wells Fargo. Wells Fargo is a very stable bank.

E. New Business

1. Deck responsibility/process: Because the decks are the associations responsibility, but are solely used by owner of unit, the owner is responsible for the cost of the deck repairs. The board is now setting the following process in place for deck repair: If you are maintaining (exp. painting/replacing a board or two) an existing deck you must submit an Architectural Request Form to the board of directors through VIS, the work may be performed by an owner. If you are repairing anything structural or adding on to an existing deck you must submit an Architectural Request Form to the board of directors through VIS, this work may be required be performed by a licensed contractor/CLOSED
2. Unit 20 kitchen leak: Letter was sent to owner stating water damage is owners responsibility/CLOSED
3. Coffee House upper windows: Windows will be screwed and caulked shut Motioned Fish, 2nd Scott: Approved/PENDING
4. Boat in visitors spot: Boat spot #1 is to be used for visitors only, boat in violation has been moved/CLOSED
5. Weed removal on Spanaway Loop: Request has been submitted to TruGreen/PENDING
6. Unit 19 and 29 leaking outside back faucet: Unit 29 COMPLETE;/ Unit 19 and 21 require hose bibs, VIS obtaining bids/PENDING
7. New RV lot/dock charges: Committee members needed on boat committee. Boat committee would like to increase charges for boat mooring and RV lot. Monies collected will go directly into dock repairs/improvements. If you are interested in joining this committee please contact Dale Gleason, gleaslidemusic@hotmail.com or (206) 909-8234/PENDING
8. 2010 Budget work/Committee members: Board starting budget process in October. If you are interested in being on the budget committee please contact Megan Fish, meganfsh@gmail.com or (253) 538-9729 by Oct. 1.
9. Unit 31/32 sewer issue: Case has been opened by the Health Department/ PENDING
10. New insurance: VIS is in the process of obtaining new insurance bids/PENDING

F. Old Business

1. Unit 29 deck bids: Owner has received 3 bids, awaiting decision/PENDING
2. Unit 29 birch tree with aphids: Tree continues to be treated, TruGreen treated on Sept. 7 and will treat again in two weeks/PENDING
3. Painting of Coffee House deck trim and railings: Thank you Jen Hrivnak, Dale and Ann Gleason for volunteering your time/COMPLETE
4. Caution sign on boat ramp to prevent injury: Sign has been ordered by VIS/PENDING
5. Reserve Study Update: Sent, awaiting update/PENDING
6. Chimney cap bids: PENDING
7. Custom Electric status: Units 2 and 4 to be completed/PENDING
8. Coffee Creek back taxes bill: Awaiting CDC's response/PENDING
9. Units 1, 16, 38, 39, 44, and 55 roof repair: Unit 38 and 39 complete by Statewide/CLOSED; unit 44 Complete by Johnson Roofing/CLOSED; Unit 16 chimney issue/PENDING; Unit 1 to be completed next week/PENDING. Attorney has been contacted regarding seeking original roofer for recourse, there is a limit of six years. According to the

records on file it has been over six years/CLOSED. Board is looking into having an engineer complete an evaluation of all roof issues/PENDING

10. Boat registration: Still awaiting some boat owners proof of insurance, please forward onto VIS

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

8:30 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. In process of collecting rent directly from renter until homeowners account is current.

What is being done about sub-letting (renting out rooms)?

Answer: This is a high priority topic the board is currently looking into. Currently the rules state that a unit must be rented entirely out, not partially.

What is being done about parking?

Answer: The board and VIS are currently tracking several vehicles that are repeat violators and are enforcing fines. However, we can not track them all, if you see a vehicle that is parking in a Visitors spot repeatedly please report them to VIS.

The lagoon is looking horrible, what can be done?

Answer: The board has already contact TruGreen about cleaning the lagoon and creek twice a year. We are awaiting a bid.

The foot bridge lights are out.

Answer: We will replace the bulbs.

8:55 PM – Vice President's Remarks: The violations letters have been re-written for clarification purposes. The letters will now clearly state what you are in violation for, the fine attached to the violation, and that you have 10 days to correct the problem from receipt of the letter before receiving another violation.

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