

Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
October 15, 2009, 7-9 pm at the Coffee House

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

A. Consent Calendar

1. Approval of September 17, 2009 Monthly Meeting Minutes Motioned Gleason, 2nd Scott: Approved
2. Next working meeting: November 5, 2009
3. Next monthly meeting: November 19, 2009

B. Secretary's Report: Starting in February, 2010 the Yahoo Groups web-site will no longer be running. The VIS web-site will only be used, www.vismanagement.com. You will need to log-in to access your account. If you need your log-in information please contact info@vismanagment.com or call 800-537-9619.

C. Treasurer's Report: Presented by Sherry Scott: Operating \$14,427 Reserve 1 Acct: \$23,876 Reserve 2: Acct \$6,124 Insurance Acct: \$8,000 Delinquencies: \$18,312. Vote to transfer 2,000 into Insurance Account; Approved

D. Manager's Report

See F4, F13, F15 below. VIS has received one bid for Tree pruning, two additional bids needed/PENDING. Bids from TruGreen regarding cleaning stream and lagoon, re-sanding beach area, and re-landscaping front entry/CLOSED

E. New Business

1. Unit 18 soft spot above window: Jovico bid approved \$491.85/PENDING
2. Renting rooms: By-Laws prohibit renting of rooms, letters will be sent to those in violation/PENDING
3. Wiring reimbursement: Once billing is complete VIS and board will implement a plan and accounts will be credited based on cash flow after Feb. 2010/PENDING
4. Engineer Roof Inspection: Inspection to be completed by Jeff Sambal and Associates to be completed during the week of Oct. 19/PENDING
5. Contacting the board: Residents should contact VIS with any questions and not board members/CLOSED
6. Increasing late payment fees: To help reduce delinquencies the board has voted and approved to raise the late fee from \$10 to \$25 starting January 1, 2010/CLOSED
7. December board meeting date change – Ratification of 2010 budget: The December meeting will take place on December 10 instead of December 17. There will not be a meeting on December 17/CLOSED
8. Venture bank funds transfer to Wells Fargo: Operating account is in the process of being transferred. Reserve accounts will be opened Oct. 21/PENDING
9. Combining Reserve Accounts: The Reserve accounts 1 and 2 will be combined into one account starting October 21/PENDING

F. Old Business

1. Unit 29 deck bids: VIS to follow up on status/PENDING
2. Unit 29 birch tree with aphids: Treatment complete/CLOSED
3. Caution sign on boat ramp to prevent injury: Sign was installed, needs to be relocated to correct pole/PENDING
4. Reserve Study Update: COMPLETE. VIS will begin to review. A contribution of \$94,000 to the reserve account is recommended this year.
5. Chimney cap bids: Pending roof inspection/PENDING
6. Custom Electric status: Three units to be reinspected/PENDING
7. Coffee Creek back taxes bill: Awaiting CDC's response/PENDING
8. Units 1, 16, and 55 roof repair: Unit 1/COMPLETE, Unit 55 letter sent requesting entry/PENDING, Unit 16 Chimney covering/PENDING
9. Coffee House upper windows: COMPLETE
10. Weed removal on Spanaway Loop: On TruGreen's action item list/PENDING
11. Unit 19 and 21 back faucet leak: Plumber meeting with owner on Oct. 16/PENDING, Unit 23 also leaking/PENDING
12. New RV lot/dock charges: Boat committee meeting Oct. 17 to discuss/PENDING
13. 2010 Budget work/Committee members: Draft budget has been given to budget committee. Budget committee consists of Andora Parchman, Phyllis Palmer, Judy Rousseau, and Ed Hrivnak. Budget ratification meeting Dec. 10, budget will be mailed to homeowners 30 days prior to Dec. 10/PENDING
14. Unit 31/32 sewer issue: B&W Septic bid received, awaiting two additional bids/PENDING

15. New insurance: VIS has received one quote from Allstate at \$20,311; waiting on three additional quotes/PENDING
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

8:30 PM – Homeowners Forum

Elmer Bartley/7: Leaking faucet on side of unit/PENDING; Delamination in attic from leak/PENDING

Phyllis Palmer/ 34: Dock anchor on “L” dock is broken/PENDING; Bridge light and Potty Lot light are out/PENDING; Dead ivy needs to be removed from tree on lagoon side/PENDING; Lawn is getting mushy from TruGreen mowers, please find alternative route.

8:40 PM - President's Remarks: Board is taking further action against delinquent accounts. February is annual meeting, association is in need three new board members/PENDING

*****COMMUNITY ACTION NEEDED*****

Outdoor Faucets: Cover your outside faucets with covers by November 15.

8:45 PM - Good of the Order, Close of meeting