

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors**

November 19, 2009

November 19, 2009, 7:00 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

Homeowners: Andora Parchman/14, Jennifer Hrivnak/24, Phyllis Palmer/ 34, Rita Senecal/38

A. Consent Calendar

1. Approval of October 15, 2009 Monthly Meeting Minutes Motioned Gleason, 2nd O'Brien: Approved
2. Next working meeting: December 3, 2009
3. Next monthly meeting: December 10, 2009, 7-9pm in Coffee House, Budget Ratification Meeting

B. Secretary's Report: The roof inspection can be found on the VIS web-site under the Reserve Study tab.

C. Treasurer's Report: Presented by Rocks: Operating \$11,285 Reserve Acct: \$30,021

Insurance Acct: \$10,000 Delinquencies: \$18,867. Vote to transfer 2,000 into Insurance Account; Approved

D. Manager's Report

There is a new manager handling the TruGreen account (Charlie), he will be attending monthly walk arounds with VIS. Three delinquent accounts are currently at the attorneys. A lawsuit will be placed against those homeowners if VIS/attorney has not received response by December 15.

See E2, E3, E4, E6, E7, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F15, F17, F18 below

E. New Business

1. Pool Maintenance: Weekly winter maintenance is being completed by Warner Bros./CLOSED
2. Cleaning of the roofs: Cleaning gutters and applying moss treatment bid awarded to Ability Contractors, Motioned by Fish, 2nd Gleason: Approved/PENDING
3. Tree pruning: Bid awarded to Ron's Tree Service Motioned by Gleason, 2nd Fish Pending clarification of hedges: Approved/PENDING
4. Gate status: Frame is broken, part has been ordered and is under warranty/PENDING
5. Dock anchor: One anchor has been fixed thanks to the wonderful community volunteers (Dale Gleason, Ed and Jen Hrivnak, and Faith Mueller)/CLOSED
6. Outdoor lighting (pet lot, bridge lights, and garage lights): Awarded to Ability Contractors, Motioned by Fish, 2nd Gleason: Approved/PENDING
7. Pool cover: Ordered from Warner Bros., delivery in about two weeks/PENDING
8. Boat committee presentation: Boat committee has met and has made several changes to the rules and regs along with a boat form that is required to be filled out before placing your boat on the dock. There is a new fee of \$30 a month to dock your boat. Boat form and rules changes will be mailed out to all homeowners once finalized. Motioned by Rocks, 2nd O'Brien pending verification from attorney/PENDING
9. 2010 Budget: Draft budget sent to homeowners November 8, ratification of budget will take place December 10 at 7pm in Coffee House/PENDING
10. New board members: Kenneth Williams has removed himself from the board effective November 6. The Coffee Creek Board of Directors is in need of four new board members to be voted in at the annual meeting in February, please consider/PENDING
11. Faucet covers: Thank you to those who have covered your outdoor faucets. If you have not, please do so immediately. There are covers provided for you outside of the Coffee House. If you need assistance please contact VIS/CLOSED

F. Old Business

1. Wiring reimbursement: Awaiting final billing from Custom Electric/PENDING
2. Unit 18 soft spot above window: Awarded to Ability Contractors, Motioned by Fish, 2nd Gleason: Approved/PENDING
3. Renting rooms: Two homeowners have been sent letters on October 26, follow-up and fines to those who have not responded/PENDING
4. Engineer Roof Inspection: Evaluation has been completed by Jeff Samdal and Associates recommending complete re-roofing. Second opinion from engineer requested/PENDING
5. Combining Reserve Accounts: Reserve account 1 and 2 have been combined/CLOSED
6. Venture bank funds transfer to Wells Fargo: COMPLETE
7. Unit 29 deck bids: VIS to follow-up on completion/PENDING
8. Caution sign on boat ramp to prevent injury: To be moved by Ability Contractors, Motioned by Fish, 2nd Gleason: Approved/PENDING

10. Custom Electric status: All units and inspections are COMPLETE

11. Coffee Creek back taxes bill: No response from CDC, VIS will be contacting attorney in December to handle situation in December if there is no response from CDC/PENDING
12. Unit 55 roof repair: Roof and interior has been inspected, the water stained ceiling is not from current roof leaking/CLOSED
13. Unit 16 chimney covering: Awaiting bid/PENDING
14. Weed removal on Spanaway Loop: Done by TruGreen/COMPLETE
15. Hose bib replacement for units 7, 19, 21, 23, and 54: Reynolds plumbing to complete work. Letters will be sent to homeowners stating date they will need to be available for work to take place, there will be a \$100 rescheduling fee for those who do not make their unit available. Painting of sheet rock will be homeowners responsibility/ PENDING
16. 2010 Budget work/Committee members: Thank you to those homeowners who volunteered your time to serve on the budget committee. You are greatly appreciated/CLOSED
17. Unit 31/32 sewer issue: Bid to replace the sewer pipe and replacing concrete walkway awarded to Ability Contractors, Motioned by Fish, 2nd Gleason: Approved/PENDING
18. New insurance: CAU will not provide coverage, still awaiting response from Propel and Integrity Insurance. If we do not get bids in the next week Coffee Creek will bind with Allstate Insurance/PENDING
19. 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

8:15 PM – Homeowners Forum

E-mail from Andora Parchman/14: Suggested payment options for dues. Answer: Currently the association cannot afford this method because of cash flow. Board will take case by case consideration of homeowners circumstances via a hardship request/CLOSED

Rita Senecal/38: What are TruGreen's responsibilities? Would like to see improvements. Answer: Because of the Coffee Creek budget TruGreen is on a limited service schedule. The board is trying to balance the "have to's" with the "want to's". If you have specific complaints/concerns with TruGreen please contact the maintenance manager at VIS.

Jennifer Hrivnak/24: The pool is full of leaves and is turning green, please investigate. Has the board looked into how to handle snow and ice at the gate? Answer: The gate will be put on timers during the icy winter months to prevent damage to the gates and vehicles/PENDING. Ice melt will be placed by gate/PENDING. VIS will look into what options we have if there is snow like last year/PENDING.

8:35 PM - President's Remarks A special "Thank You" to Adriane from VIS for all she does for our community. She has gone above and beyond during the electrical issues to ensure everything went smoothly. The board is greatly appreciative of everything she does.

8:40 PM - Good of the Order, Close of meeting