

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes
February 18, 2010, 7-9 pm at the Coffee House**

7:00 Call Meeting called to Order – President Rich Rocks

A. Consent Calendar

1. Approval of January 21, 2010 Monthly Meeting Minutes (unavailable)
2. Next working meeting scheduled for: March 4, 2010
3. Next monthly meeting: March 18, 2010, 7-9pm in Coffee House
4. **Annual meeting: February 20, 2010, 11-1pm Fire Station, 17520 22nd Ave. E. Tacoma, WA 98445**

B. Secretary's Report – (Abs) No Report

C. Treasurer's Report -

Sherry's report showed assets including insurance reserves of \$15K, General Reserves of \$36.6K. Revenues of \$46.4K and Expenses of \$31.3K. Delinquencies total \$24.9K

MSC: Treasurer's Report be approved as presented

D. Manager's Report – Vasiliy reported on delinquent accounts, and stated that the \$25 late fee was not instituted in January due to a lack of notification. His opinion was to let January at the new rate go by, and begin to charge it with the February assessments and onward. He also stated that determining budget performance this early in the year is not relevant.

E. A motion was present to move two more delinquent accounts to the attorney for collection.

MSC: Motion approved unanimously

Adriane reported on Work Requests and went through them with the Board. Per our direction, she is getting bids on a security camera for our gates. Ability will provide a bid on adding trex decking left over from the Coffee House, to re-deck the bridge nearest the lake. We are getting prices on a keyless lock for Coffee house.

F. New Business

1. Coffee House warranty 5 years on floor insulation. Plumbing not covered by warranty as low temps + power outages could undo their work. We need to remember to shut off water during cold spells.
2. New legal counsels presented by Vasiliy. VIS has worked with Brian McLean of the law firm, "Leahy P.S."

MSC: Board instructs Vasiliy to contact Brian about being our legal counsel.

3. Lagoon silt plan. Jen Hrivnak is working on a plan for silt removal in the lagoon, and placing silt on the point. Her plan will be presented on Saturday.
4. Landscaping West side of lagoon bid was presented, and will be taken into consideration at a later date.
TABLED
5. Loss control letter from insurance company. We would like a clarification on barbeque rules for homeowners.
6. Coffee house chimney repair bid came in at \$921. 69

MSC: Board approves expenditure for this repair.

7. Insurance refund recommended to be applied to current insurance premium. That plus collected reserves will leave only a \$2100 balance for 2010 premium

MSC: Board approves this disposition

8. Unit #32 sewer odor still evident after dip in pipe was fixed to county specs. Adriane to investigate with county

G. Old Business

1. New engineer roof inspection scheduled for February 23rd.
2. PSE gas holes in front of unit 36 – to be sealed with a patch.
3. Unit 4 water damage/power No action until they respond to our lawyer
4. Four new board members needed for Feb.20, 2010. Elmer from #7 has agreed to run. Rich to open the floor for additional nominations on Saturday. We have three returning Board Members.
5. Gate timers have been found to not be set open during commute hours. Adriane to investigate.
6. Delinquency action-update. Discussed in closed session
7. Cleaning of the roofs – Moss removal has been completed
8. Tree pruning of trees and hedges has been completed
9. Outdoor lighting (pet lot, bridge lights)
10. Pool cover
11. Boat Moorage/storage charges/changes to Rules and Regulations have not yet been presented to attorney. New attorney to give an opinion before fees can be instituted.
12. Wiring reimbursement – Units costing more than bid amount will be covered by association, rather than charged back to owners, as that was never agreed to with Custom Electric.
13. Renting rooms – Unit in question has filed an affidavit stating that people living in unit are NOT paying rental fees. **MSC: Board agrees to rescind fees based on the authenticity of this affidavit.**
Unit 29 deck bids have been done.
14. Chimney cap bids Unit 16 chimney covering have bidding in process

15. Hose bib replacement for units 19, 21, and 54 are completed.
16. Unit 30/31 landscaping from sewer repair. Board agrees to provide funds for replacement plants for this area.
17. Fence post behind unit 24 damaged by neighbor was purchased, but was wrong size. Was taken to maintenance lot. Rich will take a look.

8:50 PM – Homeowners Forum

1 We need to begin the process of advertising for a maintenance tech to begin in April through the summer months on a part-time contract. Board to locate previous job description used for Dale Adams and use that as a template. Pool algae was brought up, and the need to check the pool pH twice a day during the summer months, especially during very hot weather..

8:55 PM – Vasiliy presented a VIS Management 1-Year reflection. He gave us percentages for the time spent on phone calls, e-mails, work orders, accounting for Coffee Creek at the VIS Office. He presented a re-structured fee amount for 2010-11 for us to peruse. Board to review his proposal, and either: 1. accept his proposal, 2. counter his proposal 3. Reject his proposal (staying at present rate. Board will discuss at next working meeting.

9:00 PM – Meeting Adjourned by President Rich Rocks

Minutes respectfully submitted by Dale Gleason for Secretary, Megan Fish