

**Coffee Creek Home Owner's Association  
Monthly Meeting Minutes, Board of Directors  
April 22, 2010, 6-8 pm at the Coffee House**

**6:00 Meeting called to Order: President – Rich Rocks.** Board Present: Dale Gleason, Elmer Bartley, Absent: Linda O'Brien. Adriane –VIS Management. Homeowners Present: Sherry Scott, Phyllis Palmer

**A. Consent Calendar**

1. Approval of January 21, 2010, March 18, 2010 Monthly Meeting Minutes
2. Next working meeting: May 6, 2010, 6-8 PM @ Coffee House – Rich may be abs.
3. Next monthly meeting: May 20, 2010, 6-8pm @ Coffee House

**B. Secretary's Report – Minutes from 1-21-10 and 3-18-10 submitted for approval.**

**MSC: Both sets approved as presented**

**C. Treasurer's Report – VIS presented the following figures:**

**Assets.**

Current Operating Funds= \$19,173.49

Reserve Contingency Fund = \$43,276.03

Net Income = \$20,462.73

Total Assets = \$88,869.51

**Liabilities:** Accounts Receivable (over-collected fr. Wiring) = \$4,111.81

Accounts Payable = \$1,845.45

Delinquencies = \$23,801.91

**MSC: Treasurer's Report accepted as presented**

**D. Manager's Report – from VIS**

**Adriane presented a list of violations noted on the property:**

- 3 for improperly parked vehicles
- 2 for garbage on property
- 3 for outside storage
- 2 for not filing rental information.

**She also presented work orders received by VIS.**

\*Clean gutters/downspouts, apply moss treatment – all units

\*Ants & one rodent reported.( Orkin to spray and provide trap).

\*Water leak Unit #8 Seems to be tub surround, not pipes. (Drain-Pro)

\*Roof leaks in #28, #29. (A&K Enterprises)

\*Dead tree removal request #41, (Tru-Green)

\*Coffee house to be re-keyed. (Jovico)

\*Irrigation system failed back flow test. Needs new double-check valve.(Tru-Green)

\*Repairs to chimney on Coffee House to be completed. All Chimney chase covers, storm collars to be re-sealed & caps to be repaired/replaced (South Sound Sweeps)

\*Riser to be installed in water shutoff between #30-31 (Pending)

\*Bids to be requested for re-decking footbridge over Coffee Creek to include all permitting –( Pending)

**E. New Business**

1. Board Positions/Duties for 2010 to Feb 2010

Duties assigned for 2010-11 Board:

President – Rich Rocks

Vice President – Linda O'Brien

Secretary – Dale Gleason

Treasurer – Elmer Bartley

**Note \*\*\*\*** (There are 4 Board members only for 2010-2011. There should be 7)

2. Gate malfunction complaints – Two complaints were reported of the outgoing gate closing on cars that were leaving Coffee Creek. The reverse signal did not activate as the gate began to close with a vehicle present. Two insurance forms were presented for damages. Gate has been fixed. Board to ask the damaged vehicles to get two or three bids. \$204.94 and \$218.16 submitted from Mike Rafferty.

**MSC:** Board approves payment of \$204.94 claim from Michael Rafferty. (Closed)

Board also directs Mike Romanio to get 2 bids to repair his car. (Pending)

Elmer investigated the out-going gate and found that if a 2<sup>nd</sup> car "piggy-backed" after an earlier car at a precise interval, the problem could recur. He recommended re-opening the gate for each vehicle departing.

3. Entrance gate video camera progressing to bid (Pending)

4. Lagoon silt plan – Dale reported that Jen Hrivank has purchased a 10 x 50 weed blanket and has installed it in the lake end of the lagoon. After 20-30 days, she will move it away from the lake to kill more weeds, then move it again in 20-30 more days. Additionally, she has a group who will help in the silt moving process. This will involve purchasing a silt pump and a silt fence for phase two. Thanks to Jen for taking on this project to beautify our lagoon. (Pending)

#### **F. Old Business**

1. Bid to repair water damage to Units 41, 42, 43 Units #41-42 work has been completed. (Closed)  
Units #39-40 have been completely dried out. Adjuster has seen the units, and will submit a price to us. Board will then choose whether we will use our insurance or pay for the repairs ourselves. Owner upgrades (Tile, hardwood floors, etc.) are the owner's responsibility and not the Board's. Board will handle sheetrock and walls, etc. Awaiting invoices on repairs so far. (Pending)
2. Roof Plan repair plan – Second company for roof wants to develop a "Scope of Work" saying what work we want to have done, i.e., chimneys? Ventilation? Insulation? Underlayment? Siding evaluation = \$3500. Roof eval = \$4 -5,000.00 All per Martin Flores (Dimensional Building consults) (Pending)
3. Bridge Deck Repair – Adding trex-type decking to replace existing deck involves an extensive permitting process with a number of county agencies, each requiring a fee. The fees for permits could exceed \$3500, while replacing the entire bridge would run another \$4 to \$5K above that. Board to consider how best to proceed, if at all. (Pending)
4. Boat Fees – The new Boat fees approved by the Board last October and the By-Law changes sent to VIS for a legal opinion, have not yet been returned. With Boating season upon us, and no fees having been charged thus far, the Board feels that unless VIS returns our approved By-Law changes by our next meeting, the Board may consider returning to the fee structure of our current By-Laws. (Pending)

**7:00 PM – Homeowners Forum** – Sherry Scott, out-going secretary, was concerned that the Pool cover we purchase last fall has never been installed. The damage drain has been repaired. VIS to check on this. (Pending)  
She was also concerned that funds directed to be deposited to reserves were not showing up on the budget. Adriane to check on this.

Ad for a maintenance person have been posted. Tuesday and Thursday @ 6 hours each should give us pool and maintenance coverage through the summer. (Pending)

Phyllis Palmer wondered whether sewer "smoke test" had been completed on Unit #30. Still to do. (Pending)

**MSC:** Board to authorize reimbursement to #30 for purchase of attractive landscape plants to replace those removed during sewer repair.

She also reports that Unit #32 has water leaking into the electrical panel. Adriane to assign someone to this. (Pending)  
Homeowners complain that Tru-Green workers are pushing pine cones along edge of beds instead of throwing them out. (Pending)

Late fees of \$25 approved last fall to be instituted in January still not appearing on our books as being charged.  
VIS to investigate what the delay has been. (Pending)

**\*\*\*Main Gate Code to change at the end of April to "0430"\*\*\***

**7:10 PM - President's Remarks**

**7:15 PM - Good of the Order, Close of meeting Homeowners dismissed**

**Delinquent accounts discussed and actions proposed to VIS.**

**7:25 PM Board Meeting Adjourned**