

**Coffee Creek Home Owner's Association  
Monthly Meeting Agenda, Board of Directors  
August 19, 2010, 6-8 pm at the Coffee House**

**5:00 PM** – Walk-Around with VIS & Brandon

**6:00 PM** - Call to Order - Linda O'Brien, Acting President. Board present: Dale Gleason, Nancy McLaughlin.  
Absent: Rich Ricks, Elmer Bartley. Homeowners present: Dave Dorosky(17), Paul Schmeil(37), Jen  
Hrivnak(24), Joyce Warner(41), Phyllis Palmer(34), Rita Senecal(38)

**Calendar** - Next Monthly meeting -September 16, 2010 – 6-8 PM – Coffee House  
5-6 PM Walk-Around w/Brandon

**A. Reports**

**1. Approval of Minutes from 6-17-10 meeting MSC**

**2. Approval of notes from 7-22-10 meeting-No Quorum -Discussion Notes ONLY-MSC**

**2. Financial/Treasurer's Report** -Vasiliy reported Receivables - \$27,773, Liabilities - \$5300, Net income \$22,000 to date. Receivables may go down quite a bit with a pending sale of a unit. Board requested that "Auction " sign be removed from window as soon as possible. Payment from a sale or a foreclosure was discussed.

**3. Maintenance Report** - Brandon - 11 work orders accomplished since last meeting . Reported on gate progress. Pool maintenance. Health Dept. came and we passed. Pool light not working. Unsure how to repair. Small tear in filter screen. Warner Bros. to repair. Dorosky reported screw are backing out of dock boards. Nancy asked if we could get some more beauty bark. Owners volunteered to spread where needed.

**4. Manager's Report - VIS Representative** - Vasiliy reported that the 2011 Budget should be started by next month to have ready by December. Board recommended the formation of a Budget Committee outside of the Board members to work on this. A new receptionist has been hired by VIS.

**B. Old Business**

1. Welcome New Board Member - Nancy McLaughlin .

2. Gate Status - Cameras + Openings +Setup - FenceCo has submitted a bid to repair lower hinges and realign outgoing gate for \$568.00 - **MSC** we accept this bid and have them effect repairs.

3. Unit #40 Repairs - progress - Work Order #709 - \$2227.50 with deduction of \$500 paid by owner. **MSC** repairs to Unit #40 begin as soon as it can be arranged with owner. - Pending

4. Roof Scope of Work Report - Siding report. Scope of Work on Roofs was completed, He also submitted a report for siding. **MSC** - the Scope of Work Report for the roof, and the siding evaluation both be approved as presented by Dimensional Consultants.

5. Ant & Rodent control - Discussed at last meeting, but not approved with no Quorum. **MSC** - We accept the bid from Lind Pest Control for bi-weekly visits.

6. Dock cleats - Dale has not yet installed, but will work a schedule with Brandon to complete the work. Dock repairs in general were discussed. Replacement chain needed on west side of west dock. - Pending

7. Bids to repair #25 siding leak. - Proposal to repair by Roley construction was presented. **MSC** - Bid be accepted and repairs begun.

8. Old water damage in #14 & #27 - Pending report from VIS.

9. Parking issues - Information on new stickers was discussed, with the goal of identifying cars that belong here and those that don't. An owner stated she would not put a sticker on her car. We need to get the situation under control. Board agrees to discuss this issue further. - Pending

10. Yearly Audit - Cagianut & Co. -This audit begins with December 31, 2009 and will cover all of 2010. they will perform the audit at a cost of \$1800. **MSC** - we direct Cagianut & Co. to begin the audit of Coffee Creek.

11. Reserve Sturdy Update - We were going to do a financial update without site visit. Vasiliy recommends doing a financial update WITH a site visit, as it's well worth the extra money. It's \$250 vs. \$750. Not a big difference for something this important. **MSC** - we do a Financial Update with a Site visit @ \$750.

12. Unit #25 Dryer Vent cleaning waiver - Dryer vent is indoors. **MSC** - \$39 re-visit fee is waived for Unit #25. .

13. Unit #28 siding bid. - Board looked at Roley bid to remove and replace siding and effect repairs on Unit #28. **MSC** - Roley bid be approved and repairs begun.
14. Unit #11 A/C. This A/C unit has been moved. - Closed

**C. New Business**

1. Rich Rocks status - Dale reported on Rich's status. Daughter Melissa is keeping us informed via Dale.
2. Change of CCR's re: insurances -VIS - Table till September meeting - Pending.
3. Dryer vent Cleaning Unit #43 - Letter from Petra Lippa explaining circumstances was read. **MSC** - VIS to remove \$39 fee from Unit #43.
4. Unit #21 - Request to rent Unit. Board finds that we are allowed 17 rentals and 11 are currently rented. **MSC** - Unit #21 allowed to rent unit and complete paperwork with VIS. This will total 12 rentals.
5. Increase discretionary spending amount for VIS. Vasiliy recommended that the amount they are allowed to spend without Board approval be increased from \$500 to \$1,000 per instance. **MSC** - We allow VIS to make this increase with the stipulation that work between \$500 and \$1000 be done with notification sent to the Board if it's a controversial issue.
6. Unit #44 Garage leak - Pending bid from Roley. Table till September.
7. Unit #29 - Tree and Deck - Tree w/ aphids has been treated, but causes sticky stuff on deck. Brandon will pressure wash the deck so they can re-paint. - Pending.
8. Dave Dorosky - Dryer vent - Didn't hear a door knock or bell when they were on the property. Wants late fee waived. **MSC** -Fee be waived.
- 8B. Dave had a parking ticket for parking over line. That was first Non-compliance. 2nd non-compliance was from a visitor parking in various spots, while Mr. Dorosky paid a \$30 fee to cover his parking, while not getting a sign, since it was a temporary situation. **MSC**- VIS remove the 2nd non-compliance from #17 record. -Closed

**D. Homeowners Forum -**

1. Homeowners very complimentary re: new landscaping team.
2. Spongy section of lawn found in front of Unit #42. Believed to be part of sprinkler system. VIS to have landscaping check it out. - Pending
3. Difficulties with cats & dogs not being taken care of by their owners. VIS to remind owners of their responsibilities.
4. Rita Senecal brought up construction noise after dark. VIS to inform workers that they should be quiet on premises after 10 PM. - closed
5. Phyllis'(34) truck was broken into on Tuesday night. Visitors seen on that night may have been at Unit #10. VIS to send letter to owner re:unattended children in pool area, Late night vehicle entry, etc.
6. A camera was found in the couch of the Coffee House. If you lost one, contact Dave Dorosky #17 to retrieve.

**E. Executive Meeting - delinquencies**

**F. Adjournment - 7:45 PM**