

**Coffee Creek Home Owner's Association
Monthly Meeting Minutes, Board of Directors
September 16, 2010, 6-8 pm at the Coffee House**

5:00 PM – Walk-Around cancelled. No one showed

6:15 PM - Call to Order -Linda O'Brien - Acting President

Board members Present: Linda O'Brien - Vice President, Dale Gleason - Secretary, Nancy McLaughlin - Member -at-Large **Absent:** Rich Rocks - President, Elmer Bartley - Treasurer **VIS Representative:** None

Homeowners Present: Larry Hulme (#40), Joyce Warner (#41)

Calendar - Next Monthly meeting -October 21st, 2010 - 6 PM. Walk-Around 5 PM

Before beginning the Agenda below, the Board heard from homeowner, **Joyce Warner (#41)** who stated that she would like to join the Board of Directors of the CCHOA. Having served twice before totaling four years on the Board, AND being well-versed in our CC&R's, the Board felt she would be a welcome addition. **MSC:** Joyce Warner be appointed to one of the vacant Board positions effective immediately.

Larry Hulme (#40) also offered to serve on the Board. The Board felt that the financial situation surrounding his Unit #40 could represent a conflict of interest, and rejected his offer at the present time.

A. Reports

- 1. Approval of Minutes from 8-19-10 meeting MSC:** Approved as presented
- 2. Financial/Treasurer's Report** - Figures provided by VIS show Net worth and liabilities of \$131,840.80 and Receivables (delinquencies) of \$29,509.55. Two major accounts were discussed. Status of Unit #3 was queried, re: rented? vacant? VIS is unaware of the status of this unit being changed.
- 3. Maintenance Report** - Brandon was not present. No work order information was provided. Beauty bark has not been delivered as of yet. VIS would like amount of bark desired.
- 4. Manager's Report** - VIS Representative not present, but information was provided subsequently.

B. Old Business

- 1. Gate Status** - Repairs, Cameras + Openings + Setup - Discussion of vehicle break-ins and thefts on the property. Board feels we should expedite the installation of this equipment. No information on scheduled and approved repair to out-going gate hinges. VIS has been unable to contact the owners of Unit #1 where the camera/recording equipment would be housed.
- 2. Unit #40 Repairs** - Having received the letter from the attorney, Mr. Hulme agrees to accept the Roley bid to repair his walls and flooring caused by the burst pipe. At issue is the \$500 deductible he paid his homeowners insurance to clean his train layout after the damaged wall board was removed. The Board was split on whether we should reimburse Mr. Hulme for his deductible. Since this issue has been ongoing for nine months, the Board feels it is in the best interest of VIS and the Board to close this matter. **MSC:** VIS will provide a check to Mr. Hulme in the amount of \$500 to reimburse him for his deductible. - Closed
- 3. Siding Evaluation** bids from WES and Cobra - We will review these two bids and vote for them via e-mail. They were not present to view. - Dimensional has worked with both. - **MSC:** The Board has recommended the bid from WES to be used (passed 9/18/10) - Pending
- 4. Dock cleats, chain install** -Jen & Ed already have the chain to re-anchor the west end of the west dock. Will pick a day shortly to dive and attach it. Dock cleats will be done when boats are pulled out for the winter months and made ready for spring.- pending
- 5. Unit #25 progress** - No Report - Pending **VIS:** Work is ongoing on this unit and is not complete. - pending
- 6. Old water damage in #14 & #27** - **VIS:** Brandon has observed both units and found no damage in #14, but extensive damage to #27. He is working on a bid request. - Pending
- 7. Parking stickers** - Board discussed forming a committee to study pros and cons of stickers vs. illegal parking. - Pending
- 8. Yearly Audit Report** progress from Cagianut & Co - Cagianut has returned a confirmation letter that they agree to complete our Audit Report. - **VIS:** The yearly audit report is underway. - Pending

- 9. Reserve Study Update** - Board approved a Financial Update with a site visit at the last meeting. **VIS:** Work has begun on the Reserve Study. - Pending
- 10. Unit #28 siding** - **VIS:** Begun but not completed. The electrical meter needs repair, and parts for the scupper are on order. - Pending
- 11. Unit #29 - Tree and Deck** - To be done by Brandon - **VIS:** Deck has been pressure-washed a second time. - Closed
- 12. Pool Cover Reimbursement/Installation.** - Joyce Warner has agreed to question her sons re: the status of the pool cover and its installation. The Board would like a cover on the pool for the winter. - **VIS:** Left a message with them to respond by the end of the day. They recommend escalating to the Association Attorney if they do not. Additionally, VIS will remove them from maintenance of our pool and is considering getting bids from other pool companies if they don't meet their responsibilities immediately. - Pending
- 13. Budget Committee formation** - Board would like to form a Budget Committee to work on our budget for 2011. This would allow the Board to vote on what they determine in November, and present it to the membership in December for ratification. The Board recommended Sherry Scott, Ed Hrivnak, Phyllis Palmer and Deb Schmeil to serve on this committee. Linda will contact them and ask them to serve. VIS to provide financial projections for 2011 before the October meeting. - Pending

C. New Business

1. Nettie Reed (Unit #22) issues - Theft of bicycle and FEDEX packages from this unit. - This, coupled with the damage and theft to Phyllis Palmer's truck, indicates a growing security problem in the complex. - Pending
2. Change of CCR's re: insurances -VIS - Tabled
3. Unit #44 Garage leak - Review bid - Unable to open attachment.**VIS:** Will re-send attachment for Board perusal and approval - Pending
4. Construction debris in Unit #46 carport - Construction still ongoing, so OK for now. - No action taken.
5. Boat Canopy in RV lot - Jen Hrivnak will disassemble and remove shortly - Closed
6. Soft section in lawn, west of Unit #42 - Someone sank into it with mower. Needs to be addressed. **VIS:** This was worked on. Let us know if it recurs. - Closed
7. Drape complaint against Unit #13 - Navy Blue curtains not allowed. VIS to contact homeowner.
8. Pool cyclone fence by back bridge pushed in. - VIS instruct Brandon to fix. - Pending
9. Parking lot painting - Done. Speed bumps should be painted too.
10. Check for Weed control (\$1500) sent to Damian Petty. If not taken care of, VIS to pay immediately, as work has already been completed. **VIS:** Never received an invoice. Instruct Northwest Aquatics to provide. - Pending
11. Bio bags to be sold to another lake property, and we'll be reimbursed - Pending.

D. Homeowners Forum - None

E. Adjournment - 7:34 PM