

**Coffee Creek Home Owner's Association  
Monthly Meeting Minutes, Board of Directors  
October 21, 2010, 6-8 pm at the Coffee House**

**5:00 PM** – Walk-Around - Dale, Adriane, Brandon, Linda - RV lot is cleaned up and looking good. Fence over creek has a bent pipe from a branch falling on it a year ago. To be straightened or replaced. Potty lot for pets is not being used. Back yards of #1-#7 much improved with mowing. Need to trim back ivy. Mailbox hit by LeMay truck between #17-18 has been braced up by Brandon. Sink hole in lawn still soft but repaired.

**6:20 PM** - Call to Order -Linda O'Brien - Acting President

**Board members Present:** Linda O'Brien - Vice President, Dale Gleason - Secretary, Elmer Bartley - Treasurer, Nancy McLaughlin, Joyce Warner - Members-at-Large **Absent:** Rich Rocks - President **VIS Representative:** Adriane Grinder **Homeowners present:** Dave Dorosky#17, Petra Lippa#43, Phyllis Palmer#34, Sherry Scott#23

**Calendar** - Next Monthly meeting -November 18th, 2010 - 6 PM. Walk-Around 5 PM

**A. Reports**

**1. Approval of Minutes from 9-16-10 meeting:** MSC Approved as presented

**2. Current Financial Report:** Adriane - We have total liabilities of \$3398.99, and Total net worth & Liabilities of \$134,573.57. Revenues equal \$232,268.30, and total expenses = \$196,668.24. Delinquencies are now reduced to \$19,836.45 with 44% of that being one account.

**3. Maintenance Report** - Brandon has responded to 15 work orders, including cleaning the dumpster area, replacing outdoor lights (ongoing), pressure wash deck from tree spraying, Coffee House lights, helped install pool cover, dock cleats, and will replace some rotted boards on east dock. Fence across Coffee Creek on west is bent down and needs new pipe, and acquire quotes for surveillance cams on entry. Joyce had forwarded a list of units having outside lights burned out, that was not received by Brandon. It will be forwarded again. Concerns: Pet owners are not making it to potty lot with their animals, but are allowing them to go next to the creek, and then not picking up their waste. This is a violation of our By-Laws. Both owners and renters are responsible for cleaning up after their animals regardless of where they choose to defecate. It was also noted that Brandon's contract is running out for this year and will be resumed in the spring. Brandon will be going through the complex attaching covers to all exposed faucets. Homeowners are urged to leave the covers out for him, or attach them yourself in preparation for a cold winter season.

**4. Manager's Report** - Adriane reported that we now have 11 rental units, with one more pending. Units now rented are, #2, #3, #6, #10, #12, #26, #29, #33, #47, #51, and #54. Unit #25 will shortly be added to the list. Management fees will increase 5% in 2011. Brandon's contracted time with us is running out, and will end shortly unless we choose to extend it. He could be available on an emergency basis for \$30 per hour.

**B. Old Business**

**1. Gate Camera Bids** - VIS has received 3 bids on surveillance cameras on entrance. We are considering a separate enclosure rather than use Unit #1 for housing the DVR. Dale suggested housing it inside power enclosure east of entrance. Four cameras will cover entry and exit gates mounted on two posts. Teldata bid was \$12,129.00. Convergent Technology was \$16,414, and Guardian Security was a partial bid of \$4915 for the equipment only. Board to review the concept and these 3 bids over the next weeks. - Pending

**2. Siding Evaluation Report - Martin Flores - Dimensional** - Siding eval has been completed by WES and a report is pending. Some structural damage was noted on support beams holding up 2nd floor on Unit #56. He recommends getting a structural engineer out to evaluate the entire property. He also found siding bowed on many of the chimney areas. He recommends fixing structural issues, then chimneys, then valleys/roofing, then siding. Board to review report when received. - Pending

**4. Dock Status**-Dale & Brandon installed additional dock cleats on west dock. Also looked at staining new dock boards to replace rotted ones on east dock. - Pending. Ed & Jen found that bottom anchors holding west dock need to be replaced, and they recommend heavier chain as well. Board recommends contacting Johnston dock about this work. - Pending.

**5. Units under repair:**

- A. **Unit #25 progress** - Work completed - Closed
- B. **Unit #28 siding** - Work completed - Closed
- C. **Unit #44 water leak** - Contract signed - Pending
- D. **Unit #40 Repairs completed?** - Closed
- E. **Unit #27 Water damage** - In Progress - Pending
- F **Unit #46 Construction debris** - Still in progress - Pending
- G **Unit #5 Construction debris** - Still in Progress - Pending
- 6. **Parking Committee formation** - Do we want a committee to look at parking issues? Board feels stickers are not needed at this time, and parking issues have improved.- Closed
- 7. **Yearly Audit Report progress fr. Cagianut** - Our yearly audit has begun. - Pending
- 8. **Reserve Study Presented** - The study has been completed and a copy given to the Budget Committee. - Closed.
- 9. **Pool Cover Status.**-Pool is covered with silver tarp - Closed
- 10. **Budget Committee Report** - This committee of Ed Hrivnak, Deb Schmiel, Sherry Scott, Phyllis Palmer and Judy Rousseau has met, and VIS has provided current yearly budget for their perusal. Sherry also informed us that our deal with Comcast will not expire until 2012.- Pending
- 11. **Lake weed payment, Sediment bags** - Damian Petty (Northwest Aquatics) has been paid \$1500 for spraying the lake weeds. Jen has sold the sediment bags and will deposit the funds back into our account.
- 12. **Fence repair over creek.** - Fence Co. to repair or replace bent pipe - Pending
- 13. **Speed bump painting** - This should wait until spring and drier weather.- postponed

#### C. **New Business**

- 1. **Security in the complex.** - Board recommended entry gate remained closed 24/7. Exit gate can remain open in morning hours. Gene has access to codes. We also need to have our gate code changed again. Adriane will accomplish this and notify us of the new one.
- 2. **Mailboxes - #17-18** - Hit yesterday by a LeMay Recycling. he left the arm out and hit the mailbox as he drove to the next one. Joan witnessed this accident. Joyce recommended we make sure we're on the USPS queue with the Spanaway Post office for free. Joyce volunteered to visit Spanaway PO and make sure we're still on list. These kiosks will be inside the complex and not on Spanaway Loop Road.
- 3. **Unit #43 water leak** - Toilet supply line leaked upstairs into wall and downstairs bathroom. Pipe leaks within wall is common area. Mold and asbestos were found in wall. Supply lines and valves are homeowner responsibility. Insurance company and VIS have been notified. - Pending
- 4. **Rich Rocks status** - Rich is in intensive care and off a ventilator, but still has a pump assisting his heart. This Sunday, he will leave the hospital and stay with his daughter while waiting for a transplant. - Pending

#### D. **Homeowners Forum** -

- 1. - Dave Dorosky has a window leak in #17 kitchen window on west wall when it rains hard. Other homeowners mentioned the same thing. Caulking was not correctly installed. Dave will document problem & report to VIS.
- 2. - Sherry Scott was curious whether the deposit for October had been made to the Reserve account. It is still \$800 + short of where it should be. Adriane to investigate. - Pending
- 3. Linda O'Brien said we should be pro-active about our prep for the winter months. Problem trees, water system, etc. need to be winterized, rather than waiting for something to happen. Homeowners should replace their hose bib covers and remove and drain hoses. Many Unit water shutoffs are under crawl spaces or in garage. We should know where they are in case of broken pipes. Shutoff valves should be cycled every year. - Pending
- 4. Sherry mentioned cars are sometimes parked in carports where owners are absent. This must always be arranged with owners beforehand.

E. **Executive Session** - Delinquencies discussed in closed session. VIS - Small Claims Program presented for Board review, as alternative to going to our attorney. VIS will look into our receiving rental revenues to offset delinquencies.

#### F. **Adjournment - 8:15 PM**