

**Coffee Creek Home Owner's Association
Monthly Meeting Minutes, Board of Directors
November 18, 2010, 6-8 pm at the Coffee House**

Board members Present - Linda O' Brien - V. Pres, Dale Gleason -Secretary, Joyce Warner - Member-at-Large. **Absent:** Rich Rocks - Pres, Elmer Bartley - Treasurer. Nancy McLaughlin - is moving - Resigned from Board.

Homeowners Present: Ed Hrivnak #24, Petra Lippa #43, Phyllis Palmer, Sherry Scott #23

VIS Representative: Eugene Shevchuck, Angel

6:02 PM -Call to Order: V. President - Linda O'Brien

Consent Calendar - Next Monthly meeting -**December 16, 2010 - 6 PM.** 2011 Budget Ratification

A. Reports

- 1. Approval of Minutes from 10-21-10 meeting:** Minutes not included in meeting data. Will be approved at 12-16 Board meeting.-Tabled
- 2. Current Financial Report:** Assets of \$145,672.32 with liabilities of \$428.16. Receivables were \$23,536.45.
- 3. Maintenance Report** - A list of completed work orders was presented. Brandon has replaced lights & hose bib covers, removed parking signs for #33 and #25, Caulked kitchen window of #17, changed gate timings, and cleaned debris from streets. He recommends installation of Hydrant-type faucets at 3 locations of free-standing faucets. VIS to explore. - Pending
- 4. Manager's Report** - included below.

B. Old Business

- 1. Entry Gate** - . Brandon feels exit gate motor should be replaced. Board questioned 5-year warranty given on work completed in 2009. VIS to research. -Pending
Timings - Gate timings still incorrect. Board approved incoming gate staying closed 24/7. Outgoing gate can open in morning hours 5:30 to 8 AM. - pending.
Cameras - Board feels entry camera system is too expensive relative to other major expenses on the horizon. - Closed
Gate Code - Need to install new gate code. Inform homeowners. - Pending
- 2. Siding Evaluation Report - Martin Flores - Dimensional including support structure concerns.-** Dimensional has completed preliminary work and will issue a report shortly. Dale recommended looking at hardi-plank to replace any rotten pieces of siding. Ed Hrivnak mentioned that painter refused to paint some of the siding because it was rotting at the time. Most of our siding is 1971 vintage.
- 3. Dock Status-** Brandon replaced rotted dock boards on east dock.- Closed
Chains & anchors were bid out, and came in at \$1500. Homeowner suggested we could do this much more cheaply and should work as well. Dale and Ed Hrivnak will formulate a plan. - Pending.
- 4. Units under repair:**
 - A. Unit #44 water leak** - Work has stopped until weather clears. Roley would like to remove window and turn it 90* and reinstall. This gives him more room to make it water-tight.- Pending
 - B. Unt #43 bathroom leak** - Insurance adjuster went and saw the unit and the damage, and declared he found no mold. (Petra). Petra then described what had happened over the last weeks. Workers took wallboard out to test for mold and found some. CCHOA is responsible for leaking pipes inside wall, or a roof leak that went down a wall. This appears to be fixtures leaking onto downstairs ceiling. Board felt it would be worth looking at what had been done after the meeting adjourned. - Pending
 - C. Unit #27 Water damage** - Still in Progress - Pending
 - D. Unit #46 Construction debris** - Removed - Closed
 - E. Unit #5 Construction debris** - Removed - Closed

5. Yearly Audit Report progress from Cagianut - No information available - Pending

6. Budget Committee Report- Ed Hrivnak, Sherry Scott and Phyllis Palmer of the Budget Committee were present, but the proposed budget was not present. The Board held a Special Session to discuss the proposed dues increase for 2011. The committee recommended an increase to \$457 and the Board approved a \$50 increase to \$450 beginning January 2011. This proposed dues increase will be voted on by the membership on December 16th at 6 PM. The Board thanked the committee for their hard work.

7. Fence repair over creek. - Board feels we should hold off until after winter season is over - Tabled

8. Mailboxes - #17-18 - VIS getting statements from eyewitnesses re: LeMay truck. Joyce spoke with Postmaster about new mailbox units. Now done by private businesses. 16 -unit kiosks cost \$1100.00. We need to rebuild our units replacing posts. Further discussion pending.

9. Winterization of units for freezing temps- Completed by Brandon, except 3 free-standing faucets.

C. New Business

1. Parking Violations Procedures Brandon removed sign on #25 as the new tenants didn't want it. Now, they're parking illegally in that spot. They submitted a form for 1 spot, but are parking 2 cars. We need to get information from tenants.

Yellow car in #27 is still parking illegally. Extra car in #13?

We need to form a parking committee to determine which cars are visitors; which are violators. Linda feels that most of the problems are from renters. Board consensus is to ask for interest from homeowners regarding serving on a Parking Committee. Presented at 12-16-10 meeting - Tabled

2. Construction Committee - Linda recommended that we ask for interest in forming a committee to oversee construction projects in the complex. This would be much more feasible than hiring a person to do this. - Tabled till 12-16-10.

3. Budget ratification proxies - Dale recommended creation of a proxy form to be sent to homeowners along with Budget to peruse. VIS agreed to provide this form in their mailing.

4. Lawn people were observed blowing leaves into the lagoon, rather than collecting them or placing them in dumpster. Eugene will have them discontinue this practice as it adds to the already pervasive silt problem.

5. Bianca Wulff - Project manager - VIS proposed hiring a person to manage large projects in the complex with a fee of 10% of the Project cost. Linda felt we should hear what she has to say in December. - Pending

6. Unit #29 Hose bib replacement - Eugene submitted a bid for \$850 to replace this. Others were in the \$200 range last year. Bid does not include time and materials. Board will look up previous work and vendor. - Pending

D. Homeowners Forum -

1. Two light bulbs burnt out under the bridge across creek, and also one on outer loop next to tree. VIS to assign to Brandon. - Pending

E. Adjournment - 7:45 PM