

Coffee Creek Homeowner's Association
Monthly Meeting Agenda, Board of Directors
February 17, 2011, 6 pm at the Coffee House

Call to Order: 6:07 PM

Board Members Present: Linda O' Brien - President, Dale Gleason - Secretary, Joyce Warner

Absent: Elmer Bartley **Inactive:** Rich Rocks

Homeowners Present: Rita Senegal, Phyllis Palmer, Petra Lippa

Consent Calendar: Next Monthly Meeting-March 17, 2011 – Coffee House 6 PM

Annual Meeting - Saturday, March 19th, 2011 - 2 PM Coffee House (postponed from 2-19-11)

A. Reports:

1. Approval of 1-13-10 Minutes - MSC Approved as presented

2. Financial Report: Vasilii - Grace period for change to \$450 from \$400 previous was allowed for January. Finance charge will apply as usual for February. Assets = \$179,474.56 with Receivables of \$33,338.50. An additional \$2,000 was paid toward reserves in error, but we'll leave it there. Specific receivables moved to Exec Session at end. There was no significant increase in insurance premium over last year. Joyce announced that our Comcast fees went DOWN by \$1600 over last year. Renewal comes in May 2012.

3. Maintenance/Management Report - Vasilii reported on work orders. **#1461**-Parking sign for #21 approved. **#1432**-Status of crushed Q-West box. Board recommends repair or replacement.-Pending **#1407**-Bids received on aphid spraying next to #29. Sound Landscape & Bailey bids reviewed. Would like shrubs sprayed as well. Board accepts Bailey bid + spraying additional shrubs and trees on property for insects. **#1387**-Garage lights are still out on units #55, #34, #44. VIS to have an electrician to check the wiring for these circuits. **#1382**-Unit #32 is leaking again in the same place. Repair again- Pending. **#1380**-VIS provided report from Gate Technologies that found many deficiencies in our gate system. There was no "hold open" circuit in place. They also suggested a magnetic lock be installed to hold the gate closed in case of power failure, but allows gate to be opened manually per fire codes. Board recommends we use Gate Tech & get proposal for magnetic lock. **#1373**- Unit #27 Garage roof leaks on car.-Pending **#1368**- Fence repair bids presented for tennis court & creek fences from FenceCo, All-Around and Fence Specialists.**MSC:** Board recommends going with Fence Specialists bid.- Pending **#1332**- Mold Remediation in #43 is completed. Roley has nearly completed downstairs bath. Walls in, but tile needed upstairs bath. Petra can move back in by weekend. -Pending **#1174** - mailbox hit by Lemay truck. Driver claimed innocence, when he was seen hitting it. Brandon to repair, then Joyce will hand-carry invoice to LeMay.-Pending Tabled hose bib #29 for further bids.-Pending **#925**- Unit #44 garage leak has been repaired with loss of a window. Owner would rather have it weather-tight than install a window. - Closed

B. Old Business:

1. Units under Repair: #43, #44 (see above)

2. #1238 - Siding/Structure Evaluation: Project Mgr report (Bianca) - Our Project manager for structural issues gave a report. Bianca presented engineer's report on what problems we have/need at CC with basic structures. Support posts were found to not be outdoor wood, not the right size, and no vapor barrier in contact with ground. 75% need immediate replacement. 25% need replacement in the near future. Chimneys all need repair. Support beams under living areas (over garages) is sagging. Many decks need repair as wood was not outdoor type. **2. Planning part** - What do we do first? How do we pay for it? Who is responsible? We need a Rough Order of Magnitude (ROM) done to determine what work will be done and at what cost. She presented low and high figures for both structural and roof repairs. MSC: Board approves Dimensional to complete a ROM for most high-priority repairs and costs, and make a plan of action. Explore possibilities of other finding resources. Phase I are those highest priority items.

Vasilii would like to put together a "Responsibility Matrix" for our homeowners, that clearly outlines what is Association and what is homeowner responsibility. This matrix would then become part of your parcel

description. Homeowners could then have their personal insurance cover things that the CCHOA doesn't. the cost would be \$1,000 to \$2,000 to draw them up, which is like \$30 - \$40 per unit.

MSC: Board directs VIS to contact attorney to create a Matrix of Responsibility for Coffee Creek.

MSC: Board directs Dimensional to do a ROM and Phase I projects and costs.(structural, chimneys, and roof trough repairs)

3. Parking issues: #21 sign to be installed. Dale recommended formation of a committee to deal with parking issues and present solutions. A few names were mentioned, and will be contacted. #34, #35 need signs put back up. #27 has inoperable vehicle now.

4..Roof repair status: Loan options - No information yet. -Pending

C. New Business:

1. New Board Member nominations. VIS has one nomination for Board position. Linda and Joyce to continue. Vasiliy forgot to send notice re: Annual meeting on 2-19-11, so it has been postponed until 3-19-11.

2. Annual Meeting: Set for Saturday, March 19, 2011 at 2 PM in the Coffee House.

Create Agenda -Matrix of Responsibility, Structural ROM, Parking Committee, Board Nominations.

3. Reserves were over-funded by \$2,000 in 2010. Board says leave it there.

4. We are looking at using **Small Claims Court** to recover delinquent accounts. We would pay a flat fee for an attorney to file papers. Judgments are good for 10 years. Vasiliy suggested sending warrant to local sheriff for enforcement of court order. Hard charges of \$525 for filing, and court costs are charged. Late fees, payment schedule is more flexible. \$5,000 maximum for small claims. Board will discuss which accounts we will use for this.

D. Homeowners Forum: 1. Rita mentioned that landscapers are sitting around, instead of finishing assigned tasks.

2. Ant Control has not been successful. Recommended spraying crawl spaces. VIS to discuss with them.

3. Petra was wondering about requirements for home owners insurance. Once Matrix of Responsibility is completed, then it can be presented to homeowners as needed coverage. VIS recommended having our insurance agent come to Annual meeting to answer these questions.

4. Gate Codes are mailed to owners. They have responsibility to let their tenants know what the code is. Otherwise, tenants can contact VIS for it.

5. There are 4 walkway lights out too. Brandon to fix.

6. Phyllis has offered to put up the "Board Meeting tonight" sign by the main gate.

7. Dale reported that he checked in w/ Melissa re: Rich Rocks. He had been staying with his daughter awaiting a transplant, but now is back in the hospital with a staph infection he must take care of before he can return to the list.

E. Adjournment: 8:09 PM

F. Executive Session - Receivables + Hardships + Fee Waiver + Small Claims were discussed.

Respectfully Submitted,

**Dale Gleason, Secretary
CCHOA Board Meeting
February 17, 2011**