

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
March 17, 2011, 6 pm at the Coffee House**

Call to Order: 6:04 PM

Board Members present: Linda O'Brien - President, Dale Gleason - Secretary, Joyce Warner - Member-at-Large
Absent: Elmer Bartley, Rich Rocks (inactive) **VIS Rep:** Angel Ernst
Homeowners Present: Petra Lippa #43, Phyllis Palmer #34, Rita Senegal #38, Sherry Scott #23, Shawna McGatlin #15, Shawn Walker #46.

Consent Calendar: Annual Meeting - Saturday, March 19th, 2011 - 2 PM Coffee House
Monthly Meeting - April 21st, 2011 - 5PM Walk-around [Linda] 6PM meeting

A. Reports:

- 1. Approval of 2-17-11 Minutes MSC:** approved as Presented
- 2. Financial Report:** - VIS - Assets shown as \$186,871.93, with Liabilities of \$5,599.79. Receivables of \$35,919.34
- 3. Management Report - Included Below.**
- 4. Maintenance Report - Angel -**
 - A. Bid received on Gate repair and upgrades. MSC:** Board accept bid from Gate Technologies to repair hydraulics and install magnetic lock. Bid of \$1,095.00 accepted.
 - B. Bids collected for installation of a new hose bib and water shut-off in Unit #29. MSC:** Board accepted bid from Reynolds Plumbing of \$675 plus tax to complete this repair.
 - C. It is time for removal of debris from gutters, flushing all clogged downspouts.** Fred Meyer contracted to complete this work. Recommended they clean areas under their work, and alert homeowners when they will be on-site.
 - D. Bids were presented to spray for aphids twice a year. MSC:** Board chooses Sound Landscape to complete this work with a bid of \$1,050 to complete.
 - E. Repair of #32 chimney.** Bids were presented to re-build leaking chimney enclosure in #32. **MSC:** Board accept bid of \$753.08 from South Sound Sweeps who has cleaned our chimneys before, to replace chase and repair as needed.
 - F. Carport lights still out.** Board instructed Brandon to investigate, bulbs, sensors and power source for lights at #55 and #34 and make repairs if possible. If not, we'll get an electrician.
 - G. Soft spot in landscaping between #42 and #43.** We noticed this last fall, and it has become a pond. Need to excavate and determine water source and repair.
 - H. Have Brandon clear dirt pile by drain between #30 and #31** In heavy rain, dirt and debris clog this drain. Snake drain to make sure it is clear.
 - I. Pool Gate lock not functional.** Brandon to purchase and install new lock tumblers to repair. Old homeowner keys will still work.
 - J. Ants in Units #46 and #54.** Lind Pest control was on site today and treated these two units.
 - K. Application for NPDES permit was presented to the Board.** Our permit to spray noxious weeds in the Lagoon and Lake expired last Fall. Our application for renewal for another 5 years was approved by the county. There is \$1500 budgeted annually for this work. Thanks to Jen Hrivnak #24, our rep on the Spanaway-Tule lakes watershed for her work on this.
 - L. Mold remediation in #43.** This was completed last month, and with minor work to do, the repairs have also been completed by Roley Construction and Petra has moved back into her home. Board thanked Petra for her patience.
 - M. Brandon has completed** the repairs to the mailbox demolished by the garbage truck. Joyce Warner volunteered to carry his bill of \$288.15 to LeMay for reimbursement for his labor and materials.

B. Old Business:

1. Units under Repair: #43, 27, 29 All covered above.

2. Structural Correction progress - Bianca Wulff - Bid was presented for work on structural problems. MSC: Board approved bid of \$5,500 to begin this work. **Bianca** also discussed the "Rough Order of Magnitude" around our structural and roof repairs which was to have been in our hands by this meeting. Bianca expects it by Saturday's Annual meeting when we will discuss it. She discussed an overview of the repairs and answered questions from homeowners.

3. Parking Committee - Alice Romanio to serve as Chair of this important Committee. This committee is charged with two main tasks: 1. To report vehicles that are parked illegally, and try to determine which unit they belong to. 2. To brainstorm ways of determining which vehicles belong and which do not. Stickers and placards will be discussed, and a list of legal vehicles will be given to them to aid in their work. Volunteers for this committee are: Phyllis Palmer, and Shawna McGatlin and Sherry Scott. Alice will report on their progress at the April meeting.

4. Roof repair status/timeline - Bianca stated that the finding of structural issues found when doing a siding evaluation proved to be a much higher priority to us than the roof work. Construction teams have already shored up areas where rotten supports were found. It is still possible to begin roof work this summer in the worse areas around the lagoon.

C. New Business:

1. New Board Member nominations. Joyce Warner is the only continuing Board member with another year to serve. President Linda O'Brien has agreed to run for another term. Petra Lippa and Shawna McGatlin also expressed interest in serving on the Board. Further nominations will be accepted from the floor at the Annual meeting. Six Board members need to be elected on Saturday.

2. Annual Meeting: Saturday, March 19, 2011 at 2 PM preparations - Dale has completed a trial agenda for the meeting that includes Bianca presenting the ROM report, a representative from Brown & Brown to talk about Assoc. vs. homeowner insurance coverage. Vasilij will present a State of the Association to us, along with comparisons with last year.

3. Small Claims progress - One claim moved to this method last month. No report as yet.

4. Renewal of Permit for lagoon - Applied for and received. Good for 5 years.

D. Homeowners Forum:

1. Alice wanted to report on the goose population and control using pinwheels on the shoreline. They were "collected" last year.

2. Petra reported the 'soft spot has become a pond for the ducks. - Pending

3. Phyllis reported there were still light out on the path. Brandon to fix.

4. Petra inquired how many units were being rented? We now have or maximum 17 units in rentals. CC&Rs state that anyone renting a unit must have Board approval beforehand, and if 17 are rented, their request would be placed on a waiting list. Renters who move out cause that homeowner to go to the bottom of the waiting list before being rented again.

E. Good of the Order - Angel, our new maintenance coordinator from VIS, said she admired this Board because "they get things done." We admire Angel because she got up to speed very quickly after Adriane's injury, and works hard for us.

F. Adjournment: 8:04 PM

Respectfully Submitted,

**Dale Gleason, Secretary
CCHOA Board of Directors**