

Coffee Creek Homeowner's Association
ANNUAL MEETING MINUTES
March 19, 2011, 2 pm at the Coffee House

1. Call to Order - 2:10 PM : Linda O'Brien - Board President

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

Absent: Elmer Bartley - Treasurer, Rich Rocks [inactive]

2. Roll Call

A. Proof of notice sent out prior to February 19th meeting which was cancelled. Quorum is satisfied.

B. Roll Call of Homeowners present. Homeowners signed a tally sheet for their unit as they entered. Proxies were also collected and counted. We had a quorum.

C. This Agenda was presented to the homeowners for approval. **MSC: Agenda approved.**

3. Review and Approval of Annual meeting minutes from April 8, 2010

MSC: Approved as presented

4. Reports.

A. **State of the Association** - Vasiliy Stupin, VIS - He presented the financial statement from 12/31/10 and compared it to the previous year. He also showed current figures. He reviewed the wiring problems of '09, when they first became our Management Co. This was followed by the roofing and structural problems which we are currently working on. Amounts in reserves are \$103,000 as opposed to \$30,000 in 2009. This will pay for many of our repairs without a special assessment, though that still may be necessary. Though these figures aren't final until checked by the auditor, it gives us an idea of where we were and what we have. Attorneys are going through our CC&Rs to determine who is responsible for different parts of the property: Homeowners? or Association? He went through our Insurance coverages, then Profit & Loss. Vasiliy feels the Board and VIS have done an excellent job of taking care of our assets. All docs are available on-line at the VIS website.

5: Brown & Brown rep. Brian Dunn - 7th largest brokerage in the world. **B&B** covers many buildings in Tacoma & Seattle. Policies are typically several hundred pages. All our buildings as a group are insured for \$11 million, rather than each one individually. Earthquake is \$10 million on our complex. Building Ordinance coverage means that if a building is damaged by fire, repairs will be brought up to current code when replaced. Any repairs or "improvements" made to the units must be covered by homeowner's insurance, not association's. In case of a fire, the association insurance would cover replacement of the buildings, but not the contents. He covered insurance to protect Board members who make decisions on our behalf. It's called "Directors & Officers Coverage" and we have it. Our attorneys will create the Matrix of Responsibility, share it with B&B for their input, then send it to every homeowner to make sure their coverage is adequate, and eliminate ambiguity re: responsibilities. Homeowners personal property is not covered for earthquake. Homeowners should purchase their own rider

for earthquake coverage. Our coverage is based on "events" and not anticipated damage. Damaged units will be brought up to current codes when repaired.

6. Structural Repairs ROM [Rough Order of Magnitude] - Bianca Wulff - Project Coordinator was not able to attend, but sent the ROM figures and a progression of jobs for 2011 to 2014. Estimated figures were given. Since it was received just this morning, we will discuss it with Bianca at the April Board meeting. Dimensional w/ Martin Flores, and Dibble Engineering were both involved in developing the ROM. These are construction costs and don't include permits, inspections, etc. He then discussed roof construction problems, especially around carports that need to be corrected. Siding was pulled off to look at building envelope. Contact VIS for report and further information.

7. Report from Maintenance - No Report - Brandon will report beginning in April.

8. Nominations for New Board members. Linda O'Brien, Dale Gleason, Rich Rocks and Elmer Bartley finish their terms. Joyce Warner is continuing. Those persons who agreed to be nominees were: Linda O'Brien (incumbent), Lisa Buttitta #4, Petra Lippa #43, Shawna McGatlin #15, Phyllis Palmer #34, Nettie Reed #22, Judy Rousseau #32, and Shawn Walker #46.

8A. Election Results - Ballots were counted and those elected to the 2011-2013 Board are: **Lisa Buttitta #4, Petra Lippa #43, Linda O' Brien, Phyllis Palmer #34, Judy Rousseau #32, Shawn Walker #46 joining Joyce Warner #39.** The new board elected to assign roles to themselves at the April 21st meeting. The present Board thanks you all for your willingness to serve our association. 41

9. Formation of Parking Committee - Alice Romanio, Chair. This committee is charged with reporting illegally-parked vehicles to VIS. This will include 1. Vehicle Description, 2. License Plate, 3. Space taken, 4. Unit associated with. Additionally, the committee will discuss ways to identify owner vehicles (i.e. sticker or placard?) and clarify visitors and non-visitors from those owners. Volunteers for this committee were: Sherry Scott #23, Phyllis Palmer #34 and Shawna McGatlin #15. Additional interested parties contact Alice in Unit #42.

10. New Business

A. Moss treatment was discussed. It will be scheduled later this spring when it stops raining.

B. Brandon will be back on-site from April to September on his same schedule as last year.

11. Adjournment - 4:00 PM

Respectfully Submitted,

Dale Gleason, Secretary
CCHOA Board of Directors 2009-2011