

**Coffee Creek Homeowner's Association**  
**(Ammended) Monthly Meeting Minutes, Board of Directors**  
**April 21, 2011 - 6:00p - Coffee House**

- I. **Call to Order:** 6:00p by Linda O'Brien, President
- II. **Determine Quorum:** Quorum satisfied.  
Board Members Present:  
Linda O'Brien #19, Judy Rousseau #32, Joyce Warner #41, Lisa Buttitta #4, Shawn Walker #46, Phyllis Palmer #34 & Petra Lippa #43.  
  
Homeowners Present:  
Shawwna McGatlin #15, Georgianna Carlson #29, Tammy \_\_\_\_ #\_\_ & Sherry Scott #23  
  
Others Present:  
Angel Ernst, Clarissa Brechwald and Bianca Wulff - VIS Group
- a. **Election of 2011 – 2013 Board Officers:** At the March 19<sup>th</sup> Annual Meeting, officers were elected but position assignments had not been made. Officer assignments were determined as follows:  
Linda O'Brien, President  
Joyce Warner, Vice President  
Judy Rousseau, Treasurer  
Lisa Buttitta, Secretary  
Petra Lippa, Phyllis Palmer & Shawn Walker, Member(s) at Large
- III. **Approve Agenda:** Correct date to reflect April 21, 2011, not March 21 as printed, otherwise approved.
- IV. **Approve Previous Meeting Minutes:** Minutes of the March 17<sup>th</sup> HOA Meeting and March 19<sup>th</sup> Annual Meeting were approved as presented.
- V. **Association Manager's Report:**
  - a. **Financials:** Clarissa reported total assets of \$186,692. Of note were *Owner Receivables* of \$40,550.50 compared to \$20,024.04 last year and a \$5,282.50 *Deposit to Contractors* entry that Clarissa was unsure of but would look into and clarify.  
  
The *Revenues and Expenses* were also reviewed and Sherry noted that since our actual for *Insurance* is \$16,239 of the \$24k budgeted, the difference (approximately \$7,700) should go back into our *Reserve*.  
  
Additionally, Clarissa agreed to look into clarifying a question on our budgeted *Reserve* account of \$94,041 – if you divide the \$94k budgeted by 12-months, that equates to roughly \$7,800 per month, thus at the end of March why is it only at \$16,424 when it should be at least \$23.5k (\$7,800 x the months of January, February & March)?  
  
The *Receivables* were analyzed line item by line item and protocol for VIS on each (if necessary) was determined. Joyce also clarified that for RENTED units with an outstanding receivable balance, the Board does have the authority to collect the rent directly.
  - b. **Accounting Requests:** Joyce motioned for approval of a payment plan for the Accounting Request reviewed, at \$500 per month but denied the removal of any associated fees. Lisa seconded. Approved.

- c. **Compliance:** The next scheduled walk through is April 22. The current CC&R Violations were reviewed; #79 was waived per the Board. The question was raised on whether the CC&Rs should be changed to note any occupant in arrears should not be allowed to use the RV lot to mitigate the potential of adding to the receivables.
- d. **Maintenance Report:** Angel gave the maintenance report, of which there were 13 items. Of note: Lind Pest Control is contracted to be on property 2x per month as a variety of complaints for ants has surfaced; Unit 42 has a leaking roof near the chimney that has been estimated to cost \$500-750. Linda motioned to approve REPLACEMENT, Shawn seconded; Tree trimming will be done the last week of April; On unit 32 Angel was able to save the HOA \$100 on the chimney / chimney chase cap repair; It was motioned by Linda to approve the chimney replacement for #42, Shawn seconded. Approved.; Regarding the crushed Qwest box, as no disruption of service has occurred, this has not been a priority for them.; Reynolds Plumbing will be out at the end of April to replace the water shut-off valve and back hose bib for #29.
- i. **Water Build-Up:** It still has not been determined whether the water build up has been caused by a leak, bad plumbing, a re-route of the plumbing, etc. ~~Joyce Judy~~ asked that we get another bid on this project and therefore further investigation on the cause – perhaps Reynolds Plumbing can do so when they are here at the end of April for #29?
- ii. **Project Manager's Report:** Bianca gave her Project Management report. Of special note, mold has been detected in 3 places due to poor design and on-going leaks in several places at #25. The unit's air quality has been tested and luckily was deemed ok. As the previous owners of this unit enclosed the carport without a permit, and by so enclosing it, caused the water to collect and damage the structure - the question was raised on whether the current tenant's homeowners insurance would cover the repair but the HOA could cover the deductible? It was also asked if it were possible to re-convert the enclosure back to a carport? The HOA felt this was a good question for our attorney – overall the HOA felt it was not our responsibility to fix an issue that is not compliant (i.e.: the carport/garage) however it is our responsibility to fix the roof/leaks and correct the issues with the mold. Again, worth the attorney adding this to the matrix being created. Bianca noted that if we repair or replace this, it would require a permit, which would trigger a compliance review! Bianca listed out her recommendations for the carport/garage issue as:
- Have Dibble & the Civil Engineer (Martin) conduct a structural review of all the enclosed garages, noting this MAY signal other triggers to the building department;
  - Have the engineers create a design for both a carport & enclosed garage.;
  - Discuss with owners which garages the HOA will take apart & which ones owners may want to repair (would require Board approval);
  - Conduct a Code Compliance Review and get an engineer cost estimates;
  - Put out bids to contractors for repairs;
  - Determine who (based on the attorney matrix) is responsible for payment;
  - Determine if a special meeting with the Board and engineers be arranged;
  - If a special meeting is called, Bianca asked for approval for the engineers to come inspect the carports/garages prior to meeting with the Board in order to be prepared. Approved.

In continuing with her report, Bianca moved to roof issues noting #25 has issues with the roof and chimney chase and #27 has roof leaks. Bianca recommends total replacement of the roof and chimney chase when leaks are found, therefore the 4 units for that building should be re-roofed completely (as we are in this situation to begin with due to deferred maintenance and quick/shoddy repairs). Bianca stressed that she is NOT advising the re-roofing of the carports until speaking with the engineers and getting their recommendations.

Bianca moved onto the structural issues we face. As many decks are structurally compromised, they pose a life safety issue and advised:

- Close off all compromised decks until proper repairs are completed;
- Have the attorney determine (via the matrix) who is responsible for costs;
- Priorities (based on her hand-out entitled *Recommended Structural, Roofing & Siding Repairs*) are the structural posts and beams, closing off the unsafe upper entry and rear decks, and the chimney chases/roof troughs (move up from 2012 to this year).

Linda motioned to have Bianca move forward on contacting the engineers and to arrange a special meeting with the Board and to confirm the cost (is it \$140/hour?). Petra seconded. Approved

Linda motioned to have the attorney review the life safety issues regarding the decks and have VIS immediately notify all owners that the decks are closed and to be entered at their own risk until repairs are made. Petra seconded. Approved.

Linda motioned to get the engineering design for the roof (include solar options) followed by bids for the roof repair for #27, #25 and that building (including chimney chases). Shawn seconded. Approved.

#### VI. Old Business:

- VIS Group Contract:** A new contract was delivered and emailed to the Board noting a 5% increase. This was left for the next meeting to approve to allow sufficient review time of the contract.
- SCP – CC 55:**
  - SCP Approval Letter:** Linda signed the Small Claims Program letter authorizing court proceedings on behalf of the HOA.
  - Military Affidavit:** Petra signed the Military Affidavit on behalf of the HOA.
  - Other:** Joyce talked to LeMay regarding the damaged mailbox structure. Despite a witness, LeMay feels the delay in reporting the incident (3-months, it happened in October) mitigates them from fault. Angel will check on when the incident was reported to them and when they in turn contacted LeMay.

#### VII. New Business:

- CC 21 Restraining Order:** It was noted as part of this item, a remote for the complex was stole, so Angel is determining how to disable it. In the meantime, the gate code will be changed.
- CC 27 Parking Request:** Joyce moved to approve the request for an additional parking spot, seconded by Linda. Approved.
- WES Invoice:** ~~Joyce~~ Judy motioned to approve the WES Construction invoice for remediation of CC43. Phyllis seconded. Approved.
- Other:** Angel noted the pool will be opened Memorial Day weekend, that she will secure the pool permit and that she, Brandon & Andre will all be taking a pool maintenance course. ; It was reported that prior to the start of today's meeting, several Board members walked the property with Angel and Clarissa. A number of issues were identified, including uneven decking at the Coffee House and what to do with the shoreline areas (lay sand? create a turn-around?). The group also wondered if is it possible to convert the complex to solar (Linda is exploring if it makes sense), and if we qualify for special consideration loans (that are offered for rural areas, etc. – Judy is exploring)?

#### VIII. Adjourn: Meeting adjourned at 9:00p