

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

I. Call to Order: 6:30p by Linda O'Brien, President

II. Determination of Quorum: Quorum satisfied.

Board Members Present:

Linda O'Brien #19, Joyce Warner #41, Lisa Buttitta #4, Shawn Walker #46, Phyllis Palmer # 34 & Petra Lippa #43.

Homeowners Present:

Rita Senecal #38, Sherry Scott #23, James Buttitta #4, Paul Schmeil #37, Don Todd #9 & James Miller #9

Others Present:

Angel Ernst and Bianca Wulff - VIS Group

III. Approval of Agenda: The July 21, 2011 meeting agenda was approved.

IV. Approval of Meeting Minutes:

a. Minutes of the May 19<sup>th</sup> HOA Meeting were clarified - Angel Ernst of VIS asked that item VI.c. be re-written to reflect VIS has not accepted responsibility for the cost of mailbox repairs and is investigating their communication logs to determine if their response to LeMay was timely. The Board feels VIS was not timely in their response, hence this will remain an open item. The May minutes were otherwise approved as presented. Joyce Warner moved, Linda O'Brien seconded.

b. Minutes of the June 23<sup>rd</sup> HOA Meeting were approved as presented. Joyce moved, Linda seconded.

V. Management Report: As Vasilij Stupin was not present, Angel gave the Management Report on behalf of VIS.

a. Financial Report: Angel reported that the Insurance Reserve account error that Sherry Scott had brought attention to at the April HOA meeting was reconciled, did show a duplicate entry and has been fixed.

Sherry inquired about the Reserve Contingency Fund on the *Balance Sheet*, noting that the June and July numbers are the same – why is the June deposit not reflected? Angel will look into this and report at the next meeting.

On the *Revenues and Expense Statement*, James Miller inquired on what the \$1,766.14 Accounting Adjustments were for? Angel will look into this and report at the next meeting.

James M. suggested that perhaps e-statements could help streamline (and possibly cut costs) to the HOA. Angel noted that all homeowner's have the ability to log on to the VIS site to pay their monthly bill, review statements, view historical reports, etc. If anyone has a question on how to gain access to the system, assistance with log in's, etc. please contact Angel at VIS via: [angel@vismanagement.com](mailto:angel@vismanagement.com).

b. Small Claims Update: Angel reported that the next Small Claims court date is scheduled for August 10<sup>th</sup> and that we have made some progress on the outstanding balances.

- c. Maintenance Report: Angel gave the report of current, ongoing and pending projects. She noted that aphid treatment has been completed and work orders 797 and 791 are being resolved currently.

On order 839, Bianca Wulff noted that the chimney specialist felt no replacement was needed, just a new storm cap.

VI. Project Management Report: Bianca continued with her PM Report noting 2 specific items:

- a. Responsibility Matrix Draft & Electrical Panel: Bianca passed out copies of the DRAFT Matrix that outlines the responsible parties for all items. She noted the highlighted portions reflect issues that should be addressed by the Board.

After review and discussion by all present, Linda moved and Phyllis Palmer seconded that Bianca instruct the attorney to reformat the matrix to clearly note 3 sections (Association Responsibility, Unit Owner Responsibility and Board Considerations). Bianca will also let the attorney know that the Association is not aware of any electrical panels located outside of Unit boundaries warranting the HOA's responsibility.

- b. Roof Replacement / Structural Repair Project Update: Bianca passed out a drawing completed by Dimensional Engineers on the roof design as well as a memo she drafted summarizing what was found. Based on the engineering visit, it is suggested that the roof & carport project be separated from the deck project (they are currently combined as "structural repairs") as the scope of the roof/carport project is large and separating these out would likely be more cost effective.

Between Units 25-32, there are 6 enclosed carports and 2 that remain as original. Of the 6 enclosed structures, only 1 obtained a permit to enclose their space however they never received HOA approval to do so. That said, the engineers feel the cost of either returning the carports to original design -or- making the necessary repairs to fix the enclosed units, will be about the same. The cost of the project has 3 phases (Design/Bids, Permitting, and Construction). The combined estimated cost for Dibble & Dimensional for design/bids and permitting portions would be \$24k as a "worst case" number. There was much debate and discussion amongst all present about this, so Bianca noted it was up to the Board to determine next steps based on the outlined budget and project plan schedule. Shawn Walker moved and Linda seconded that we move forward with the Project Plan, Budget and Schedule as outlined in Bianca's June 21<sup>st</sup> memo.

Many voiced dissatisfaction with the timing and the perception is that things are taking too long. For example, it has been 7 months since the original engineering report was submitted to now, and we are just getting to approving budgets. Shawn moved that once the bid set is in on 8/21 that Bianca proceed with getting construction bids for the Board to review. Joyce seconded.

As the deck issue has been separated out as a stand-alone issue, Bianca passed out a color coded list of all the units and what repairs are needed for each. She asked that the Board needs to take a look at this, along with the Responsibility Matrix, and determine (hopefully by the next meeting) what they are ok and not ok with so she can move forward. There was much discussion by the group about what decks have already been repaired by the Association (some multiple times) and if owners are asking for FURTHER repairs, they should bear some of the cost. James Buttitta noted that on his unit (#4) there would be no need for any deck repairs at all had the roofline gutter been extended about a foot. This highlighted that though the deck/roof issues have been separated from a project scope, they remain intertwined when it comes to cause and effect.

VII. Old Business:

- a. Management Contract: Lisa Buttitta noted a number of concerns with the Management Contract proposed by VIS. She was informed that the Contract was approved at the June 21<sup>st</sup> meeting, but it was unclear to the Board

whether all signatures were required to formally pass the contract. Angel was also not sure if all Board signatures were required.

VIII. New Business:

a. Accounting Requests:

- i. Unit 14 – No action required, just an update that it is now owned by the bank and dues are being paid.
- ii. Unit 15 – on a payment plan, has an extension, and payments are being made.

b. Coffee House Rental Process: It is necessary to streamline the rental process for the Coffee House, and Angel passed out a draft Agreement for the Board to take a look at. In the meantime, Shawn will determine what the legal occupancy number should be and it was agreed that the space is NOT able to be rented out on National Holidays. Linda will have keys made for every Board member, so there are plenty of people for owners to contact regarding access.

c. Pool “After Hours” Enforcement: Phyllis and Angel to look into our bylaws to see if fines can be issued to owners not abiding by pool rules.

d. Community Maintenance Schedule: Angel will compile a list of some items needed and will then solicit additional items from the board. This list will include maintenance items such as annual dryer vent cleaning, arborist visits, gutter cleaning, etc.

e. Landscape Concerns: Prior to this evening’s meeting, members of the Board walked the grounds with the landscape company (Sound Landscape Professionals) to identify a number of landscape concerns.

James Miller asked that the plantings in front of the roadway be watered immediately (they are stressed) as the irrigation connections at #10 and at the start of the building have been disconnected. Angel will make sure Sound is aware of issue and will have the maintenance tech water in the meantime.

IX. Homeowners’ Forum: James Miller also expressed concern over parking violations (mis-parked vehicles, boats in carports, vehicles occupying visitor spots, etc.). The compliance folks need to be more diligent and timely in addressing these complaints. Joyce had reported a white truck in violation some time ago and there has yet to be resolution – things get sent to compliance and seem to disappear. Angel will find out what is going on with this.

James B. suggested the HOA get a centralized property manager or entertain an on-site manager, as had been done in the past. This would consolidate issues, alleviate individual Board members being notified in lieu of VIS, and expedite attention to any issues.

Many units are being rented (it’s not sure how many exactly have been rented via proper guidelines), and tenants are either ignoring the HOA rules or not being notified at all. When homeowner’s approach renters regarding procedures, they are often met with hostility. As a community, we need to find a way to ensure make sure owners who are renting, are following procedure and notifying tenants of proper rules. Otherwise, fines should be levied.

X. Next Meeting: August 18, 2011 at 6:00p in the Coffee House

XI. Good of the Order: Phyllis inquired if the Complex would be hosting or allowing garage sales? Joyce opposed.

XII. Adjournment: Meeting adjourned at 9:35p.