

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
August 18, 2011 - 6:00p - Coffee House**

- I. Call to Order: 6:15p by Linda O'Brien, President
- II. Determination of Quorum: Quorum satisfied.
Board Members Present:
Linda O'Brien #19, Lisa Buttitta #4, Phyllis Palmer # 34, Petra Lippa #43 & Judy Rousseau #32.

Homeowners Present:
Rita Senecal #38 & Sherry Scott #23

Others Present:
Angel Ernst and Vasiliy Stupin - VIS Group
- III. Approval of Agenda: Judy moved to approve the August 18th meeting agenda. Lisa seconded. Approved.
- IV. Approval of Meeting Minutes:
 - a. Regarding the mailbox issue as reflected in the May 19th HOA minutes, Vasiliy and Linda determined the issue was closed.
 - b. Minutes of the July 21st HOA Meeting were presented and Judy moved to approve. Linda seconded. Approved.
- V. Management Report: Vasiliy gave the Management Report on behalf of VIS.
 - a. Financial Report: Regarding Sherry's inquiry last month regarding the *Balance Sheet's* Reserve Contingency Fund (i.e.: the June and July numbers were the same and not reflecting a June deposit) was due to VIS not yet requesting the Board to approve of the fund transfer (which comes from the reserve to the operating fund). By law, VIS cannot transfer money from any Coffee Creek account without Board approval. Judy moved to approve the transfer of funds to cover the 4 items (totaling \$16,750.02) from page 2 of the *Revenues and Expense Statement* under "Reserves & Extraordinary expenses". Linda seconded. Approved.

Judy asked Vasiliy to remind Michael to send a MONTHLY Management Report vs. the YTD Report (totaling several hundred pages) that he is currently sending.

Note: from the July meeting James Miller inquired what the \$1,766.14 in Accounting Adjustments was for, as noted on the *Revenues and Expense Statement*. Angel was to look into this and report in August. OPEN ITEM
 - b. Small Claims Update: Judy inquired why one of our Small Claims actions scheduled for August 12th was dismissed in court. Vasiliy explained they got the hearing time wrong, and due to the no-show, the case was dismissed. VIS immediately filed a *Motion to Vacate* the dismissal and awaits the judge's ruling. VIS will not charge us for this error and will notify the Board of the outcome. There remains a total of \$40,972.03 owed to the Association, comprised of 17 accounts. 4 accounts are on a payment plan and currently meeting their obligations. 1 has been assigned to the attorney for collections and 3 are being pursued via small claims.
 - c. Maintenance Report: Angel gave the report of current, ongoing and pending projects. The Board requested that the maintenance tech be moved back to a *Work Order* system effective immediately. Vasiliy noted that the

HOA will be credited back all of the time charged on the bridge (as Brandon had to come and re-do it). Angel noted that the pool is scheduled to be shut down on Labor Day (following the weekend), and until then, Warner will be on site daily to check it and then will winterize. One work order that needs to be submitted is one for dryer vent cleaning.

VI. Project Management Report:

- a. Responsibility Matrix: In July furnished the Board with the DRAFT Matrix outlining the responsible parties for all items and drew attention to highlighted portions that required Board direction. The Board agreed to call a special meeting next week to address this. Vasiliy offered to attend this meeting at no cost.
- b. Update from Bianca Wulff: As Bianca was not present; Vasiliy supplied a memo from her dated August 18th with her updates. She noted that that she is waiting for Pierce County to give permission to move forward with the approved plan but they won't allow us to apply for building permits until we obtain retro-active permits (via their amnesty program) for the carports that did not have one. The cost is \$100 per permit and she awaits an outcome. In the meantime, she is requesting bids for the roof project so please email her any additions you would like to see (Bianca@vismanagement.com).

An open item remains the color coded list Bianca furnished the Board in July listing of all the units and what deck repairs are needed for each. The Board will take a look at this, along with the Responsibility Matrix, and determine what they are ok and not ok with so she can move forward.

Bianca is requesting approval of the \$244.13 invoice from Ability (for August 2 structural evaluation). Linda moved to pay the invoice. Judy seconded. Approved.

VII. Old Business:

- a. Management Contract: Not all Board signatures are required to formally pass the Management Contract. Lisa Buttitta elected not to sign the Contract that was approved at the June 21st meeting.
- b. Parking Concerns:
 - i. Angel passed out examples of stickers that the HOA can buy to adhere to parking violators. Window clings for residents is also an option to identify violators. The Board will defer a decision and add this to their working meeting agenda.
 - ii. Regarding parking in a fire line, as long as there is a sign noting violators will be towed, the HOA can call the Sherriff to enforce this.
- c. Coffee House Keys: Linda & Judy are now the primary Board contacts with keys to the Coffee House. All other Board Members (except Lisa) also have a set. Angel circulated a Draft Key Agreement for those wanting to rent the Coffee House. Phyllis noted that it should be modified to include language about parking passes.
- d. Community Maintenance Schedule: The Board will defer a decision and add this to their working meeting agenda.
- e. Landscape Concerns: It is the job of the landscapers to take care of the plants in all common areas, including out in front of units as well as, in the rear of units. Lisa noted that the Landscapers do not come behind units 1-5 at all. Angel noted she will ask them to do so.

- f. Pool after-hours enforcement: An option is to have a time-lock installed. The Board will defer on a decision this year as the pool will soon be closing.

VIII. New Business:

a. Accounting Requests:

- i. Unit 14 – is requesting a payment plan (despite the fact the property is now owned by the bank). As this is a special circumstance, Linda moved to approve a 6-month payment plan. Lisa seconded. Approved.

b. Parking Requests:

- i. Unit 33 submitted a parking request for an additional spot. Linda signed.

- c. Gutter Cleaning Proposal: Meyer Professional Services submitted a proposal for cleaning the gutters on Building 8. The Board agreed to defer until fall (October).

- d. Authorization to reimburse reserves. Approved (see notes under Section V. Item a.)

- e. Maintenance Technician Budget: As the Board decided at the start of the meeting to move to a Work Order system this is no longer an issue.

- f. Gate Maintenance Contract: Angel submitted a contract from Guardian (who had repaired it last). The Board felt no need to sign a contract at this time, but rather use Guardian as the preferred vendor when issues arise. The Gate Box still needs to be secured, so Angel will ask Guardian if this is something they can do.

IX. Homeowners' Forum: no items.

- X. Next Meeting: September 18th, 2011 at 6:00p in the Coffee House. Lisa noted she will not be able to attend and asked for a volunteer to take the minutes.

- XI. Good of the Order: the Board requested an updated roster for the community as well as an updated VIS Organization chart as we often don't know who to contact for what, and the burden falls upon Angel most of the time. Angel noted that each resident received a request to update their information to put together a new roster. Vasiliy will circulate an org chart to the Board as there have been some personnel changes.

- XII. Adjournment: Meeting adjourned at 8:20p.

- XIII. After adjournment, Rita Senecal asked for approval to promote a community garage sale on September 16th & 17th from 10a – 3p. Linda moved to re-open the meeting and approve of this event. Petra seconded. Approved. Meeting re-adjourned at 8:23p.