

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes, Board of Directors  
October 20, 2011 - 6:00p - Coffee House**

- I. Call to Order: 6:05p by Linda O'Brien, President
- II. Determination of Quorum: Quorum satisfied.  
Board Members Present:  
Linda O'Brien #19, Lisa Buttitta #4, Shawn Walker #46, Phyllis Palmer # 34, & Judy Rousseau #32.  
  
Homeowners Present:  
Rita Senecal #38 & Sherry Scott #23  
  
Others Present:  
Steve Lake, Bianca Wulff and Vastly Stupin - VIS Group
- III. Approval of Agenda: Judy moved to approve the October meeting agenda. Lisa seconded. Approved.
- IV. Approval of Meeting Minutes: Minutes of the September 15<sup>th</sup> HOA Meeting were presented. Judy moved to approve the minutes, Linda seconded. Approved.
- V. Management Report: Vasiliy gave the Management Report on behalf of VIS.
  - a. Financial Report: Vastly noted that we are low on cash (\$4,258.78 in the operating account) due to funding of the reserves (\$190,877.14) in anticipation of the roof project.
  - b. Insurance Reserves: Vastly received an insurance renewal for \$27.8k when our budget for it was \$24k. Our goal is to have \$28k by January to cover this cost therefore the goal is to put \$4k away by the end of the year to cover the gap. This is why the cash account as noted above is lower on the balance sheet since \$8k has been moved so far, and another \$4k will come out by December. The reserve account has been funded for October and Vasiliy asked the Board to approve transferring \$22,000.54 from reserves into the operating account for the roof. Linda moved to approve the \$22k transfer and Phyllis seconded. Approved.  
  
Vastly also asked for the approval of a \$750 reserve study. Judy moved and Linda seconded to fund the \$750 to the operating account. Vastly noted for next year, he would like to use another provider. Reserve studies are a statutory requirement and the new provider quoted \$2.5k for this. Judy motioned to approve the switch, provided the new provider not exceed a cost of \$2.5k for the study. Linda seconded.
  - c. Small Claims Update: There are 14 delinquencies currently in process totaling \$38,008.13. Five (5) accounts are on payment plans, 1 assigned to the attorney for collection and 1 being pursued via the small claims program.
  - d. Maintenance Report: There are five (5) in progress maintenance requests including the dryer/chimney cleaning scheduled for the 22<sup>nd</sup> and those folks with gas inserts do not have to worry about being home. The major maintenance will be the roof project that Bianca will go over in her report. There were 2 new maintenance requests – those were ok'd.
  - e. Compliance Report: There are 3 open violations that are being pursued.

VI. Project Management Report:

Update from Bianca Wulff: Bianca noted that Martin has been working for us on the roof project without a contract – Linda signed what Bianca presented.

Bianca reported that RFPs were sent to 5 contactors for the roof bids and upon receipt, she and Martin will summarize the results and proposes the Board meet October 27<sup>th</sup> at 5p to review the bids.

Bianca is requesting approval of the \$2650 invoice from Dimensional (for creation of roof details, amnesty application work and permitting evaluations. Judy moved to pay the invoice. Linda seconded. Approved.

VII. Old Business:

- a. Responsibility Matrix: In July, the Board met to discuss the DRAFT Matrix outlining the responsible parties for all items pertaining to the complex. The comments were presented to the attorney and her comments are attached. This discussion has been tabled to focus on the roof project.
- b. Likewise, the community maintenance schedule will be tabled for now.
- c. Gate Security: VIS thinks they can get the gate mechanical box caged for additional security.
- d. Rental Cap: Steve reviewed our bylaws which states 17 rentals max for the complex. Currently he has information on 14 renters but noted that 19 owners have addresses outside the community. Steve would like to work with a Board Member (Phyllis volunteered) to determine the missing pieces and then get proper agreements in place.
- e. Pool Status: Pool is officially closed and locked. A sign should go up noting when it will re-open.

VIII. New Business:

- a. 2012 Draft Budget: The proposed budget from VIS will add (4k to our reserves (which is even more than the reserve study recommends). Vasiliy will provide detail on the sections and the Board will take a look at the draft budget at the October 27<sup>th</sup> meeting of the roof bids. Sherry will attend at the Board's request. One item of savings could be our cable bill – VIS will start a discussion with Comcast as our contract is almost up.
- b. Audit: no discussion on this agenda item.
- c. Parking Requests: A letter should be sent to #22 to apply for an additional spot. #42 needs 2 spots.
  - i. Unit #25 would like an additional parking space but the Board felt there was limited space by the unit and so a spot closer to the pool was approved.

IX. Homeowners' Forum: Winterizing needs to be done (facets wrapped, blow the irrigation lines) and on Unit 2 they installed a new garage door but the paint needs to match the rest of the complex. There is a dead tree by #33 that needs to be removed and some pruning also needs to be done. Shawn will submit a proposal/request to VIS regarding planting of new shrubs that are "cat proof" by his front lawn.

X. Next Meeting: November 17<sup>th</sup> at 6:00p in the Coffee House. Lind noted she will not be able to attend.

- XI. Good of the Order: Vastly introduced Steve Lake (our new community association manager). Angel is still with VIS and will be still involved with Coffee Creek, but Steve will be taking on a primary role for us.
- XII. Adjournment: Meeting adjourned at 7:56p.