

Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
November 30, 2011 - 6:30p - Coffee House

I. Call to Order: 6:44p 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 , Joyce Warner #41 & Judy Rousseau #32.

Homeowners Present:

Rita Senecal #38, Sherry Scott #23, Elmer Bartley #7 and Georgianna Carlson #29

Others Present:

Steve Lake, Bianca Wulff and Angel Ernst - VIS Group

- III. Approval of Agenda: Lisa moved to approve the November meeting agenda, Phyllis seconded. Approved.
- IV. Approval of Meeting Minutes: Minutes of the October 20th HOA Meeting were presented. Joyce moved to approve the minutes, Petra seconded. Approved.
- V. Project Management Report: Bianca submitted her project update to the Board and reported that with the agreeable weather, Ability has made good progress on the replacement of the roofs on Buildings 1 and 2.

Unit 27 has reported mold on the ceiling and the Board has decided to wait to address this until the overall roof on Building 1 (where #27 is located) is done, thus drying out 27's ceiling before the mold is addressed.

With the roof being opened up, new information has surfaced (including major code violations) regarding the shoddy construction of the existing structure – this lends more weight to the HOA's chances of a claim against the old contractor's bond. The Board approved a \$2k working budget for Bianca and Martin to document these new discoveries for the attorney.

Additionally, it has been discovered that there are missing soffit vents on the roof and these should be installed for proper ventilation and moisture mitigation. The Board approved the expense of \$446.72 (COR 001) to drill and properly cover these. Lisa moved, Petra seconded and Linda signed.

The Board approved an additional expense of \$2,173.25 for Martin to remove, clean up and replace the contaminated insulation discovered under Panel 2. Lisa moved, Petra seconded and Linda signed.

The Board authorized for Ability to remove and repair any sheathing that is needed at the contracted price of \$60/sheet. Phyllis moved, Petra seconded.

The support post for #28 is deteriorated and Ability advises we replace it. The Board agreed to a change order once this needs to be done.

The Board approved (COR 002) the costs to sister the joists for Panel 1, 2 and 12– total of \$1,666.16. Lisa moved, Joyce seconded and Linda signed.

The Board approved colors for the roof to match the existing gray, as well as gray roof vents and brown flashing. Phyllis moved, Petra seconded.

Lastly, the Board agrees with Bianca that an electrician should evaluate the wiring in the area of the sinking floor to determine any issues.

After the October Board meeting, Bianca and Shawn walked through the complex and identified the posts/beams in need of immediate replacement. Bianca is getting bids for those.

VI. Management Report: Steve Lake gave the Management Report on behalf of VIS.

- a. Financial Report: In the Financials, Steve noted \$24,377.22 in the Operating Account and \$165,813.29 in Reserves with \$31,184.84 in outstanding receivables.
- b. Small Claims (SC) Update: Steve Lake referenced the SC Memo in the Board packet dated 11-/30. Of note was #27 hearing moved to 4/9.
- c. Maintenance Report:
 - i. Work Order 2195 – Hardware for #55. Her front door lock keeps freezing. This was approved for replacement.
 - ii. Work Order 2150 – Tree pruning. The Board received an estimated form Sound Landscaping of \$2,000 for this and the item below. Judy moved to have Sound Landscape prune the trees and remove the dead tree. Petra seconded.
 - iii. Work Order 2149 – Dead Tree Removal (see above approval).
 - iv. Work Order 2102 – Grass next to Coffee House. The Board felt this item was not a priority at this time and the item was tabled.
- d. Compliance Report: There are 3 open violations that are being pursued.
 - a. Only 1 violation has been reported - #27 Rubbish Bins.

VII. Old Business:

- a. Responsibility Matrix – The Matrix has come back from the attorney and the Board needs to review the changes at the next meeting. The Board remains conflicted in the areas where an owner has replaced something (a door, window, etc.) and thus what is the true responsibility? Steve will clarify this at the next meeting.
- b. Rental Cap Discussion – There are owners who have not followed policy and thus not compliant. The HOA could sue, but is it worth the cost to do so? On the flip side, if the community has too many renters, that could impact our ability to secure loans. The Board will continue to evaluate this on a case by case basis.
- c. Linda added an Old Business Item – parking for #25 can have a spot by the pool. Lisa will draft a response to #25's email as well as work on a draft parking policy.

VIII. New Business:

- a. Chimney Specialists Estimate – Board received an estimate for \$2,607.90 for various repairs to units 6, 1, 22, 12, 10, 3, 17, 20, 42, 2, 9, 21, 27, 49, 52 and 56. The Board would like another estimate. Note – the

dryer vents were not serviced during the last chimney cleaning visit. Petra & Phyllis will be the Board representatives to talk to the vendor about this with VIS.

- b. Sound Landscape Estimate for Plants & Shrubs
- c. Ron's Tree Service Estimate for Tree Removal & Pruning
- d. Comcast Notice of Rate Increase – Comcast is proposing an increase of \$14/month for the whole complex. We pay \$24k annually for Comcast (\$1,924/month) and our contract is up in May. Yes, dish service is cheaper but it would result in a mish-mash of satellite dishes mounted on the already compromised buildings/railings.
- e. Parking Requests – Unit 42 was approved for 2 spots in the lot between buildings 3 & 4.
- f. Hardship Requests – Regarding the hardship request submitted, the Board needs clarification on how the arrears in the account will be made up until they can make any decision.
- g. LeMay – Judy asked VIS to call LeMay and request they please close the dumpster lids in the RV lot after they remove the trash. It is continually left open, collects water, etc.
- h. Phyllis reported that she received a call from Unit 15 inquiring if there was electricity in Unit 14 (which is in foreclosure). The concern was with winter coming, would 14's pipes freeze and thus effect surrounding units?
- i. Per an email that Angel brought from Shawn, is the HOA interested in buying #47? The price has been lowered to \$80k. The Board decided that purchasing a unit was not possible at this time.
- j. There was a question about several gate "clickers" not working as well as the need for extra gate cage keys. VIS is working on these.
- k. Steve required a signature on the Tax Audit to get this in the queue by March 15th. Linda signed.

IX. Homeowners' Forum: No comments.

X. Next Meeting: December 15th at 6:00p in the Coffee House.

XI. Good of the Order: No comments

XII. Adjournment: Meeting adjourned at 9:15p.