

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
February 16, 2012 - 6:00p - 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, Shawn _____ & Joyce Warner #41.

Homeowners Present:

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

Others Present:

Steve Lake, Bianca Wulff and Jennifer Brooks - VIS Group

III. Approval of Meeting Minutes: Minutes of the November 30, 2011 HOA Meeting were presented. Joyce moved to approve the minutes, Phyllis seconded. Approved

IV. Approval of Agenda: It was noted that tonight's meeting would cover a lot of serious topics and the need to stay on track of the outlined agenda was crucial. Lisa moved to approve the February meeting agenda, Joyce seconded. Approved.

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

- a. Financial Report: In the Financials, Steve noted \$17,686 in the Operating Account (which does not reflect the funding of \$7800 for February's reserves yet), \$102,51.92 in the Reserve Account and \$38,655 in outstanding delinquencies (up from \$31,184). All told, the HOA is doing better than last year. Lisa moved to approve the moving of \$7,800 from the Operating Account to the Reserve Account. Phyllis seconded. Approved.

Of note for expenses was \$650 for snow removal and \$3,450.26 for the dryer vent cleaning, sign installation and drywall repairs.

- b. Small Claims (SC) Update: Steve noted there are 5 units in small claims and 3 on payment plans. Demand letters will go out to #20 & #11, "FYI" letters to #22 and #3 and for #17 Linda advises we utilize the attorney again. He has 3 room-mates yet continues to only pay \$100 per month and get further behind on his dues.

VI. New Business:

- a. Storm Clean Up Bids: The following bids were received and reviewed:

- i. Cannon = \$3934.80
- ii. Ron's = \$4000.00
- iii. Sound = \$4700.00
- iv. Warner = \$2951.00

After review and discussion, the Board selected Warner (who also cleans/maintains the Complex pool) to do the storm clean up. Lisa moved, Phyllis seconded.

- b. Annual Meeting: The Annual Meeting for the Coffee Creek HOA was selected as Saturday, March 31st at 1pm in the Coffee House. Judy's position as Treasurer may be opening.
- c. Hardship Requests: #14 has been in communication with the HOA and tried to maintain payments but is requesting a final settlement as the property is now in foreclosure. Joyce moved to accept their proposal, Petra seconded.

#22 – the Board has no record of an arrangement with this unit. If they can furnish any sort of proof that the Board agreed to particular terms, those will be honored and fees waived. The Board did not agree to alter her pay by date to the 22nd as requested.

d. Board Motions:

- i. Previously approved via email correspondence on 11/15/11 was \$15k and \$10k (approved on 12/13/11) payable to the Trust Account to cover advances for material and labor to Ability Contractors. Also \$22,818.22 (on 1/2/12) for work order #2184 to Ability for siding and roof replacement. These need to be formally documents in the minutes. Lisa moved and Petra seconded formal transfers of these funds.
 - ii. \$8,044.93 to Light Point Associates (i.e.: Bianca Wulff, Project Manager) for project management fees, mileage and reimbursements for her efforts on the construction monitoring and management of the roofing project. Lisa moved, Petra seconded.
 - iii. In order to provide timely transfers from reserves to operating accounts, Linda O'Brien and Lisa Buttitta were assigned responsibility and the ability to electronically sign /approve expenses.
 - iv. The responsibility of enforcing and monitoring of the Coffee Creek HOA parking policy has been approved by the Board to now be administered by VIS.
- e. Towing: As part of enforcing the parking policy, the HOA agreed to start towing repeated violators. Specifics on towing has been tabled until the Board can review the formal policy again, now that VIS will administer it.
- f. Comcast: Coffee Creek has 2 agreements with Comcast as the cable provider for the complex. One is a bulk agreement that expired on January 18th, the other is a Service Agreement that that expires in September. If we do not renew with Comcast, then individual owners will have to sign up on their own and will (supposedly) be billed at a higher rate that the bulk discount the community receives. Steve Lake has spoken to the Comcast rep on our behalf and they would like a 5-year renewal. The Board would like Steve to negotiate. Steve will draft a memo noting his recommendations on this issue and will circulate to the Board for consideration at the next meeting.

VII. Homeowners' Forum: Several issues were brought up at the Forum including:

- a. Time for a ate code change (hasn't happened since September).
- b. There are too many For Sale and For Rent signs in the complex – rule is 1 per unit.
- c. A new lock is needed for the RV lot.
- d. #2 door color is not compliant – they have been notified but it has been too wet to paint this winter.
- e. #1 door trim color is not compliant – are they aware of this?
- f. #30 has a large piece of plywood in their window – all coverings must be white per the association rules.
- g. #16 has a large sign of some sort posted.
- h. #27 has a large flag in their window.
- i. Dock lighting and a light on the Point are needed.

- j. Matrix – what is the status of the responsibility Matrix? Steve noted we are waiting on comments from the attorney.

VIII. Roofing Update:

Bianca gave a comprehensive update on the roofing project – of note were:

- There have been several reported incidents of vandalism on the job site. As a result, Lisa moved and Petra seconded the cost of \$100-200/month for a secured storage pod to house the contractor materials/tools.
- Building 1 – due to the rain there have been many construction delays. Currently panels 7 & 13 are being worked on. The original projected CONSTRUCTION only costs were \$52k and we are now at \$86k as a result of the uncovered issues from the last Board meeting (i.e.: mold, structural damage under the roof, insulation clean up, etc.). As a result, the new project total for BUILDING 1 is estimated at \$137,430 and includes the roof, chimney chases, all engineering and project management.
- There are additional active leaks (4 leaks in 3 different buildings). The Board noted that correcting the leaks in living spaces are the priority. The Board gave Bianca permission to prioritize and repair the leaks using her best judgment and the latest weather forecast. These leaks are estimated to cost \$38k to fix.
- Pierce County was on site 2/6/12 for an inspection. The bad news is that Statewide and Superior roofing's job on the roof was not permitted and further, Statewide's work was not to code (she showed a damaged roof vent). The good news is that the County was impressed with the level of quality on the current roof project and also on what we are trying to do to fix the problems. As a result, the County is willing to work with us. It is a long shot, but Bianca felt we may be able to pursue a legal claim against the old roofing company's bond, etc. The Board approved for Bianca to explore our options with an attorney (on the roof vent, etc) and to continue to work with Pierce County on our behalf re: Amnesty.
- There are non-ventilated panels on Unit #28 and the job that had been done was not permitted. This either has to be returned to the original design or the owner can bring it up to code at their expense – Bianca to facilitate this discussion. Going forward on the roofs, the Board agreed if there is sheet rock in place we will vent and if there is no sheetrock in place we will not pay the cost to vent.
- In conclusion, by the time we get through ALL the roofs, siding, decks, etc. the estimated cost could be \$3-4mm (at \$4mm this is \$75k per unit). Just on roofing the inner loop will be approximately \$650-800k.

- IX. Executive Session: Via a motion by Shawn and a second by Phyllis, it was moved the Board go into Executive Session.

Steve and Bianca spoke with Vasily about Vasily's idea to form a company to purchase the HOA's delinquent debt. This would get these off the HOA books and make us more desirable for a loan on the rest of the repairs needed at the complex, and perhaps avoid a special assessment. The Board was open to learning more and would be happy to look at a formal proposal.

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

- XI. Adjournment: The Board came out of Executive Session and the Meeting adjourned at 9:58p.