

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
March 31, 2012**

1. **Call to Order:** 2:24pm by Linda O'Brien, President

2. **Roll Call / Quorum Established:** Quorum Established

Board Members Present: Linda O'Brien #19, Lisa Buttitta #4, Shawn Walker #46, Phyllis Palmer #34, Petra Lipa #43, and Joyce Warner #41

Home Owners Present: Rita Senecal #38, Sherry Scott #23, Ed Hrvinak, and Rob Cooper #47

Others Present: Steve Lake, Bianca Wulf & Angel Ernst from VIS Management

3. **Approval of Previous Meeting Minutes:** Minutes of the February 16, 2012 HOA Meeting were presented. Shawn moved to approve to approve the minutes, Petra seconded. Approved.

4. **Approval of Agenda:** Steve Lake added asked to add an item to the agenda (Officer Assignments) as well as Bianca's project update.

5. **VIS Management Report:** Steve Lake gave the Management Report on behalf of VIS including:

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- a. **Financial Review:** In the Financials, Steve noted \$29,650.58 in Operating Account (up from \$17,686 last month) and \$83,841.36 in Reserves Account (down from \$102k). Delinquencies have decreased to \$29,979.69 (down from \$38,655).

Joyce noted the Bylaws state that if a unit is a rental and delinquent on their dues, the HOA should be able to collect the rents. The previous Property Management before VIS said this could be enforced. The Board approved for Steve to consult with an attorney and look in to this. It was approved (Joyce moved and Rita seconded) authorizing up to a \$500 expense for this inquiry.

- b. **Comcast Contract:** VIS informed the Board in March that our Comcast contract has expired and we are currently on a month-to-month rate of \$34.37. If we fail to resign with Comcast, the monthly rate will increase to \$41.59 per unit. There was much discussion that the HOA cannot afford the increase yet not offering the service to the community was equally as undesirable. Lisa requested that the Board meet with the Comcast Representative personally and see what our options are. Steve will arrange this.
- c. **Matrix:** Steve informed the Board that we have a new attorney (at the same law firm as before) working on the HOA responsibility Matrix. Counsel requested Steve meet with 1 Board member and 1 non-Board member (of the HOA's choosing) to review the draft Matrix, make final changes so they could create the final document for adoption. Joyce will represent the current Board and the HOA will locate a non-Board member in the community to participate.
- d. **Motion to Reaffirm transfer of Reserve Monies:** Steve reiterated the procedure adopted at a previous HOA meeting if having 2 Board members (Linda and Lisa) able to electronically approve the payment of expenses for the current roofing project. On March 5th a memo from VIS was circulated to the Board requesting expense transfers – these have already been approved and paid, but should formally be documented in the HOA minutes. Shawn motioned, and Petra seconded to reaffirm the March 5th transfers as noted in the memo – specifically \$4,893.01 and \$8,000.00 to Ability and \$3,1600.00 to

Dimensional to cover advances for material and labor costs for the roof and siding replacement.

- e. **Towing and Parking:** Per our request, Gene's towing has forwarded the HOA an impound policy and contract for review. 4 Board members should be assigned as on-site contacts and once adopted the policy should be circulated to the Community via mail and electronically. Additionally new signs and possibly paint should be installed to properly identify proper parking areas.
6. **Board Officer Assignments:** As Judy has recently vacated her Board position as Treasurer, Phyllis will be moving into the role. At the HOA Annual Meeting, Rita Senecal #38 was elected to the Board as Member at Large. The current Coffee Creek Board of Directors is as follows:
 - President – Linda O'Brien
 - Vice President – Joyce Warner
 - Treasurer – Phyllis Palmer
 - Secretary – Lisa Buttitta
 - Member(s) at Large – Shawn Walker, Petra Lippa and Rita Senecal
7. **Bianca – Project Management Report:** Bianca shared the newest project update (dated 3/31) and currently:
 - Building 1 panels are complete and Building 5's will be completed this week.
 - There is a new leak in #46 and significant water damage has been found in the attic. In working with Jeff (Ability) the recommendation is to re-roof the North half of Building 11. Joyce moved and Petra seconded that Ability move forward with the replacement of the North end of Building 11 that covers units 45, 46 and 47. The estimated cost (not a bid) is \$14,985.
 - There has been no response from #28 regarding unventilated ceiling options and Bianca will call them.
 - Bianca asked the Board to prioritize some outstanding issues and of top concern is Unit #32 and the possibility of an asbestos ceiling that is getting wet – this could get very expensive to clean up so manage it now. Second is #46 as air quality (mold) is an issue. 3rd priority is #33 – it is a garage (not living space) but we will have Jeff remove the wet sheetrock now and get to the roof later.
 - As Ability's work trailer was vandalized, Jeff has upgraded his trailer and avoided the cost (to the HOA) of obtaining a secured storage unit. That said, there have been multiple instances of harassment to Jeff and crew as well as evidence of vandalism to the roof that has already been repaired. This could potentially void his warranty and thus the significant security issues on the property need to be addressed. The Board discussed options of video surveillance equipment in addition to pursuing legal action against the party involved in the harassment/vandalism. Lisa moved and Phyllis seconded that Bianca consult the attorney to draft appropriate correspondence to be served to the person in question.
8. **Next Meeting:** The next meeting of the Coffee Creek Board is scheduled for be April 19th, 6p in the Coffee House.
9. **New Business:** As a homeowner, the question was raises about the unsupervised children from Unit #10. Per the CC&Rs no one under the age of 12 is to be on site unsupervised and an incident was recounted where a homeowner was pulling into the complex via car and the kids darted by and some one could have been seriously hurt. Steve noted that the tenants have previously been sent a letter about the children (separate issue regarding the front gate) and suggested the HOA document any issues and these could result in fines for the unit if left uncorrected. This unit is not being singled-out, there are others that should be sent letters as well (#53).

10. **Adjournment:** The meeting was adjourned at 4:10p