

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes, Board of Directors  
May 3, 2012 - 6:00p - Coffee House**

I. Call to Order: 6:06p 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 Lipa #43 , Rita Senecal #38 & Shawn Walker #46.

Homeowners Present:

Jennifer Hrivnak

Others Present:

Steve Lake & Bianca Wulff - VIS Group

III. Approval of Agenda: Lisa moved to approve the May 3<sup>rd</sup> meeting agenda, Phyllis seconded. Approved.

IV. Approval of Meeting Minutes: Minutes of the March 31<sup>st</sup>, 2012 HOA Meeting were presented. Petra moved to approve the minutes, Phyllis seconded. Approved.

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

In the Financials, Steve noted \$40,994.54 in the Operating Account, \$66,926.23 in the Reserve Account and YTD total expense of \$118,905.12.

Delinquencies were at \$33,614 (representing 11 accounts – 2 of which are on payment plans). Unit #17 has \$4,344 as a balance due on mediation of the account and is only making \$100/month payments towards this. The total due on this account is \$7,404.80, but less the \$4,344 from mediation, the balance of \$3,060.80 that can be sent to collection via an attorney (the legal fees can be rolled into this as well). Lisa moved to engage the attorney to pursue collections on the \$3,060.80 due, Phyllis seconded. Approved.

On Unit #13 the HOA was awarded a judgment \$3,493.16 but this issue is how to collect this. Phyllis moved that the attorney be engaged to pursue collection of this judgment as well as the additional balance due on this account totaling \$7,012.16. Shawn seconded. Approved.

Regarding #27, Steve will check to see if Lannie Gilstrap is on the title for the property. If so, he should also be sent a collection letter. We do have a court date with co-owner Christie Rupert on 5/23. Additionally she has submitted a plan for the Board to consider – the Board agreed to counter her offer with a request for a \$200/month payment via a legal (civil) contract between her and the HOA that notes we have a right to assess a lien on the property if she fails to adhere to the agreement. In the event she does not meet her obligations, the HOA receives an automatic judgment in our favor. Lisa motioned to have Bianca contact attorney Stefan to draft this civil agreement and present it at the mediation hearing on the 23<sup>rd</sup>. Phyllis seconded. Approved.

Unit #47 has a balance due of \$2,285 but the unit was foreclosed on and sold. Shawn moved we write off this debt as it is uncollectable, Petra seconded. Approved.

VI. Old Business:

- a. Regarding the negotiation with Comcast, Steve clarified that the HOA is not obligated to pay/furnish cable (or any other amenity). This can be ratified at the next budget cycle, otherwise the payment will remain for the duration of the approved budget year. Steve presented the options Comcast put forth on our cable contract renewal. Of the 3 options presented, Option 2 charging \$29 per unit (based on 56 units and good through 2013 – after which there will be 5% increase to \$31 starting in 2014) and 7 year contract. Phyllis moved and Shawn seconded the HOA adopt Option 2 of the Comcast fee proposal. Approved. Steve will go back to Comcast and let them know we have agreed to Option 2 and will let us know when the terms of the new agreement are implemented.
- b. Towing / Parking: Steve noted that all residents have been sent a notice of the new parking/towing policy and passed out stickers to the parking committee to utilize for violators.
- c. RV Lot Storage: Anyone with a vehicle/boat/RV in the storage lot was sent 2 letters regarding the new procedure to register the vehicle/boat stored in the lot as well as what the instructions were to pay the lot storage fee. The new lock for the lot will go on this Saturday.
- d. Roof Financing: Vasily and Steve are to meet with the bank on Monday about the ability for the HOA to get a loan to complete the roof construction and avoid an assessment. They do have our financials and did say they wanted to see an improvement in our delinquencies. We have made some improvements there and so Steve hopes for a positive outcome. He will keep us posted.
- e. Matrix: The final draft of the responsibility Matrix has been submitted to the attorney and should be back to us by 5/11. Upon receipt and approval by the Board, it will be sent to the community.

VII. New Business:

- a. Ants: It was determined that standard practice for the HOA will be if 1 unit owner calls about ants, that entire building should be treated.
- b. VIS Technician: VIS charges \$30/hour for a maintenance technician to be on site. Unit #5 is willing to be an on-site technician so the HOA will propose a \$20/hour rate, he pay his own taxes, and agree to sign a waiver holding the HOA harmless in the even he gets hurt on a task. The Budget the HOA has for April – Sept is \$1,200/month and at \$20 per hour this equates to 15 hours per week in order to maintain what is budgeted.
- c. Joyce had 2 agenda items to discuss:
  - i. Rhodies: Several rhodies were removed by home owners. It was determined that these plants were dead and replaced at the homeowner's expense. No further discussion required.
  - ii. Delinquency Letter: Joyce voiced a concern over the amount of delinquencies we have as an HOA and suggested a letter be sent to ALL owners to remind them how important it is to pay their dues. Steve drafted a letter for the Board to consider. The Board suggested one addition (a thank you to those who pay on time) and approved the letter be sent.
- d. Hardship:

- i. Parchman: There is a late fee of \$35 on the account, and it was asked the Board consider waiving this as a result of their donation of benches to the property. Phyllis motioned this be waived and Petra seconded. Approved.
  - ii. Reed: The owner is asking again for reconsideration to allow her to pay dues on the 22<sup>nd</sup>. The Board previously denied this request and maintained to deny this second request especially because she is asking to also buy unit #24 and then rent it (reflecting there is no hardship).
- e. Regarding rentals, VIS audited the community to get an update on the actual number of rentals we have. To date, 11 have responded that their units are rented and occupied. If the total # of rented units is less than 17 we are ok (in the eyes of lenders). The question was raised if there is any sort of "waiting list" in the even we are at or above 17 rented units? Also is there a time limit on how long someone can be on the list? It was noted that the Board can make exceptions to the rental cap in the event of financial duress by an owner.
- f. Work order audit: Steve noted that during an audit of Coffee Creek work orders there were 3 for 2011 that were unpaid:
  - i. 4/1/11 for \$133 to replace a magnetic gate lock
  - ii. 4/8/11 for \$30 for the maintenance tech to check wires
  - iii. And \$700 for the foot bridge. Linda noted that Vasily said he would not charge us for this as the VIS tech did the job (and was paid) but it was not done correctly and the HOA had Brandon re-do it.

The Board agreed to pay the first 2 items above, but not the \$700 for the bridge.

- g. Club House rental procedure: The fee is \$30 (refundable) upon receipt of a rental/reservation form submitted to VIS. When a request is received, Steve will now contact either Phyllis, Shawn or Linda to alert them of the rental request so they can give the person a key.

#### VIII. Home Owners Forum:

Jen inquired about the security update and what is being done about Aaron as she has had to call the police several times.

Shawn motioned to approve up to a \$5k expenditure for Bianca to spearhead getting security cameras in place ASAP and that a notice get sent to all residents that the community is now under surveillance, Lisa seconded. Approved.

A reminder will be sent to all residents not to wash their cars, etc. in front of their units (against CC&Rs). They are to use the designated area by the RV lot.

Petra noted her new skylight (installed as part of the roofing construction) has a much higher profile than before. Bianca will look into why.

Petra also asked that some of her interior walls be cleaned (drip marks as a result of skylight installation). Interior restoration typically takes place after the roofs are done but Bianca will take a look at what Petra's concerns are.

- IX. Bianca gave a comprehensive update on the roofing project – of note were:
  - Building 1 – Panels 1, 2, 6, 8, 10 and 12 are complete!

- Building 5 – Panels 6, 7, 13 are complete but these took longer than expected as engineers had to be called in to fix and get it water tight. All done now!
- Next projects that were approved at the March 31<sup>st</sup> meeting were (in order of priority):
  - o Building 2, panel 5
  - o Building 11, panels 14 & 15 (north half of the roof) at an estimated cost of \$16k. Bianca asked for a confirmation (via motion) to proceed – Shawn motioned to approve proceeding with the north half of the roof for building 11. Petra seconded. Approved.
  - o Building 3, panel 12
- Budget Summary: So far we have spent \$148,388 for the roof and remaining costs are approximately \$107,601 which included the new leaks found in #54 & 55 (approximate cost is \$14,500).
- Bianca requested a retroactive motion to be reflected in the minutes that Lisa and Linda ok'd the Pay Application 003 – Lisa motioned and Phyllis seconded. Approved.
- Bianca requested approval of COR 022-DEP in the amount of \$4,000 as a deposit towards getting materials for the work on panel 5 of Building 2. Lisa approved the \$4000 advance for materials, Shawn seconded. Approved.
- Regarding the non-ventilated panels on Unit #28 (to convert the space from a carport to a garage and was not permitted). Roger agreed to return this to the original design at his expense.
- Roof tie offs are required when a contractor is on the roof. In order to prevent future punctures in our new roofs, Bianca suggested permanent roof tie offs be installed (cost of \$200 per roof section). Lisa motioned and Petra seconded the addition of permanent roof tie off points to avoid any punctures in our new construction.

X. Next Meeting: May 17<sup>th</sup> at 6:00p in the Coffee House.

XI. Adjournment: The Meeting was adjourned at 9:06p.