

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes, Board of Directors  
August 2, 2012 – 7:40 pm – Coffee House**

I. Call to Order: 6:30 p.m. by Linda O'Brien, President

II. Quorum established.

Board Members Present:

Linda O'Brien #19, Joyce Warner #41, Shawn Walker #46, Rita Senecal #38, Phyllis Palmer, #34, Petra Lippa.

Homeowners Present:

Georgiana Carlson #29 & daughter, Ed Hrivnak, #24, James Miller /Don Todd #9, Paul and Marilyn Schmeil #37. Dave Dorosky popped in briefly to announce that he is now gainfully employed and will be making additional payments on his account.

Others Present:

Steve Lake, Vasiliy Stupin, Bianca Wulff, VIS Group

III. Approval of Agenda: Joyce motioned and Phyllis Seconded to approve the agenda.

IV. Meeting Minutes: The minutes of the June 28, 2012 meeting were approved.

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

- a. There was no financial report due to some complication. It will be posted on the web site at a later date.
- b. FHA rejected the application. Steve will resubmit the application. Again, this is caused by the delinquencies.
- c. Steve thinks the Reserve Study is not practical. Can it be restructured to cover construction and roof costs?
- d. A board member questioned why we need engineers when the contractor appears to be doing a good job. The original construction was faulty because there weren't engineers involved.
- e. Steve is still looking at an additional possibly of a loan. Leaks are a priority now but plan to stretch out the roof repairs.

VI: Old Business:

Audit: There were questions of the audit report. The auditor is on vacation and those questions will be addressed upon the auditor's return.

Rock Wall on Spanaway Loop Road: It was questioned who is responsible for repairing the rock wall. County installed the wall. The Platt Maps will be checked to establish boundary. Steve will check with the County.

Unit 21: The owner of this unit lives in Maryland. Steve is in contact with the owner and he has been very cooperative. His Management Company is suppose to take care of this. The renter informed the company, it was taken care of. The parking has been paid for the last two months by the owner. The broken down car remains an issue.

Shawna McGatlin, Unit 15, had applied for a hardship request in June and the Board denied that request. She submitted an additional request since her unit is not rented. A motion was made by Joyce and seconded by Shawn that she should pay \$250 per month for 90 days. If not rented after three months, she will be obligated to pay all arrears in full.

VII: New Business:

It was reported that there was a family of raccoons living under the back deck of Unit 55. Joyce provided some numbers to Steve of people who will trap them. The cost was \$150.00 to set a trap and \$50.00 per animal captured. They are then put to death. Shawn and Ed volunteered to take care of the raccoon problem. The plan is to trap them and set them loose in the Fort Lewis outback.

Information Policy: See attached paper work. (Steve can we do it this way?)

Unit Owner Notification: There were some complaints about the last meeting being cancelled and homeowners were not properly notified. Shawn will make a sign of changed meeting dates and it will be posted at the entrance.

Skylight problem in Unit 53: See attached letter to John Falcon from Steve Lake and attached memo from Bianca Wulff "Request for Repairs to Common Elements". Those two documents explain this issue. A motion was made and approved that if the modification involves the

common or limited common element it is the responsibility of the Association. If not, such as skylights, it is the responsibility of the owner to cover all costs.

A motion was made by Shawn and approved by the Board to transfer funds to cover advances and payments on the roofing project.

VIII: Homeowners' Forum:

Ed Hrivnak stated that the lack of the FHA Certification is causing problems with the sale of his unit. Steve will work on this. I want to thank Ed for his confidence in this Board. It is appreciated!

James and Don reported that there are saplings growing in the gutters in Units 1 through 10. Steve will find someone to clean those gutters. They also reported dog residue between Units 10 and 11, also children in Unit 10 riding bikes in flower beds, additionally, they have disconnected the hose from the timer that provides water to the border along the outside wall. Steve informed them they need to file a complaint regarding what governing documents are being violated before he can take action.

Paul asked if VIS can manage rentals. The answer is yes however, that is another department.

Mrs. Carlson, Unit 29, has placed the unit in a Revocable Trust and gave Steve the appropriate paper work.

Phyllis Palmer stated there is a PSE block in front of Units 34 & 35 that seems unstable. Additionally there is a tree blocking the sprinkler head and needs to be cut down. Steve will address these issues.

Shawn, Unit 46, has purchased paint for the decks. Homeowners can contact him to obtain the paint for their decks. There is no cost to the homeowner for the paint.

Mrs. Carlson mentioned that meeting minutes have not always been available with the billing statements. Steve stated that is because some minutes have not been submitted and approved.

IX: Next Meeting: August 23, 2012 – 6:00 p.m. Coffee House

X: Meeting adjourned at 8:40 p.m.