

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
August 30, 2012 – 6:00 pm – Coffee House**

I. Call to Order: 6:00 p.m. by Linda O'Brien, President

II. Quorum established.

Board Members Present:

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

Homeowners Present:

Paul Schmeil and Elmer Bartley

Others Present: Steve Lake, VIS Group

III. Approval of Agenda: Petra motioned and Joyce 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. A motion was made by Phyllis and seconded by Joyce to release reserve funds in the amount of \$12,653.23 to Ability Contractors, Inc. to cover materials, etc. for work performed. Approved.
- b. The gutter cleaning has been completed.
- c. There is a lot of debris in the parking lot drains. It was agreed that we will wait until it rains and then obtain bids to clean those drains.
- d. The parking lot leak by the swimming pool has been repaired and the cost was close to the estimate.
- e. The leak under unit 35 has been repaired.
- f. The FHA renewal is still in the works. They need additional information from the insurance company and that will be forwarded.
- g. We presently have 14 rentals. A related party moving into a unit is not considered a rental under the Rental Agreement.

- h. Unit 15 was broken into. A report has been filed with the police department.
- i. Unit 3 paid the dues however, VIS did not receive the check and they were charged a late fee. A motion was made by Petra and seconded by Phyllis to wave the late charge once the check is received.
- j. The financial report was given by Steve Lake. At present there is \$38,085.61 in the operating account, \$28,895.70 in the Reserve account and \$18,560.00 in the Insurance Reserve account. The delinquencies at this time are \$28,922.86 down from \$32,980.31 in June, 2012. There are 5 major accounts and 11 minor accounts.
- k. A Common Element Alteration Procedure was submitted to the Board. It updates any procedure for any construction, maintenance or repair project by a unit owner that may involve Common Elements in any way. A motion was made by Phyllis and seconded by Joyce to treat this as a draft and it will be reviewed by the Board and voted on at the next meeting.
- l. There is a new Compliance Agent. Her name is Miranda Robinson.
- m. Petra has applied for a parking permit and announced that the additional vehicle will be gone in October. A motion was made by Rita and seconded by Phyllis to allow free parking in lieu of the construction company using her power for the roofing of Unit 45 & 46.
- n. It was reported that there are two boat trailers in the RV lot that are not licensed and the boat is still in the water on the floating dock that is not licensed. Steve will act on this.

HOMEOWNERS FORUM:

Paul suggested we use a disclaimer when the minutes have not been approved by the Board. The minutes are for information only and once the Board approves them they will be recorded.

Additionally, Paul suggested he would like to make a payment to the Reserve Account so his unit could be re-roofed. Steve referred him to Bianca.

Elmer questioned the tags for no permits on the garages in Unit 1. This was done by the County because there was a question regarding a building permit to convert the car port to a garage. The simple solution is to provide a copy of the building permit. The Board agreed to 30 days for the owner to comply.

Elmer also questioned who is responsible for the retainer wall within the complex. Steve will check into that.

Paul questioned Bianca on the roofing of his unit at his expense. It was discussed quite extensively and since Paul will be leaving soon, he decided to wait until next summer.

Next on the Agenda was Bianca's report. There are several problems with Unit 1 involving chimney chases and fireplaces. In both cases, the rusted firebox and water damaged chase framing necessitated the removal and replacement of the firebox and original insert. For a complete breakdown I would recommend obtaining her report. Unit 25 and Unit 28 are in need of new fireplaces. A motion was made by Joyce and seconded by Phyllis to complete these projects as soon as possible.

There is water damage to the living room ceiling in Unit 28. The ceiling is textured with asbestos-containing material and must be removed. A bid was submitted by TAC. A motion was made by Rita and seconded by Petra to accept the bid and get the work done.

Because of the extensive water damage to Unit 28 and due to all the modifications made in this unit, Bianca suggested a proposal to the unit owner that the Association pay 50% and he would be responsible for 50% of the costs to repair his unit. The Board approved her sending him a letter.

Due to the extended roofing, fireplaces and other construction problems, Bianca has not had time to follow-up on the Video Project. Hopefully she will be able to check into this very soon.

VI: Next Meeting: September 20, 2012 – 6:00 p.m. Coffee House

V: Meeting adjourned at 9:30 p.m.