

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
September 20, 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 #43. Due to family health problems, Lisa resigned from the Board. We are looking for a replacement.

Homeowners Present:

None

Others Present: Steve Lake, VIS Group

- III. Approval of Agenda: Phyllis motioned and Petra seconded to approve the agenda.
- IV. Meeting Minutes: The minutes of the August 30, 2012 meeting were approved with the following Amendment.

The Board clarified reference to units 25 & 28 at the August 30th meeting. The Board will approach the unit owner of #28 for 50% of the cost of replacing and installing the fireplace. The Board will pay full cost of replacing and installing the fireplace for unit 25. In regards to the alteration of Common Element space by both unit owners of 25 & 28, the unit owner will assume full responsibility for costs to either return their units to their original condition/floor plan and meet current building code standards OR make all needed adjustments to the modified floor plan in order to meet current building code standards.
- V. Management Report: Steve Lake gave the Management Report on behalf of VIS.
 - a. A motion was made by Joyce and seconded by Rita to release reserve funds in the amount of \$12,306.46 and \$4,821.33 to Ability Contractors, Inc. to cover materials, etc. for work performed. Additionally, \$4,978.97 to RCS Fireplace and \$345.00 to Dibble Engineering and \$100.00 to Pierce County Budget and Finance Department. Approved.
 - b. Total Operating Funds: \$12,413.39, Total Reserve Funds: \$36,443.82. Total Insurance Funds: \$20,880.00, Outstanding Delinquencies: \$28,842.86. Total expenses year to date, \$311,546.67.

- c. There was a discussion regarding VA Certification. There is a charge of \$595.00 to obtain VA approval. Steve will check to see if Coffee Creek ever had VA approval and if so what happened to our certification. Once Coffee Creek is approved it stays approved unless it falls out of compliance. The Board agreed to pay the fee and get approved. The Board agrees VA approval would be an asset considering the military personnel close by.
- d. The Board may be looking for a new Project Manager. We received a proposal from GS Group of Company. This subject is being reviewed.
- e. The FHA renewal has been approved.
- f. Due to debris in the parking lot drains, the Board received an estimate from RS Underground of \$1,000.00 to clean the drains. FloHawks submitted a bid of \$1,554.00 plus tax. A motion was made by Petra and seconded by Phyllis to use RS Underground for this procedure.
- g. Unit 15 submitted a hardship request. Apparently, she was injured at work and is unable to work at this time. She proposed paying \$100 a month for Sept., Oct. & Nov., then paying \$200 extra each month until paid in full. She also requested late fees be waived. The Board agreed on \$200 per month for three months and \$650 a month until paid up. The fees will be waived if the owner complies, if the owner does not comply the fees will revert back to October.
- h. The Common Element Alteration Procedure was approved and will be submitted to the attorney for finalization.
- i. Since Lisa's resignation from the Board, Phyllis will now cosign with Linda on DocuSign for approval of payments.
- j. There is a new Compliance Agent. Her name is Miranda Robinson. The next walk thru will be sometime the week of October 14, 2012.
- k. Steve will be preparing a budget for the Board's review.

VI: Next Meeting: October 18, 2012 – 6:00 p.m. Coffee House

V: Meeting adjourned at 7:38 pm by a motion by Petra and seconded by Phyllis.