

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes, Board of Directors  
October 18, 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, Rob Cooper #47.

Homeowners Present:

Ed Hrivnak, Georgiana Carlson and daughter.

Others Present: Steve Lake, VIS Group and Jeff, Ability Construction.

III. Approval of Agenda: Rira motioned and Rob seconded to approve the agenda.

IV. Meeting Minutes: The minutes of the September 20, 2012 meeting were approved. Rob made motion, Rita Seconded. Rob Cooper will be replacing Lisa as a Board Member.

V. Management Report: Steve Lake gave the Management Report on behalf of VIS. The Compliance Coordinator did the tour of the grounds. Everyone in compliance. Next inspection Nov. 18, 2012

- a. A motion was made by Rob and seconded by Rita to release reserve funds in the amount of \$9,691.67 to Ability Contractors, Inc. to cover materials, etc. for work performed. Additionally, \$7,049.10 to Dimensional Building Consultants for on site review regarding fireplaces, roofing and chimney problems and \$2,582.60 to Dibble Engineering.
- b. Total Operating Funds: \$19,503.44, Total Reserve Funds: \$17,121.05. Outstanding Delinquencies: \$31,852.34 which consists of 13 accounts. Two accounts owe \$18,821.90 and are in the collection process. Total expenses year to date, \$336,231.36.
- c. Unit 15 accepted the payment plan the Board had approved. Unit 49 requested lower payments. The Board did not approve his request.
- d. A proposed Budget was submitted to the Board. After review, the Board approved the Budget. Motion by Joyce, second by Rita.

- e. **Roofing Project.** The skylights in Unit 28 need to be replaced. Rob & Jeff will talk to the unit owner. There is need of an engineer to address structural problems in Unit 29. Presently checking for water damage. There could be a problem with a disconnect in fireplace flues which could cause a fire involving the whole building. The chimney flues need to be inspected. VIS will get bids.
- f. Any leaks need to be reported to Jeff, Ability Construction and then to Board members.
- g. Unit 29 brought up the problem with the trees dropping pitch on the deck. This is not a compliance issue and will be discussed further.

VI: Next Meeting: November 15, 2012 – 6:00 p.m. Coffee House

V: Meeting adjourned at 7:45 pm by a motion by Rita and seconded by Rob.