

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes, Board of Directors  
January 17, 2013, 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, Phyllis Palmer Unit 34.

Homeowners Present:

Sherry Scott, Elmer Bartley and the new renters in Unit 26.

Others Present: Steve Lake.

III. Approval of Agenda: Phyllis and Rita motioned and seconded to approve the agenda. The board approved the agenda.

Meeting Minutes: The minutes of the November 18, 2012 meeting were approved as well as the minutes of the December 15, 2012 executive meeting. Phyllis made the motion, Rita seconded.

V. Management Report: Steve Lake gave the Management Report on behalf of VIS. Chimney Specialists did an inspection and have concluded that some fireplaces are unsafe. A spokesperson for Chimney Specialists stated that there could be unsafe flues in the wood burning fireplaces. They need to inspect those fireplaces to decide if the flues are safe. A portion of the chimneys are hidden and they may need to replace the entire system. He suggests a wood or gas insert. It was suggested that Chimney Specialists are an option for the owners or we get more bids.

A motion was made by Phyllis and seconded by Rita to: a. accept the recommendations of Chimney Specialists or: b. Owners have the option to find their own chimney person provided they are bonded and insured. The Board approved the motion.

A motion was made by Joyce and seconded by Rob to release reserve funds in the amount of \$2,103.72 to Ability Contractors, Inc. for work performed, \$926.58 To Petra Lippa, and \$750.00 to NVL Labs. \$9,711.31 to McMains Roofing and \$5,519.65 to McMains Roofing.

a. Total Operating Funds: \$31,401.72, Total Reserve Funds: \$7,950.03 Outstanding Delinquencies: \$44,947.77 which consists of 7 accounts and \$5,314.13 owed from 1 non owner.

The insurance was paid in full in January from the insurance reserves.

Unit 15 did not comply with the payment plan the Board had approved, therefore a new payment plan was implemented. She is to pay \$650.00 per month and late fees will be reinstated. If payment plan is not followed, proceed to small claims court.

Unit 16 is now delinquent and a motion was made by Rob and Phyllis for a payment plan of \$650.00 per month, if not in compliance then small claims court.

The garnishment on Unit 13 has expired and rather than go through another garnishment, the owner has agreed to pay \$600.00 per month.

- b. The fence around the swimming pool will be replaced with 90' of new fence in the next week.
- c. It was suggested that the association purchase a riding lawn mower and replaced the landscape company with Randy as the lawn maintenance person.
- d. The Annual Meeting will be held in March. VIS will be sending out notices of that meeting. The association is always looking for new Board members. Currently one board member has completed her four year term of service and a new member is needed. Board members can serve four years on the Board and then must take a break for one year per the Bylaws, Page 5.
- e. The gate was discussed and as soon as the cold is gone, it will be back in working mode. The code will be changed.
- f. There will be an Executive Meeting after the regular meeting.

VI: Next Meeting: February 28, 2013 – 6:00 p.m. Coffee House

V: Meeting adjourned at 7:45 pm by a motion by Phyllis and seconded by Linda.