

**Coffee Creek Homeowner's Association  
Monthly Meeting Minutes, Board of Directors  
March 28, 2013, 7:15 pm – Coffee House**

I. Call to Order: 7:15 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, Petra Lippa Unit 43.

Homeowners Present:

Elmer Bartley, Georgiana & Gayle Carlson, Nettie Reed, Connie Cooper, Syria Selm.

Others Present: Steve Lake.

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

Meeting Minutes: The minutes of the February 28, 2013 meeting were approved. Motion by Rob seconded by Petra.

IV. Management Report: Steve Lake gave the Management Report on behalf of VIS. The Association currently has \$34,620.33 in the operating account and \$9,648.85 in the Reserve Account. The delinquencies are a total of \$47,447.19 consisting of 14 accounts.

Two delinquencies were discussed. One will be filed in Small Claims Court. The other has made an offer and has requested a reduction in fees. The Board agreed to accept the offer with the stipulation that if the dues are current for one year, there will be a reduction in interest charged. If the dues are not kept current, the reduction will be reinstated to the account after one year. Motion by Rob, approved by Linda. Two other units have been sent to Small Claims Court.

The landscaping of the grounds will be taken over by Randy as of April 1, 2013. VIS will draw up a document for Randy to sign.

The Coffee House rentals were discussed as why the Coffee House was not available for renting on holidays. Linda indicated this was because the Coffee House should be open for all residents on holidays but not for private parties.

The letters were mailed regarding the RV lot rentals. Currently, four units have paid the rental fee, however, there are six vehicles in the RV lot. VIS will send a second notice and if not paid, the vehicles will be towed at the owners expense.

Unit 21 has complained of a damaged front door. It appears the door has been physically damaged and the Association will not pay to have it repaired. That will be the owner's responsibility.

Unit 10 has requested a satellite dish be installed. Steve will review the Rules and give them a reply.

Joyce stated that there have been complaints that the owners are not receiving copies of the meeting minutes. After discussion, a motion was made by Linda and seconded by Phyllis to send a DRAFT copy to the owners.

It was reported that the Fawcett by the RV lot needs to be activated.

It was reported that Unit 54 has two dogs, one big, one small, that are quite often running loose around the complex. A report will be sent to Steve so he can respond.

Copies of the Rules have been received and Randy will be delivering them to the Renters who will be informed that they must comply with the Rules.

Next Meeting: April 18, 2013 - 6:00 p.m. Coffee House

V: Meeting adjourned at 8:25 pm by a motion by Joyce and seconded by Linda