

**Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
November 15, 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, Phyllis Palmer Unit 34, Petra Lippa, Unit 43 and Shawn Walker, Unit 46.

Homeowners Present:

Ed Hrivnak, Georgiana and Gayle Carlson and Elmer Bartley

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

- III. Approval of Agenda: Shawn motioned and Phyllis seconded to approve the agenda.

The Budget for 2013 was presented by Steve Lake. After discussion, the Budget was approved and the Budget meeting was adjourned. Shawn motioned and Rob approved.

- IV. Meeting Minutes: The minutes of the October 18, 2012 meeting were approved with Section "F" being revised to leaks are to be reported to Jeff and then to Board members. Phyllis made the motion, Petra seconded.

- V. Management Report: Steve Lake gave the Management Report on behalf of VIS. The Compliance Coordinator did the tour of the grounds. There were several violations that are being acted on. Next inspection Nov. 18, 2012

Jeff reported four new leaks in four different buildings. Jeff and Randy will be contacting homeowners to check the attics for leaks. A letter will go out to homeowners regarding this matter. If the homeowner is not available as scheduled, there will be a charge to return to check the attic. New skylights will be installed in Unit 28.

- a. A motion was made by Joyce and seconded by Shawn to release reserve funds in the amount of \$4,000.00 and \$4,501.82 to Ability Contractors, Inc. to cover materials, etc. for work performed. Additionally, \$160.00 to Pierce County.

- b. Total Operating Funds: \$26,915.60, Total Reserve Funds: \$8,459.23
Outstanding Delinquencies: \$38,591.46 which consists of 16 accounts.
- c. Unit 15 did not comply with the payment plan the Board had approved, therefore a new payment plan was implemented. Unit 49 requested lower payments. The Board did not approve his request.
- d. During the roof repair effort it was discovered that chimney flues and some wood burning fireplaces may pose a safety hazard to individual units and to complete buildings. The chimneys and flues will be inspected.
- e. Petra Lippa, Unit 43, presented billing statements in the amount of \$926.58 for painting, reconnecting her alarm system and fixing the shutters in her bedroom. It was approved by Linda.
- f. 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: December 20, 2012 - 6:00 p.m. Coffee House

V: Meeting adjourned at 8:45 pm by a motion by Phyllis and seconded by Linda.