

Coffee Creek Homeowner's Association
Monthly Meeting Minutes, Board of Directors
December 15, 2012 – 9:45 am – Coffee House

Call to Order: 9:45 a.m. by Linda O'Brien, President

Quorum established.

Board Members Present:

Linda O'Brien #19, Joyce Warner #41, Rita Senecal #38, Rob Cooper
#47, Phyllis Palmer Unit 34, Petra Lipka, Unit 43

This meeting was called to transfer funds from the Operating Account to the Reserve Account to pay for the roofing repairs by McMain Roofing to Units 48, 49, 50, 39, 29, 55 and Unit 2. Phyllis made a motion and was seconded by Joyce to transfer \$9,000 to the Reserve Account to cover the costs of these repairs. The motion passed.

Unit 35 has leaking problems and possibly some interior damage caused by the leaks. This will be looked into at a later date. Additionally, Units 34, 35 and 43 have small sections that need to be repaired. A motion was made by Petra and seconded by Phyllis to repair these units later. The motion passed. These will be repaired within the next

couple of weeks. A motion was made by Petra and seconded by Phyllis authorizing Rob to sign the contract with McMain Roofing. The motion passed.

Ability Construction has submitted additional bills and those bills are being questioned by the Board and the Board is asking for additional information before paying said bills.

The meeting was adjourned at 10:45 a.m.

A handwritten signature in cursive script, reading "Linda O'Brien", written over a horizontal line.

Board President

A handwritten signature in cursive script, reading "Phyllis L. Palma", written over a horizontal line.

Treasurer