

**Coffee Creek Homeowner's Association
Meeting Minutes, Board of Directors
May 27, 2014, 6:00 pm – Coffee House**

- I. Call to Order: 6:10 pm by Lynn Miller, President
- II. Quorum established.
- III. Board Members Present: Lynn & Janine Miller, Unit 24, Rita Senecal, #38, Joyce Warner, #41 Phyllis Palmer, #34, Petra Lippa, #43
- IV. Homeowners Present: Paul & Marylin, Unit 37, Carl, Unit 38, Lynn, Unit 48, Sherry, Unit 23, Elmer, Unit 7
- V. Others Present: Stacy Stanger, JC Higgins & Associates.
- VI. Approval of Agenda: The Agenda was approved.
- VII. Minutes: The minutes of the April 29, 2014 meeting were read since there were not copies available. A correction to the minutes was made that Linda nominated Janine for the Board. The minutes were approved by a motion by Rita, seconded by Janine with the correction.
- VIII. Financial Report: As of April 30, 2014, The association has \$98,833.15 in the operating account, \$77,777.34 in the reserve account. The delinquencies total \$23,608.40. Some are dues remain owed for March and April.
- IX. Management Report: The management company is obtaining bids to get the gutters cleaned. Repair of the roads was discussed. Chip seal is not recommended, seal coat is recommended. Bids are being prepared. Two inches of asphalt is recommended.

The roof on Unit 37 is leaking. McMains gave a bid of \$17,055.46 to reroof Units 1 through 6. That will be done next week. Bids are being obtained for Units 37, 40, 41 and 44.

The RV lot was discussed. Unit 16 boat is not licensed and no fee paid. Stacy will contact them. PSE should be out this week to check and fix the light by the boat dock.

There will be a new gate code effective April 30th. Lynn will notify the residents. The gate will be open from 6 am to 8 am and 4 pm to 6 pm during the week to reduce stress on the gates.

The FHA Certification renewal was discussed. It must be renewed every two years. The cost is \$790.00 and the current renewal expires September 5, 2014. Joyce made a motion to renew, Phyllis seconded and the motion was approved. The FHA number is 360-562-0406 if you need information.

- X. Old Business: The balconies on Units 21, 22, 54 and 56 need to be repaired. That will be done when dry weather arrives. Rob obtained a bid of \$1,785.00 for repairs. Post and pier blocks will be replaced in Units 34 & 35.
- XI. New Business: Landscaping and maintenance were discussed. Randy has signed a new contract to be paid a monthly salary of \$1,200.00 rather than hourly. Lynn is checking with landscape companies for bids to come in and clean up the weeds, trim trees and other landscape problems. He will get bids and present them to the Board in a few days. A motion was made by Petra, seconded by Janine to approve Randy's contract,. Approved. A contract for additional landscaping work was discussed for \$1,200 a month or less based on a nine month obligation. Motion by Petra, Rita seconded. Approved.

Unit 49 is managed by VIS and the renters have requested three parking spaces. Parking issues were discussed and Lynn will be checking on those issues with Randy and Rita.

Lynn obtained a bid of \$1200.00 to spray the lake around our area and the creek to kill weeds. A motion by Janine, seconded by Phyllis, approved.

Homeowners Forum: Paul questioned how many units on auto pay? Stacy will check. Larry volunteered to get a new pool cover. Sherry questioned why the Reserve Account amount was the same as last month. The date was the same as last month so no updated amount. Paul & Marylin suggested a work party to help clean up the yard areas that need cleaning up. Paul also questioned documenting money to be spent.

- XII. Next working meeting will be June 19, 2014 at 1 pm in the Coffee House.

Next Meeting: June 24th, 2014 – 6:00 pm, Coffee House

Meeting adjourned at 8:00 pm by a motion by Phyllis and seconded by Janine.

