

**Coffee Creek Homeowner's Association
Meeting Minutes, Board of Directors
January 22, 2015, 6:00 pm – Coffee House**

- I. Call to Order: 6:04 pm by Phyllis Palmer, President

- II. Quorum established.

- I. Board Members Present: Rita Senecal #38, Joyce Warner #41, Phyllis Palmer #34, Petra Lippa #43, Shawn Walker #46

- I. Homeowners Present: Deborah, #56, Sharon #16, Carl, #39, Alex #33, Shawana #15, Sherry #23, Loretta #55, Nettie & Terry #22

- I. Others Present: Shannon, JC Higgins & Associates.

- I. Approval of Agenda: The Agenda was approved.

- I. Minutes: The minutes of the November 25, 2014 were approved by a motion from Petra, seconded by Phyllis.

- I. Financial Report: As of January 22, 2015, the association has \$2,430.28 cash on hand, \$128,814.64 in the general Reserve Account and \$21,079.08 in the insurance reserves and \$8,095.03 in the savings account. The delinquencies total \$29,768.49 consisting of 11 accounts.

- I. Management Report: Garage doors have been replaced, dryer vents have been completed. Two doors with bad locks have been replaced, still need 1

replaced, owner is not responding to vendor's request. The lights by the Coffee House have been repaired. The Board approved Spartan for sewer maintenance and will wait until later date to determine when to start yearly maintenance. Roofs have been put on hold until spring except for emergency repairs.

- I. Old Business: Shannon needs an updated parking space rental list. Phyllis gave Shannon an updated RV parking list for this year. Shannon is making an emergency contact list and needs updated phone numbers for owners and tenants. She is also in the process of making a work order system for Randy. It was brought up that a boat and trailer in the RV park has not been licensed since 1989 and 1993.

- II. New Business: Four Board members will be retiring at the annual meeting. They are Joyce, Phyllis, Petra and Shawn. We need new Board members.

Shannon gave a proposed Budget for 2015. Joyce suggested since we have a comfortable Reserve Account, perhaps we could reduce the dues to \$400.00 per month. Shannon will prepare a new Budget. The Insurance has been renewed for 2015. Per the 2013 Audit, VIS prepaid their fees through July, 2014 from April, 2014. The Board gave them a 30 day Termination Notice on January 14, 2014. Shannon is working with the financial department and checking this transfer of funds.

A new key pad for the gate will be discussed at a later meeting.

Randy is working on a work order system with Shannon.

The steps on Unit 28 are broken. Roley or Randy need to repair those.

Next meeting will be February 19, 2015 at 6 pm in the Coffee House.

Unit 56 still has fresh air coming in under her front door. Get it fixed. In the open forum there was much discussion regarding Unit 55 and Unit 22. Unit 55 has a real mold issue. Whoever repaired the unit painted over all the moldy drywall. A mold abatement company will be here next week. The front deck was repaired but not with treated wood. There are various leaking problems. As per the bank, Fanny Mae was involved with the repairs. She was not given copies of the Rules and other documents regarding the Association.

Unit 22 had a sewage backup that caused a lot of damage in the down stairs portion that had been remodeled 15 years ago. A back flow valve was not installed when the bathroom was put in the unit. Why a blockage now? The Association is looking into a Sewer Maintenance policy. Nettie requested back records and Joyce agreed to meet her at the Clubhouse on Friday so she could get those records. Nettie is also checking to see if permits were obtained and an inspection was performed after the remodel.

Carl complemented Shannon on her performance as our new Manager.

Next Board meeting February 19,2015 at 6:00 pm in the Coffee House.

Meeting adjourned at 7:45 pm by a motion from Petra seconded by Rita.