

**Coffee Creek Condominiums  
Board of Directors Meeting  
Thursday, July 15, 2021  
6:30 PM Coffee Creek Club House**

## **Minutes**

**Called to Order @ 6:35 PM** by President Linda O'Brien

**Verification of the Quorum:** Five Board members present: Linda O'Brien, Paul Lineberry, Jennifer Barnes, Paul Schmeil, and Terry Shupe. Board members absent: Scott Crabtree and Carl Peterson.  
Three Visitors: Sharon Kiesel (16), Elmer Barkley (7), and Daina Shadle (9)

**1.0 Adoption of the Agenda:** No changes

**2.0 Correspondence:** #9 Window Replacement

**3.0 Approval of previous meeting minutes**

Paul Schmeil moved to approve minutes for the following four meetings: Board meeting on November 19, 2020; Annual Meeting on June 10, 2021; Election of Officers meeting on June 10, 2021; and Special Board meeting on July 7, 2021. Terry Shupe seconded the motion which passed unanimously. These Minutes are available at <http://www.coffeecreekcondos.com/minutes/>

**4.0 Treasurer's Report/Comments**

Operating Funds..... \$15,444

Maintenance Reserves... \$360,816 (Reserve Study says CCC should have \$729,944 at end of 2021)

Insurance Reserves..... \$ 26,747

TOTAL..... \$403,007

Delinquency: 7 Units (13% of 56) totaling \$7,012 with 2 units in Ch 13 Bankruptcy, totaling \$4,754

**5.0 Manager's Report:** None – Manager did not attend the Board meeting

**6.0 Board Concerns and Announcements**

6.1 The Board approved an \$85,757.72 proposal from R&R Foundation Specialist to stabilize the foundation under Building 3 (Units 33-36), via unanimous written consent. The Board is seeking proposals from R&R for buildings 4 & 5 (Condos 37-44).

6.2 The Board will be requesting three bids to remove the chimney wraps above the 20 end condos. Four chimney wraps have been removed to date, including the two on the Club House.

6.3 The Board is concerned that some dog owners are NOT picking up their dog's poop.

6.4 The Board consists of seven non-compensated volunteers and cannot individually, or as a group, fix all of residents' problems or address every concern. That being said, we do want to know of issues you feel need attention. We are currently developing processes we hope will enable these matters to be taken care of in a timely manner. If you see something you feel needs

attention, please fill out a work order and put it in the box next to the RV Lot gate or send an email to our manager at JC Higgins.

## **7.0 Committees**

- 7.1 Budget Committee: Jennifer Barnes, Sherry Scott, Sharon Kiesel, Linda O'Brien, and Dave Mahon
- 7.2 Parking Committee: Sharon Kiesel, Phyllis Crabtree, Alice Romanio, and Terry Shupe
- 7.3 Architectural Committee: Linda O'Brien, Scott Crabtree, Phyllis Crabtree, and Connie Lind
- 7.4 Color Selection Committee: Terry Shupe, Paul Schmeil, Jennifer Barnes, and Petra Lippa.
- 7.5 Landscape Committee: Requesting volunteers
- 7.6 Documents Committee: Paul Schmeil, Terry Shupe, John Wetherington, Daina Shadle, and Deb Schmeil

## **8.0 Unfinished Business**

- 8.1 Approve \$3,791.55 invoice from Marv's Backhoe Service for the emergency repair of pipe by Club House.  
Paul Schmeil moved to approve the \$3,791.55 invoice from Marv's Backhoe Service. Jennifer Barnes seconded the motion which passed unanimously.
- 8.2 RV Parking Lot Fee: Rescind and do a survey.  
Paul Lineberry moved that the motion approved at the Board Meeting on 7.16.2020 to increase the RV parking lot fee to \$240 a year, effective 1.2021, be rescinded and a survey/study be conducted by the Parking Committee. Paul Schmeil seconded the motion which passed unanimously.
- 8.3 Parking Fee: Rescind prior motion.  
Jennifer Barnes moved that the motion approved at the Board Meeting on 10.15.2020, to Increase the parking fee to \$36 a month, effective 1.1.2021, be rescinded and the Parking Committee give a suggested increase for the 2022 Budget. Paul Schmeil seconded the motion which passed unanimously.
- 8.4 Civility Pledge: Agree as a Board to adhere.  
Terry Shupe moved that we, the seven members of the current Board of Directors, individually pledge that we will, to the best of our ability, adhere to the Coffee Creek Condos Civility Pledge that was adopted by the previous Board on 7.16, 2020. Jennifer Barnes seconded the motion which passed unanimously.

## **9.0 New Business**

- Approve \$2,417.80 to install three shut-off valves and replace two hose bibs.  
Paul Schmeil moved to approve the \$2,417.80 bid from B&R Plumbing for installing shut-off valves on Units 4, 16, and 46; and replacing the hose bib valves on Units 16 and 46. Jennifer Barnes seconded the motion which passed unanimously.
- 9.1 Approve \$500 for Services Plus Tacoma to replace the roof on the Pool Equipment Building.  
Materials will cost approximately \$500.  
Paul Schmeil moved to postpone action on re-roofing the Pool Equipment Building until our next regular meeting after we have had time to review Michael's contract. Jennifer Barnes seconded the motion which passed unanimously.

- 9.2 Approve \$9,891 for Marv's Backhoe Service to replace water supply line to the Club House.  
NOTE: This line has already been repaired four times.  
Paul Schmeil moved to postpone approving the \$9,891 for replacing the water line until our next regular meeting and after the Budget Committee has reviewed our spending. Jennifer Barnes seconded the motion which passed unanimously.
- 9.3 Approve \$3,351.95 for new pool gate.  
Terry Shupe moved to approve \$3,351.95 for a new pool gate per quote from Fence Specialists. Jennifer Barnes seconded the motion which passed unanimously.
- 9.4 Discuss painting the Tennis Court.  
Paul Lineberry moved that \$2,000 be approved from CCC's funds with the remaining \$3,678.37 (or whatever the final cost) be contributed by Condo owners for painting the Tennis Courts. Terry Shupe seconded the motion which passed with Paul Lineberry, Terry Shupe, and Paul Schmeil voting yes and Jennifer Barnes and Linda O'Neil voting no. BOD reiterated that, under no circumstances will the contribution from the CCC funds exceed the \$2,000, regardless of the final cost of the painting project.

**10. Adjournment:** Linda O'Neil adjourned the meeting at 7:18 PM.

#### **Condo owner's Comments/Concerns/Suggestions**

- Daina Shadel brought up concern about the fence in the RV Lot that was broken into last year. The temporary solution was a jerry-rigged attempt but is not the final solution we need. She suggested we look into replacing the panel in question.
- Paul Lineberry discussed the need of cameras in the pool and RV lot areas. He feels they can be purchased at a reasonable cost and would enhance security. He will check on some options.
- Sharon Kiesel reminded us that we need to update Pool Rules. Documents Committee will make this a priority. Linda O'Neil suggested we have pool keys made for residents who do not have them. Jennifer Barnes noted that there are to be a maximum of 15 people in the pool at any given time. This DOES NOT include people on the pool deck.
- Daina Shadel brought to the Board's attention that cats have free range in our area and leave long-lasting reminders of their visits to neighbors' properties. Just as there is concern for owners not being responsible for picking up their dog's poop, cats also leave evidence of their business.
- Sharon Kiesel discussed the Parking Committee making a recommendation for a minimum number of parking spaces CCC should have available for guests.
- Daina Shadel thanked the Board for their volunteer service to our community. The Board thanked her for this acknowledgment.