

DISCLAIMER: The MINUTES displayed below are from the most recent Board meeting and HAVE NOT YET BEEN APPROVED by the Board of Directors. As such they are for information purposes only. After Board review and acceptance, the minutes posted for the previous meeting are recorded in the files.

**Coffee Creek Condominiums  
Board of Directors Meeting  
Thursday, September 16, 2021  
6:30 PM Coffee Creek Club House**

## **Minutes**

**Called to Order** at 6:36 PM by President Linda O'Brien.

**Verification of the Quorum:** Four Board members present: Linda O'Brien, Terry Shupe, Scott Crabtree, and Carl Peterson. Paul Schmeil participated off site, electronically. Paul Lineberry and Jennifer Barnes were unable to attend.

Six visitors: Sharon Kiesel (16), Brad Rassmussen (51), Diane Maggitti (24), Rebecca Franklin (21), and Phyllis Crabtree (34).

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

**2.0 Correspondence:** None

**3.0 Approval of previous meeting minutes**

There was no Board Meeting held in August, therefore no minutes to approve. On August 31, 2021, there was a Special Board Meeting to approve July 15, 2021 Board Meeting minutes; they were approved with no changes. These Minutes are available at

<http://www.coffeecreekcondos.com/minutes/>

**4.0 Treasurer's Report/Comments**

The figures below are as of August 31, 2021

Operating Funds..... \$13,318

Maintenance Reserves... \$337,718 (Reserve Study says CCC should have \$729,944 on 12/31/21)

Insurance Reserves..... \$ 32,084

TOTAL..... \$383,120

Delinquency: 10 Units (18% of 56) totaling \$9,526

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

**6.0 Board Concerns and Announcements**

6.1 Via a unanimous written consent, the Board, on August 2, 2021 approved a \$6,374.20 proposal from Marv's Backhoe Service to repair a water leak and replace about 30 feet of ¾" plastic water pipe. A second small leak was discovered in the process of replacing the 30 feet of pipe.

- 6.2 The Board received notice from condo owner, Deborah Stinson (Unit 56) that there was a water leak in her garage and that her condo remains cold all winter. Architectural Committee will contact her and investigate her concerns.

## **7.0 Committees**

- 7.1 Landscape Committee: Requested volunteers. Sharon Kiesel, Dave Mahon, and Chris Wierman stepped up to form this committee. The Board thanked all!
- 7.2 Newsletter Committee: Paul Schmeil moved to establish a Newsletter Committee and appoint Diane Maggitti and Terry Shupe to the committee. The motion was seconded by Carl Peterson.. Motion passed unanimously. Carl Peterson also volunteered to be on this committee. The Board expressed their appreciation to committee members.

## **8.0 Unfinished Business**

- 8.1 Discussion resumed on approving \$500 for Services Plus Tacoma (Michael) to replace the roof on the Pool Equipment building and using the CCC credit card to purchase needed supplies (amount is unknown at this time). Concern was expressed about the cost of making this fix. It was decided the Architectural Committee will take a look at the structure and provide Board with their conclusions. This project will be postponed at this time.
- 8.2 Request was made for JC Higgins to contract company to safely remove bats from Units 28 and 55, ad seal areas in roof that are allowing bats to enter. Scott Crabtree made a motion that JC Hlggins be contracted to have bats safely removed from Units 28 and 55, and seal off entry points on roofs. Carl Peterson seconded the motion and it was unanimously approved.

## **9.0 New Business**

- 9.1 Establish procedure for Minutes Distribution  
Scott Crabtree moved that the following would be an efficient and timely way to distribute minutes of Board Meetings to Condo owners and residents: (1) minutes will be prepared by the Secretary and, within one week, circulated to condo owners and residents for review, (2) minutes will be distributed to residents via email and posting on CCC website, within two weeks of meeting, with a disclaimer statement at the top of minutes that these have not yet been approved, and (3) minutes will be approved at the next Board Meeting, disclaimer statement will be removed, and minutes will be filed in Minutes Book.
- 9.2 Discussion ensued on purchasing two birdboxes to help mitigate the mess and damage to Units caused by birds. It was decided that since Paul Lineberry was not at the meeting and is the most knowledgeable about the boxes, Board will postpone until Paul is available to answer some questions, to include whether these boxes will work for bats, as well.
- 9.3 Approve Unit 24's request to install a generator. Owners have followed proper protocols in making this request. Carl Peterson moved to approve Unit 24's request to install a generator in the defined area outside of their Unit. Terry Shupe seconded the motion and it was passed unanimously.

- 10. Adjournment:** Linda O'Brien adjourned the meeting at 7:12 PM.

### **Condo Owner's and Resident's Comments/Concerns/Suggestions**

Sharon Kiesel advised that pool will be locked down for winter as of Friday, September 18, 2021.

Sharon informed us that pool maintenance company had suggested turning heat and circulating pump off during months the pool is not used, in an effort to save money. Concern was expressed about the need to keep the pump circulating water during months pool is not used. Sharon will let pool company know that circulating pump should stay on.

Concern was raised about CCC again, for the third time in less than two years, not having a Manager at JC Higgins. Diane Maggitti was asked and agreed to check out some options for a new Property Management Company. She will bring some options to the Board.

Rebecca Franklin voiced concern about the shortage of Reserve funds in the CCC financials and asked if there might be an assessment to owners. Linda O'Brien responded that we did have some large expenditures in the offing but she did not want to address the idea of an assessment at this time. The Budget Committee will be meeting within the next few weeks to discuss issues and will report their assessment /recommendations to the Board.

Diane Maggitti brought up the dismal condition of the creek and canal; that it is completely overrun by vegetation. She offered a suggestion to have volunteers use Lake Rakes or similar tools, non-chemical, to pull some of the grasses and weeds out of the lake. She asserted that these methods are approved for this type of removal. Discussion moved to car/boat washing at the Condos and that this polluted water has nowhere to go but in the lake. She will put a reminder to this effect in the upcoming newsletter.

Diane also voiced her concern that money/fees are not being properly collected by JC Higgins. She gave a personal account of only \$400, not the \$450 HOA dues (prior to increase of dues to \$550) being automatically deducted from her account. She questioned that if this was happening to her, how many other errors like this are being made? Terry Shupe added that, while trying to reconcile paid parking spaces with those going unpaid, Higgins' accounts were far from accurate, even to the point of having incorrect names of current owners. It is mandated by law that an audit be conducted annually (if there is over \$50,000 in assessments) unless 67% of the owners vote each year to waive the audit. The voting must be done at a meeting of the Association at which a quorum is present.

In addition to her other stated concerns, Diane brought to the Board's attention, how inconsistent CCC has been in holding owners and residents accountable for abiding by CCC Bylaws and Declarations. She cited window air-conditioning units which have been noted in some units this summer. Those abiding by the regulations that these are not permitted have voiced their frustrations that some folks just go ahead and do whatever they please while others try to be good neighbors and adhere to the rules. The Board did acknowledge her concerns and that, in the past, for whatever reasons and with no finger pointing about who did or didn't do anything about these transgressions, the current Board will try diligently to address these. It was added that having a responsive property management company/manager is necessary for this to occur; that none of the Board members want to become neighborhood police. The Board will, however, hopefully, along with our neighbors, report these violations to JC Higgins, with the expectation they be addressed.

The Board thanked those present for their input.