

Coffee Creek Homeowners Association Board Meeting 01/20/2014

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, and Darrin Johnson

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Kay Bratcher.

Minutes from December special meeting were approved via email.

New Business:

- **Traffic Calming Program:** Stop signs have been installed and seem to be slowing down the traffic on 103rd.
- **Pond Erosion Update:** A second estimate has been obtained by K & S. This was substantially lower than the first estimate. Kay made a motion to go with K & S, Darrin Second the motion. All was in favor of using K & S.
- **Neighborhood Tree Removal:** Thank you Tom, Jake, Darrin, and Dennis for removing the broken limbs from the most recent ice storm.
- **Dog Park:** Discussed
- **Pool and Clubhouse Rentals:** The cost for pool and clubhouse rental has changed for 2014. This has been posted to the Coffee Creek Website.
- **Homeowner Dues:** Statements have been sent out. The due date for the 2014 HOA dues is February 28th. There has been a late fee structure put in place.
- **Upcoming Community Events:** Neighborhood Leadership Conference, Saturday, January 25th
- **Upcoming Coffee Creek Events:** HOA Annual meeting, April 14th, 6:30pm, Coffee Creek Clubhouse. Annual neighborhood garage sale, April 26th and 27th.
- **Resignation:** Sharrese Bishop has resigned from the board.

Old Business

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda.
- **NextDoor Page for Coffee Creek:** Join our new page, powered by NextDoor. Go to the Coffee Creek HOA website to get the link to

sign up. Keep up to date with what is going on in our neighborhood.
We now have 85% of our neighborhood that has joined nextdoor.

- **Advertise on Coffee Creek Website:** \$40 per year

Financial Update: No change. We will have a year-end summary available at the February meeting.

Adjourn: The meeting was adjourned at 8:06pm. The next board meeting will be held February 17th, 2014, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting 2/17/2014

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway Absent: Darrin Johnson

Call to Order: The regular monthly meeting was called to order at 6:28 pm by President Kay Bratcher.

Minutes from January meeting were approved via email.

New Business:

- **Pond Erosion Update:** This is a work in progress. Kay is still gathering information and meeting with people. This work will be done in June/July.
- **Neighborhood Tree Removal:** Thank you Jake Holloway for removing brush. Jake will lead a neighborhood cleanup effort in April. The exact date has not been set.
- **Coffee Creek Bids & Contracts:** Bids were taken and reviewed for the landscaping and pool maintenance. Jennifer made a motion to star with ASC for 2014, Ed second motion. All was in favor. Jennifer made a motion to stay with Owasso Pool Management for 2014, Ed second the motion. All was in favor
- **Pool and Clubhouse Rentals:** Book your party now. Mondays are filling up fast! The cost for pool and clubhouse rental has changed for 2014. This has been posted to the Coffee Creek Website.
- **Homeowner Dues:** Pay by February 28th, 2014 to avoid late fees
- **Upcoming Community Events:** Neighborhood Leadership Conference, Saturday, January 25th
- **Upcoming Coffee Creek Events:** HOA Annual meeting, April 14th, 6:30pm, Coffee Creek Clubhouse. Annual neighborhood garage sale, April 26th and 27th.

Old Business

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda.
- **NextDoor Page for Coffee Creek:** Join our new page, powered by NextDoor. Go to the Coffee Creek HOA website to get the link to sign up. Keep up to date with what is going on in our neighborhood. We now have 87% of our neighborhood that has joined nextdoor.

- **Dog Park:** There is a plan in the works for a dog park in Owasso.

Financial Update: Our CPA's presented a full financial summary; we will have current summary available at the Annual HOA Meeting in April. **The due date for the 2014 HOA dues is February 28th. There has been a late fee structure put in place.**

Adjourn: The meeting was adjourned at 8:06pm. The next board meeting will be held March 24th, 2014, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting 3/24/2014

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, and Darrin Johnson and Visitor: Jake Holloway

Call to Order: The regular monthly meeting was called to order at 6:25 pm by President Kay Bratcher.

Minutes from February meeting were approved via email.

New Business:

- **Pond Erosion Update:** This is a work in progress. This work will be done in June/July.
- **Neighborhood Tree Removal:** Thank you Jake Holloway for removing brush. Jake will lead a neighborhood cleanup effort in May. The exact date has not been set.
- **Pool Update:** New signs have been purchased for the clubhouse and pool area. Tom has gotten two estimates on some plumbing issues that are needed for the pool. Kay made a motion to go with J. Quinton plumbing to do the repairs and Jennifer second the motion. All was in favor us using J. Quinton Plumbing.
- **Pool and Clubhouse Rentals:** Book your party now. Mondays are filling up fast! The cost for pool and clubhouse rental has changed for 2014. This has been posted to the Coffee Creek Website.
- **Homeowner Dues:** If you have not paid your dues by now, they are past due!
- **Upcoming Community Events:** Neighborhood Leadership Conference, Saturday, January 25th
- **Upcoming Coffee Creek Events:** HOA Annual meeting, April 14th, 6:30pm, Coffee Creek Clubhouse. Annual neighborhood garage sale, April 26th and 27th.

Old Business

- **Erosion site near WaterColours:** The city has been alerted
- **NextDoor Page for Coffee Creek:** Join our new page, powered by NextDoor. Go to the Coffee Creek HOA website to get the link to sign up. Keep up to date with what is going on in our neighborhood. We now have 87% of our neighborhood that has joined nextdoor.

- **Dog Park:** There is a plan in the works for a dog park in Owasso.

Financial Update: We have over 46 homes with unpaid dues. We will have current summary available at the Annual HOA Meeting in April. **The due date for the 2014 HOA dues is February 28th. There has been a late fee structure put in place.**

Adjourn: The meeting was adjourned at 7:52pm. The next board meeting will be held April 14th, 2014, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Annual HOA Meeting Minutes 4/14/2014

The annual HOA Meeting was called to order at 6:30pm by President Kay Bratcher. Kay introduced the Board of Directors, Officers, and guest, Jerry Fowler, Officer Cunningham

Kay Bratcher - President, Website Coordinator
Tom Lingenfelter - VP
Pam Masingale - Secretary/Pool Coordinator
Jennifer Holloway - Board Member
Darrin Johnson - Board Member
Marilyn Foyil - Board Member
Ed Harrelson - Board Member

Financial Overview and Status: W&M Consulting, our CPA's presented the current financials. We have approximately 37 homes with unpaid dues. Cash has been kept at a higher balance and dues have not raised in 7 years. Dues will remain \$400 to insure sufficient cash reserve are kept for the maintenance of the pool, clubhouse, ponds and HOW owned grounds.

Neighborhood Updates:

- **Jerry Fowler/Officer Cunningham:** Alert Neighborhood follow up
- **Jerry Fowler:** Discussed upcoming Owasso City and Community Events
- **HOA Meetings/Minutes and Pool Clubhouse Rental:** Cost for reserving the Clubhouse and pool is \$100 with a \$50 security deposit. Pool card replacement is \$25. If your 2014 HOA dues are not paid, your pool card will not work. The pool will open Memorial Day weekend and close after Labor Day. HOA Board meeting minutes are usually posted within three days of the meeting to the Coffee Creek website.
- **Pool Update:** Darrin will be closing the pool nightly and maintaining the pop machine. All children under the age of 16 must be accompanied by an adult. New security cameras are in place and working.
- **Landscaping/Ponds/Fountains:** Our neighborhood lawn maintenance will be done by ASC. Bid were taken and reviewed. Thank you Ed, Tom, and Greg for keeping our fountains up and running. Three ponds will be treated throughout the summer for algae control.
- **Upcoming Coffee Creek Events:** Jennifer Holloway discussed upcoming events. Annual neighborhood garage sale, April 25th, 26th, and 27th and Owasso Cares Day of Service April 27th. Sign up for Team

Coffee Creek on the HOA Website.

- **Website and Nextdoor Page:** Kay encouraged everyone to sign up on these two webpages.

Election of New Board Members:

The current BOD was voted in for another year. An invitation was extended to residents who would like to serve on the board.

Question and Answer Session

Drawing: Thank you Karyn Hoffman, Caldwell Bankers, and Busy Beavers Bakery for the door prizes.

Adjourn: The meeting was adjourned at 8:10pm. The next board meeting will be held May 19th, 2014 at 6:30pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting 5/19/2014

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, Darrin Johnson and Marilyn Foyil

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Kay Bratcher.

Minutes from April Annual HOA meeting were approved via email.

New Business:

- **Pool:** Opening Saturday, May 26 at 10:00am. We are trying to find a company that will give us an estimate for a shade structure for the pool area.
- **Dog Park:** There is a plan in the works for a dog park in Owasso. The City is behind this.
- **Gated Community Discussion:** After talking the City on this matter, we found out that our HOA dues would probably triple.
- **No Soliciting Sign Within Neighborhood Entrances:** This topic has been tabled for now. We will discuss this at our next annual HOA meeting. We need more neighborhood input in this matter.
- **Coffee Creek Pond Erosion Project:** This work is scheduled to be done in June or July. Several homeowners and board members have met with city officials. The pond survey showed that the pond behind Northeast Elementary falls into the moderate category for retention/detention. An assessment is being sent to Roger Stevens to see if Coffee Creek will qualify for partial funding.
- **Pond Maintenance:** The Algae is being treated
- **Pool and Clubhouse Rentals:** Book your party now. Mondays are filling up fast! The cost for the pool and clubhouse rental has changed for 2014. This has been posted to the Coffee Creek Website.
- **Upcoming Coffee Creek Events:** July 4th Parade. Time will be announced later

Old Business

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda. Kay will follow up on this.
- **NextDoor Page for Coffee Creek:** Join our new page, powered by

NextDoor. Go to the Coffee Creek HOA website to get the link to sign up. Keep up to date with what is going on in our neighborhood.

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Financial Update: We have a higher than usual number of homeowners with unpaid dues.

Adjourn: The meeting was adjourned at 8:20 pm. The next board meeting will be held June 16, 2014, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting
6/23/2014**

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, Darrin Johnson and Marilyn Foyil

Call to Order: The regular monthly meeting was called to order at 6:39 pm by President Kay Bratcher.

Minutes from May HOA meeting were approved via email.

New Business:

- **Pool:** The clubhouse and pool are available for rental on Mondays only during the pool season. This change has been made to allow Coffee Creek residents to enjoy the pool on the weekends and prevent overcrowding. **Pool Shade Structure:** We have received 1 quote and intend to get a couple more
- **Pool Safety Update: ALL CHILDREN UNDER 16 MUST BE ACCOMPANIED BY AN ADULT 18 OR OLDER!!**
- **Bike Rack at Pool Area:** We are getting quotes on this
- **Neighborhood Tree Removal & Neighborhood Clean Up:** Saturday, May 26th, Jake Holloway led a neighborhood cleanup and tree removal. We want to thank Jake, the residents and outside volunteers who gave their time and energy towards this major project. It looks great!!
- **Neighborhood Maintenance:** We are getting quotes to have the fence along 145th painted. We still have colored bulbs in yard lights and yard lights that are burnt out. Please be aware that this is a security issue for your home. Colored bulbs are prohibited during non-holiday months.
- **Coffee Creek Pond Erosion Project:** This work is scheduled to be done in July
- **Pond Maintenance:** The Algae is being treated on a regular basis during the spring and summer months
- **Pool and Clubhouse Rentals:** Book your party now. Mondays are filling up fast! The cost for the pool and clubhouse rental has changed for 2014. This has been posted to the Coffee Creek Website.
- **Ducks:** Please do not feed the ducks bread. This is very bad for them. If you want to feed them, please read:

<http://birding.about.com/od/birdfeeders/a/feedingducksbread.htm>

- **Upcoming Coffee Creek Events:** July 4th Parade, 4:00pm. We will begin at the “parking area” opposite Watercolours and parade down 103rd and end at the pool.

Old Business

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda. Kay will follow up on this.
- **NextDoor Page for Coffee Creek:** Join our new page, powered by NextDoor. Go to the Coffee Creek HOA website to get the link to sign up. Keep up to date with what is going on in our neighborhood. This has proven to be very beneficial on keeping our neighbors informed!

Financial Update: Finances are in good shape. We have 6 homes and 2 businesses with unpaid dues. Liens will be filed at the end of the month.

Adjourn: The meeting was adjourned at 8:35 pm. The next board meeting will be held August 18, 2014, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting 8/18/2014

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, Darrin Johnson and Marilyn Foyil

Call to Order: The regular monthly meeting was called to order at 6:39 pm by President Kay Bratcher.

Minutes from June HOA meeting were approved via email.

New Business:

- **Pool:** The pool will remain open through Sunday, September 7th. Discussed keeping the pool open for the month of September next year. Each household is allowed to bring 5 guests to the pool. Any more than that will require renting the pool on Mondays for a private party. The clubhouse and pool is available for rental on Mondays during the pool season. This change has been made to all Coffee Creek residents to enjoy the pool on the weekends and prevent overcrowding.
- **Pool Shade Structure:** This has been tabled until next Spring. We plan to get additional quotes.
- **Bike Rack at Pool Area:** This will be available for the 2015 pool season.
- **Neighborhood Maintenance:** The fence along 145th has been painted
- **Coffee Creek Pond Erosion Project:** Coffee Creek will not be getting any financial help from the City of Owasso. This work is scheduled to be done very soon. It was delayed due to the rain.
- **Pond Maintenance:** The Algae is being treated on a regular basis during the spring and summer months
- **Garage Sale:** There have been several inquires about a fall garage sale. Coffee Creek has one annual garage sale. It is in the spring. It is fine to hold your own sale.
- **Upcoming Coffee Creek Events:** Coffee Creek will not be participating in the Annual Owasso neighborhood block parties on September 6th.

Old Business

- **Erosion site near WaterColours:** The city has been alerted again

- **NextDoor Page for Coffee Creek:** Join our new page, powered by NextDoor. Go to the Coffee Creek HOA website to get the link to sign up. Keep up to date with what is going on in our neighborhood. This has proven to be very beneficial on keeping our neighbors informed!

Financial Update: Finances are in good shape. Liens have been filed

Adjourn: The meeting was adjourned at 8:45 pm. The next board meeting will be held September 15, 2014, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting
9/15/2014**

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, Darrin Johnson, Marilyn Foyil, and guest Jerry Fowler

Call to Order: The regular monthly meeting was called to order at 6:55 pm by President Kay Bratcher.

Minutes from August HOA meeting were approved via email.

New Business:

- **Pool:** The pool is closed for the season. Thank you Darrin for locking up the pool every night!
- **Pop Machine:** The pop machine will be removed from the pool area permanently.
- **Neighborhood Maintenance:** The City has begun working on some of the sidewalks and curbs. ASC has started mowing some of the area behind the school.
- **Coffee Creek Pond Erosion Project:** Work will begin on 9/16/2014. Jennifer made a motion to cap the cost not to exceed \$7,000 and Pam second the motion. All was in favor
- **Annual Meetings & Elections:** March 23, 2015 at 6:30 pm Coffee Creek Club House
- **NextDoor Page:** Jerry Fowler visited with us about the benefits of NextDoor
- **Halloween:** Discussed some ideas on traffic control in Coffee Creek
- **Newsletter:** Discussed sending out a fall newsletter to aid in positive communication within the neighborhood
- **Street Lights Outage:** It was mentioned that there are a couple out in the neighborhood. This can be reported on the City of Owasso website.
- **Violation Notification Process:** This process is being reviewed.

Old Business

- **Agenda for 2015:** Bike rack, Shade Structure, new camera for hallway, purchasing more mats for slick corridor, change internet to Cox instead of AT&T and no soliciting sign for entire neighborhood.
- **Neighborhood Maintenance Update**

Financial Update: Finances are in good shape. We saw a rise in the Utilities this year.

Adjourn: The meeting was adjourned at 8:55 pm. The next board meeting will be held October 27, 2014, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting 10/27/2014

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, Darrin Johnson, and Marilyn Foyil

Call to Order: The regular monthly meeting was called to order at 6:59 pm by President Kay Bratcher.

Minutes from August HOA meeting were approved via email.

New Business:

- **Pond Erosion Project:** This has been completed. The work done was within budget to completion and satisfaction of the board.
- **Pop Machine:** The pop machine has been removed and will not be replaced.
- **Neighborhood Maintenance:** Fall flowers have been planted and look great. ASC has started mowing some of the area behind the school. Several new trees will be planted soon to replace some of the dead trees that were removed last spring.
- **Coffee Creek Pond Erosion Project:** Work will begin on 9/16/2014. Jennifer made a motion to cap the cost not to exceed \$7,000 and Pam second the motion. All was in favor
- **Annual Meetings & Elections:** March 23, 2015 at 6:30 pm Coffee Creek Club House
- **NextDoor Page:** Jerry Fowler visited with us about the benefits of NextDoor
- **Newsletter:** A newsletter will go out sometime before the end of the year to aid in positive communication within the neighborhood.
- **Community:** January 13th is the vote for the ½ penny sales tax
- **Violation Notification Process:** This process has been revised.

Old Business

- **Agenda for 2015:** Bike rack, Shade Structure, new camera for hallway, purchasing more mats for slick corridor, change internet to Cox instead of AT&T and no soliciting sign for entire neighborhood.

Financial Update: Finances are in good shape and on track for this time of year

Adjourn: The meeting was adjourned at 7:55 pm. The next board meeting will be held November 17, 2014, at 7:00 pm at the Coffee Creek Club House.