

Coffee Creek Homeowners Association

Board Agenda

Tuesday, June 11, 2024

Attendees

Board: Kim Christiansen, Kayla Wood, Ken Masingale, Mark Williams, Pam Masingale

Residents: None present

Meeting Called to Order: 6:30pm

Approval of minutes: The minutes from the previous meeting held on April 9, 2024, were reviewed and unanimously approved.

Financial –The Board reviewed the president’s financial summary reports.

New Business

- Pool/Clubhouse
 - Watercolours has formally requested the Board's approval to rent the pool/clubhouse.
 - The Board has approved for Monday use only with the following requirements:
 - The renter is responsible for all loss and damages, including repair and replacement costs, including damage to the building, the pool, and the equipment.
 - The renter is responsible for complying with the HOA Board rental policy, including providing acceptable loss and insurance for the event to protect the HOA from any loss.
 - These terms also apply to all Coffee Creek residents.
 - The white lounge chairs around the pool are in a state of disrepair and are in need of urgent replacement.
 - The Board approved a budget of \$650 maximum for tables, chairs, end tables, and umbrellas.
 - Cash Application Use: Kim plans to investigate various cash management applications.
 - The Handicap sign outside the clubhouse requires repainting.
- HOA Fines – to be continued
- July 4th Activities
 - Canceled due to no response in volunteers, unless we have people step up.
- Closing document fees
 - The fees are currently \$125, the Board approved raising it to \$150.
- Elect Vice President
 - Non-elected

Old Business

- Signs – New signs have been placed around Coffee Creek property
 - 8 total signs costs less than \$300
- Tree Trimming
 - An estimate of \$285 was provided by Hugh, our landscaping professional, for the removal of two piles of tree limbs.
 - The Board voted to decline the estimate.

Adjourned: 7:05 pm

Coffee Creek Homeowners Association

Board Agenda

Tuesday, April 09, 2024

Attendees

Board: Kim Christiansen, Kayla Wood, Eldon Smoot, Linn Kuhnel(By Phone)

Residents: Sally Emmons, Dorothy Woodruff, Ken and Pam Masingale, Andy and Marilyn Foyil, William and Barbara Clark, John and Jodie Kinney, Thomas and Judith Lingenfelter, Glenda Anderson, Stephen Perry, Daniel Thomas, Diane Collier, Bob Painter, Sandra Cunningham, A Pamela Mann, Mark and Martha Williams

HOA Board Meeting Called to Order: 6:00pm

Approval of minutes: The minutes from the previous meeting held on March 12, 2024, were reviewed and unanimously approved.

Old Business

- The budget for stocking the west pond with Perch fish, covering an area of 2.247 acres, and North Pond (area of 2.247 acres) would be a total cost of \$1875.
- Board Approved the west pond for stocking only at a cost of \$625
 - 300 2-3 Inch Hybrid Bluegill, 200 2-3 Inch Straight Bluegill, 100 2-3 Inch Redear, and 15lbs Fathead Minnows in West Pond
 - 600 2-3 Inch Hybrid Bluegill, 400 2-3 Inch Straight Bluegill, 200 2-3 Inch Redear, and 30lbs Fathead Minnows in North Pond
- New signs need to be installed around the ponds for added security, the estimated cost for this project is \$700.
 - The installation of the new signs has been approved.
- Approved the Authority to prosecute.
 - This gives HOA Board Members to be able to initiate legal proceedings against a person or entity for alleged criminal activities on behalf of Coffee Creek.
- Approved the reduction of board size from 7 to 5 due to having many vacant seats

New Business

- Budget – 32 homeowners have not paid their dues as of yet
- Vandalism – The fountain in the north pond has been damaged beyond repair \$5000 in damages
- Volunteers for committees – sign-up sheets on table in clubhouse
 - HOA planning (Priority planning – short term)
 - 4th of July
 - Landscape
 - Pool
 - Welcome
- (Work days, paint, tree trimming, etc.)
- Board Members – We have two vacant seats open at this time
- Contribution funds for committees

Adjournment: 6:10 pm

Annual Meeting

Meeting Called to Order: 6:30 pm

- Overview of our budget and what it all entails
- Notifying residents of Watercolors new agreement with our HOA
- Case & Associates agree on Pond maintenance and erosion control.
 - They will pitch in 50% of the cost to maintain upper pod and 10% of the lower ponds
 - This agreement is transferable if they sell their property.
- Board member nominations and elections
 - Ken Masingale and Mark Williams have agreed to join the board

Coffee Creek Homeowners Association

Board Agenda

Tuesday, April 09, 2024

Community concerns and comments

- Erosion in backyards, who is responsible for it?
 - HOA will come to an agreement with homeowners. They will need to reach out to the board.
- When is the next Garage sale planned for?
 - May 4, 2024
- What is being built across from Kum & Go?
 - Strip mall
- How tall is the apartments going to be?
 - we are not sure

Adjournment: 7:10 pm

Required Actions

- Election of officers - Ken Masingale and Mark Williams have agreed to join the board
- Brandon Boyd (April 9, 2024) and Paul Walker (March 12, 2024) both resigned and are no longer board members

Homeowner comments: Fountain is still not working, informed residents of the vandalism and would like to work something out with Watercolours.

Next Board Meeting: June 11, 20224

Attendees

Board: Kim Christiansen, Paul Walker, Kayla Wood, Eldon Smoot, Jim Pepin,

Residents: Pam Masingale, Sandy Cunningham

Meeting Called to Order: 6:43 pm

Approval of minutes: The minutes from the previous meeting held on January 09, 2024, were reviewed and unanimously approved.

Fiscal/budget

- Reviewed the president's financial summary report and the attached 2024 draft budget
- The internet through Cox seems excessive; Pam Masingale will call and renegotiate our pricing since it is in her name.
- Approved budget

Fencing

- Fincher Fencing will repair the fence on N 145th E Ave this week or next, depending on the weather.
 - "Typically, HOAs cover the cost of their property line fences." Most HOAs pay for their property line fence.
 - The HOA must draft a proposal for all HOA fence properties in case of future dilemmas.

Welcome Package

- Kim has been diligently studying welcome packages from other neighborhoods and is in the process of drafting one for our community. This draft will be shared for everyone's review in the next meeting.
- Eldon wants to visit businesses and see if they would donate and deliver care packages to new residents.
- The HOA will decide if renters will receive documents; however, Homeowners are responsible for notifying tenants of the bylaws and covenants.

New Business

- Clubhouse/Pool rental rates – See Handout
 - Reviewed the terms and conditions along with fees associated
- Violation Fees: To be determined
 - acquiring fee schedules from neighboring HOAs
- Paul Walker, VP – is moving and resigned his position

Annual Meeting: April 09, 2024

Required Actions

- Election of officers, etc

Homeowner comments: Fountain is still not working; informed them of working something out with watercolours.

Next Board Meeting: April 09, 2024

Adjournment: 7:33 pm

Coffee Creek Homeowners Association
Board Agenda
Tuesday, January 9, 2024

Attendees

Board: Kim Christiansen, Paul Walker, Kayla Wood, Eldon Smoot, Linn Kuhnel (Via Phone)

Residents: None present

Meeting Called to Order: 7:30pm

Approval of minutes: The minutes from November 14, 2023 – Unanimous Approval

Kim Christiansen provided handouts on Fiduciary duties and hierarchy of HOA “rules”

Fiscal/budget

The HOA dues are currently \$495.00 per year. They were increased in 2023. See Covenants, cited below.

- Paul motioned to re-record the new due amount in the covenants: no votes to support the motion.
- Motion to keep the annual assessments to stay the same since HOA is not allotted an increase currently.
 - Paul denied the motion and voted to keep the annual assessments at \$495.
 - Called Linn to vote on the motion: Voted yes.
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3. **ANNUAL ASSESSMENTS:** The following annual assessments shall be made on a per lot basis:

\$420.00 per lot per year

Such assessments may be increased up to ten percent (10%) per year by the Board of Directors and up to fifteen percent (15%) per year upon the affirmative vote of two-thirds of the owners of lots within Coffee Creek. Assessments may not be raised in consecutive years nor more than two times within any five (5) year period. Such assessments shall be a lien upon the lot assessed. Any such lien may be foreclosed by the Association and the lot owner shall be responsible for all costs and attorney fees incurred by the Association in connection with such suit. No lot shall be entitled to more than one (1) vote, regardless of the number of owners.

Reports

Kim would like to establish specific calendar days for special events: See Below for details.

- Annual Meeting set for April 9th at 6:30pm
- Board Meeting set for April 9th at 6:00pm
- Biannual garage sales
 - May 4th Saturday
 - Oct 12th Saturday
- 2 community “work days” (Spring and Fall)
- Pool prep day set for May 18th
- 4th of July – would like to set up a separate fund for supplies
 - Kim mentioned a homeowner in our association who makes delicious snow cones and we would like his support.

- A “holiday” event: Undecided

Old business

- Rental units and related: HOA would like to communicate the responsibilities of homeowners with rentals via letter.
- Pond signage: Kim is obtaining quotes and plans to order and install new signs around the pond in April to improve safety and user compliance.
- Capital plan: Discussion tabled.
- The New Homeowner Welcome package still requires some improvements.
- The tree trimming around the entrances was done really well and will continue to use them in the future.

New business

- The annual meeting is set for April 9th at 6:30pm, HOA board members will meet 30 minutes beforehand to go over anything that is necessary.
- Clubhouse use: Discussion tabled.
- Turn Pro sent a notice of increased rates for 2024 and the east pond fountain light needs repaired.
 - HOA received a quote of \$3,200 to repair the pond fountain. Kim would like to ask watercolours for help in support of \$1,000 to contribute towards the repair.

Homeowner comments: None present.

Next Board Meeting: March 12, 2024

Adjournment: 8:21pm