**Coffee Creek Homeowners Association Board Meeting**

**03/12/2018**

**Attendance**: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed

Harrelson, Tom Lingenfelter, Tina Spriggs, Mark Williams

**Call to Order**: The regular monthly meeting was called to order at 6:35 pm by President Frank Kennedy

Minutes from the December HOA meeting were approved via email.

**Old Business:**

* **Playground Equipment:** The tear down of the old equipment will be Saturday, April 14th. Time will be posted on Nextdoor. The assembly of the new equipment will begin Saturday, April 21st.
* **Pool Resurfacing:**  This will Start April 2nd, 2018.
* **New Security Cameras:** Tom got an estimate on the installation of the new security system. Mark made a motion to accept this estimate. Marilyn seconded the motion. All were in favor.
* **Fountain Update:** The fountain behind the clubhouse will be repaired this week.

**New Business:**

* **Neighborhood Grant Application:** Frank is applying for this grant to help offset some of the cost of the new playground equipment.
* **Fencing Around the Pool Area:** Discussed putting up some type of barrier to keep the ducks out of the pool.
* **New Deck Box Needed:** Tom made a motion to purchase a new deck box to replace the old broken one we currently have. Tina seconded the motion. All were in favor.

**Financial Overview:**

* Frank presented a current financial report. After reviewing the financials, Angi made a motion to accept this report. Marilyn seconded the motion. All were in favor.

**Upcoming Events**:

* Annual HOA Meeting: April 9th, 2018, 6:30 pm, Coffee Creek Clubhouse. • Coffee Creek Annual Garage Sale April 28th
* Pool Opens May 26th, 2018, 10am.
* Fourth of July Parade

**Adjourn:** The meeting was adjourned at 7:55 pm. The annual meeting will be April 9th,2018, at 6:30pm at the Coffee Creek Club House.

**COFFEE CREEK ANNUAL HOA MEETING MINUTES**

**04/09/2018**

The annual HOA meeting was called to order at 6:35 pm by President Frank Kennedy. Frank introduced the Board of Directors.

Frank Kennedy – President, Treasurer

Tom Lingenfelter – VP, Director of Maintenance & Landscaping

Pam Masingale – Secretary/Pool Coordinator

Marilyn Foyil – Board Member

Ed Harrelson – Board Member

Angi Kennedy – Board Member

Tina Spriggs – Website and Social Media Coordinator

Mark Williams – Board Member

**Financial Overview and Status:** Frank presented the current financials. Discussed some of the major expenditures such as resurfacing the two pools and purchasing new playground equipment.

**Landscaping & Maintenance:** Tom gave a summary of the improvements that have been made to the landscaping and commons area.

**Clubhouse & Pool**: Pool hours and rental information was discussed. The pool opens May 26, 2018.

**Upcoming events:** Marilyn discussed the upcoming events and asked for volunteers for the block party in September.

**Annual Garage Sale April 28, 2018**

**Pool Opening May 26, 2018**

**July 4th Parade July 4, 2017**

**Block Party September 8, 2018**

**City of Owasso**: Jerry Fowler and Roger Stevenson discussed the re-routing of the service road and location of the proposed Kum & Go.

**Board Members:** An invitation was extended to the Homeowners for new board members. Keith Tew, Brian Nation and Iris Fain volunteered. Angi made a motion to accept these two new members. Judy Lingenfelter seconded the motion. All were in favor.

**Architectural Committee**: An invitation was extended to the Homeowners for the architectural committee. We had three volunteers: Cindy Nation, Ken Masingale, and Jim Pepin.

**Drawing**: Congratulations to Jim Pepin! He was our winner tonight and will enjoy saving 50% off his 2019 HOA dues next year.

**Adjourn:** The meeting was adjourned at 8:05 pm. The next board meeting is tentatively scheduled for June 11, 2018, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting**

**06/12/2018**

**Attendance**: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed Harrelson, Tom Lingenfelter, Tina Spriggs, Mark Williams, Iris Fain, Brian Nation, & Keith Tew.

**Call to Order**: The regular monthly meeting was called to order at 6:32 pm by President Frank Kennedy

Minutes from the April Annual HOA meeting were approved via email.

**Old Business:**

* **New Playground Equipment:** This was completed May 12th.
* **Pool Resurfacing:** Completed
* **New Security Cameras:** New security cameras were installed in April.

**New Business:**

* **Opening the Pool on Mondays When Clubhouse is Not rented:** The current schedule will remain in place.
* **PDA at the Pool:** Parents and adult residents need to be aware this is going on.
* **Pool Cards Being Used by Guest:** When you give your card to a babysitter or guest, the guest is not allowed to bring guest.
* **Lost & Found:** Discussed putting a lost & found in place. Elizabeth Kramer said she would oversee it.
* **Parking at the Pool:** Please do not park in front of resident’s mailboxes.
* **Bathrooms/Cleaning:** Discussed have the bathrooms cleaned more frequently. Tom will talk with the pool company.
* **Insurance on New Playground Equipment:** Marilyn made a motion to accept this quote for the additional coverage. Tina seconded the motion. All were in favor.
* **Voting at The Annual Meeting:** Discussed
* **Pond Silt Build Up & Bank Erosion**: Tom will get with Turnpro to see if they can advise us on this matter.

**Financial Overview:**

* Frank presented a current financial report. After reviewing the financials, Tina made a motion to accept this report. Brian seconded the motion. All were in favor.

**Upcoming Events**:

* **4th of July Parade**: The parade is at 4:00 pm. It will begin at the Parking area opposite Watercolours and parade down 103rd and end at the pool.

**Adjourn:** The meeting was adjourned at 8:09 pm. The next meeting will be September 10th, 2018, at 6:30pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting**

**09/10/2018**

**Attendance**: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed Harrelson, Tom Lingenfelter, Tina Spriggs, Keith Tew Absent: Mark Williams, Iris Fain,Brian Nation

**Call to Order**: The regular monthly meeting was called to order at 6:33 pm by President Frank Kennedy

Minutes from the June board meeting were approved via email.

**New Business:**

* **Repairs & Cleaning for the Clubhouse:** Discussed repairs and cleaning that is needed at the clubhouse. Angie made a motion to pre-authorize Marilyn to have Maid in Owasso give an estimate and clean up to $125. Tina Seconded the motion. All were in favor.
* **Contractor Bids:** The board will accept bids starting October 1st- November 15th, 2018 for all contractors who provide services for the pond, landscaping, pool, accounting, security system and insurance.
* **Landscape at the Pool:** Tom will talk with ASC about having flowers planted in the front of the clubhouse.
* **Violation Notification Process:** Discussed implementing fines for repeat violation offenders.
* **Report on Commons Area:** Tom gave a detailed report on fountain repairs, tree removal, replacement of glass in the little entry way house and the bubbler machine.
* **Pool Chairs:** Discussed pricing of some additional chairs.
* **Street Parking:** People are leaving parked cars in the street for weeks at a time. Temporary parking on the street shall conform to City of Owasso code (not to exceed 48 consecutive hours).
* **Holiday Event at the Clubhouse:** Angi made a suggestion of doing some type of event at the clubhouse (Costume parade, breakfast with Santa). Angi will research the costs and report back to the board.

**Financial Overview:**

* Frank presented a current financial report. After reviewing the financials, Angi made a motion to accept this report. Marilyn seconded the motion. All were in favor.

**Upcoming Events**:

**Hance Henrie Run:** Saturday, October 13th, 2018, 8am-12pm. Please watch for runners in ourneighborhood.

**Neighborhood Leader Workshop:** Thursday October 11th, 2018, 6:30pm, Community Room, 200 S. Main

**Adjourn:** The meeting was adjourned at 7:50 pm. The next meeting will be December 10th, 2018, at 6:30pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting**

**12/10/2018**

**Attendance**: Frank & Angi Kennedy, Pam Masingale, Iris Fain, Marilyn Foyil, Ed Harrelson, Tom Lingenfelter, Brian Nation, Mark Williams, Keith Tew Absent: Tina Spriggs Vistors: Michael Blaue & Desiree Lyons

**Call to Order**: The regular monthly meeting was called to order at 6:33 pm by President Frank Kennedy.

Minutes from the September board meeting were approved via email.

**New Business:**

* **Review Contractor Bids for 2019:** The board reviewed bids from contractors for 2019, ASC, Rockin Lawn Care, Turnpro, Americas Swimming Pool, ILS Systems and W & M Consulting. After much discussion, more information is needed from Rockin Lawn Care. Angi made a motion to accept the other 4 bids. Iris seconded the motion. All was in favor.
* **Dues for 2019:** There will not be a increase in HOA dues for 2019.
* **Pool & Clubhouse Fees for 2019:** There will not be an increase for pool & clubhouse rental.
* **HOA Officers for 2019:** Discussed
* **Watercolours Pool Use:** Discussed raising the cost for their pool use. More information is needed before a decision can be made.
* **Dues for Officers:** Dues are waived for the HOA Officers due to the time and work that goes along with these positions Marilyn made a motion to continue this waiver. Brian seconded the motion. All were in favor.
* **Street Parking:** People are leaving parked cars in the street and blocking sidewalks. Temporary parking on the street shall conform to City of Owasso code (not to exceed 48 consecutive hours).
* **Signs in Yards:** Signs in yards other than Realtor or election candidates are in violation of article 10 in the Coffee Creek Covenants.

**Old Business:**

* **Clubhouse for Cleaning:** This will be done in May.
* **Pool Chairs**: Discussed pricing of some additional chairs. Pam will get some estimates.
* **Violation Notification Process:** Discussed implementing fines for repeat violation offenders.
* **French Drains:** The French drains have been cleaned out around the pool area. Thank you, Keith Tew and Brian Nation.

**Financial Overview:**

* Frank presented a current financial report. Discussed the 2019 budget. After reviewing the financials, Mark made a motion to accept this report. Marilyn seconded the motion. All were in favor.

**Upcoming Events**:

**Annual HOA Meeting:** April 8th, 2019, at 6:30p, Coffee Creek Clubhouse

**Neighborhood Garage Sale:** April 27th, 2019

**Adjourn:** The meeting was adjourned at 8:35 pm. The next meeting will be March 11th, 2018, at 6:30pm at the Coffee Creek Club House.