

**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 14<sup>th</sup>. Time will be posted on Nextdoor. The assembly of the new equipment will begin Saturday, April 21<sup>st</sup>.
- **Pool Resurfacing:** This will Start April 2<sup>nd</sup>, 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 9<sup>th</sup>, 2018, 6:30 pm, Coffee Creek Clubhouse.
  - Coffee Creek Annual Garage Sale April 28<sup>th</sup>
- Pool Opens May 26<sup>th</sup>, 2018, 10am.
- Fourth of July Parade

**Adjourn:** The meeting was adjourned at 7:55 pm. The annual meeting will be April 9<sup>th</sup>, 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.

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|-----------------------------------|--------------------------|
| <b>Annual Garage Sale</b>         | <b>April 28, 2018</b>    |
| <b>Pool Opening</b>               | <b>May 26, 2018</b>      |
| <b>July 4<sup>th</sup> Parade</b> | <b>July 4, 2017</b>      |
| <b>Block Party</b>                | <b>September 8, 2018</b> |

**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 12<sup>th</sup>.
- **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 1<sup>st</sup>- November 15<sup>th</sup>, 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 our neighborhood.

**Neighborhood Leader Workshop:** Thursday October 11<sup>th</sup>, 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 Visitors: Michael Blau & 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 8<sup>th</sup>, 2019, at 6:30p, Coffee Creek Clubhouse

**Neighborhood Garage Sale:** April 27<sup>th</sup>, 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.