

**Coffee Creek Homeowners Association Board Meeting**  
**01/15/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Walsh, Spencer Duncan, and Ed Harrelson. Absent: Sharrese Bishop

**Call to Order:** The regular monthly meeting was called to order at 7:02 pm by President Kay Bratcher.

Minutes from the December Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

**New Business:**

- **Update on Ponds Fountain & Maintenance:** The Northeast fountain has been installed. ASC cleaned out a drain pipe feeding into that pond.
- **Parking in street:** There have been several reports of car theft. Be sure to park your car in the driveway or garage and lock it. Do not leave your keys or valuables in your vehicle.
- **Upcoming Community Events:** Cici's Pizza Night January 22nd, 5-8pm, come out and support Northeast Elementary. February 19th 6:30 pm, Support Jerry Fowler and OSNI.
- **Upcoming Coffee Creek Events:** Bunco night (January 28th, 7pm), Annual HOA Meeting: TBD
- **Alert Neighbor Program:** Signs have been ordered and will be installed sometime in March/April.
- **HOA 2013 Dues:** There will not be an increase in dues. They will remain \$400. The dues will be due by April 1, 2013. A letter will be going out to all residents in February.
- **Play Park Area:** Discussed ordering new mulch for this area.

**Old Business**

- **Solar Shade for Clubhouse:** This has been moved to the March meeting
- **Update on Ponds:** We are waiting on the City of Owasso results from the study that was done on the ponds around Owasso.
- **Update on traffic calming program:** A new application will be completed this month
- **Pool security:** Cameras have been ordered

**Financial Update:** Finances are in good shape. In spite of all the extra expenses we incurred this year, we still had a net income of \$4,872.94.

**Adjourn:** The meeting was adjourned at 8:32pm. The next board meeting will be held March 12th, 2013, at 7:00 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting**  
**03/12/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Walsh, Spencer Duncan, Ed Harrelson, and Sharrese Bishop

**Call to Order:** The regular monthly meeting was called to order at 7:02 pm by President Kay Bratcher.

Minutes from the January Board of Directors meeting were approved via email. No formal meeting was held in February.

**New Business:**

- **Neighborhood Maintenance Update:** ASC has put down new mulch around trees in our commons and playground area.
- **Contracts:** Contracts for the swimming pool, mowing, and pond upkeep have all been renewed at the same price we paid last year.
- **Painting of Clubhouse and Solar Shade:** We will be getting estimates for painting the clubhouse.
- Greg made a motion to purchase solar shades for the club house and Spencer second the motion.
- **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.
- **Upcoming Community Events:** Leadership Conference Saturday, April 13, Owasso Days of Service, Saturday, May 4th, 2013.
- **Alert Neighbor Program:** Signs have been ordered and will be installed sometime in April.
- **HOA 2013 Dues:** Don't forget dues are due April 1, 2013. They will remain \$400.
- **Pool security and New Card Reader for Clubhouse:** We are currently getting estimates for the card reader. Cameras will be installed in May.

**Old Business**

- **Update on Ponds:** We are waiting on the City of Owasso results from the study that was done on the ponds around Owasso. Emails have been sent to Roger Stevens and Jerry Fowler.
- **Update on traffic calming program:** A new application was sent on 2/20/2013

- **Pool security:** Cameras have been ordered

**Financial Update:** No change.

**Adjourn:** The meeting was adjourned at 8:40pm. The next board meeting and Annual HOA will be held April 16th, 2013, at 6:30 pm at the Coffee Creek Club House.

## **COFFEE CREEK ANNUAL HOMEOWNERS MEETING MINUTES**

### **April 16, 2013**

The annual HOA meeting was called to Order by Kay Bratcher at 6:31 pm. Kay introduced the Board of Directors and Officers.

Kay Bratcher - President, Website Coordinator

Tom Lingenfelter - VP

Greg Walsh - Treasurer

Greg Walsh - Treasurer

Sharrese Bishop - BOD

Pam Masingale - Secretary/Pool Coordinator

Spencer Duncan - BOD

Ed Harrelson - BOD

**HOA Meetings/Minutes and Pool Update:** Pam Masingale spoke about reserving the club house. The cost is \$25 rental fee with a \$50 security deposit. Monday rentals are \$50. If you lose your pool card it cost \$25 for replacement. If your 2012 dues are not paid, your pool card will not work. Coffee Creek will be getting a new security and card reader system. **The old gate keys will not work.** Dates and times will be announced for new key pickup. The pool will open Memorial Day weekend and close after Labor Day.

Minutes of the monthly meetings are posted on the Coffee Creek HOA website. She encourages everyone to check out this page several times a month.

**Pool Safety:** Spencer Duncan discussed the new card reader and security cameras that will be installed at the clubhouse.

**Ponds:** Ed Harrelson gave an update on the maintenance of the ponds and fountains. A resident asked about stocking the ponds. We will be getting prices on fish.

**Landscaping:** Tom Lingenfelter went over some items that had been done this past year and tens that will be done within the next month. The clubhouse is scheduled to be painted.

**Traffic Calming Program:** Jerry Fowler discussed this program. Everyone that lives on 103rd will have to sign the petition regarding the possible placement of speed humps.

**Coffee Creek Past & Upcoming Events:** Sharrese Bishop discussed some of the past events and upcoming neighborhood and community events.

Annual Garage Sale 5/4/2013

Owasso

July 4th Parade

Block Party (September)

Owasso Cares Day of Service April 27th

**Covenants and Concerns:** Kay Bratcher reviewed some main topics:

- Overflow from the Mr Murph containers are littering our neighborhood and ponds. This has been discussed with the parties involved.
- Fence along 145th needs painting, we got a couple of volunteers
- Cracked concrete along 103rd and 140th
- Owasso Land Trust signs

**Website and NextDoor Page:** Kay encouraged everyone to sign up on these two webpages

## **Coffee Creek Homeowners Association Board Meeting 05/14/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Walsh, Spencer Duncan, Ed Harrelson, and Sharrese Bishop

**Call to Order:** The regular monthly meeting was called to order at 7:02 pm by President Kay Bratcher.

Minutes from April Annual Homeowners and Board of Directors meeting were approved via email.

### **New Business:**

- **Neighborhood Maintenance Update:** Painting of Clubhouse is Complete. Volunteers are needed to paint fencing on 145th street and retain play park area and signage.  
Scheduled for May 18th
- **Neighborhood Garage Sale & Owasso Cares Event:** Successful
- **Contracts:** Contracts for the swimming pool, mowing and pond up keep have all been renewed at the same price we paid last year.
- **New gate entry/pool security update:** Completed 5/14/2013, will start distributing new keys.
- **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.
- **Upcoming Coffee Creek Events:** Dive in Movie, June 28th (1 of 3), July 4th parade
- **55 & Over Swim Time:** A request has been made for adults 55 & over to have an hour of swim time before pools opens.

### **Old Business**

- **Update on Ponds:** Survey to be completed by end of May
- **Update on traffic calming program:** A letter was sent out to all Coffee Creek residents

**Financial Update:** We have 15 homes with unpaid dues.

**Adjourn:** The meeting was adjourned at 8:40pm. The next board meeting and Annual HOA will be held June 18th, 2013, at 7:00 pm at the Coffee Creek Club House.

## **Coffee Creek Homeowners Association Board Meeting 06/11/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Walsh, Ed Harrelson, Sharrese Bishop, and Jennifer Holloway

**Call to Order:** The regular monthly meeting was called to order at 7:05 pm by President Kay Bratcher.

Minutes from May Annual Homeowners and Board of Directors meeting were approved via email.

### **New Business:**

- **Neighborhood Maintenance Update:** Painting of the fence along 145th and the play set is Complete. Thank you to all our volunteers to help make this happen!
- **Ponds & Fountains:** The ponds were treated last week, but they will return this week for additional treatments. The fountain behind the swimming pool is being worked on and parts have been ordered.
- **Grass Clippings in Pool:** We have given ASC a key to the pool gate so they can come in and blow off grass clippings. The mowing date cannot be changed.
- **New gate entry/pool security update:** New keys have been distributed. We still have approximately 40 keys that still need to be picked up.
- **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.
- **Sign Topper Program** - They sign toppers will be installed this month.
- **Upcoming Coffee Creek Events:** Dive in Movie, June 28th (1 of 3), July 4th parade. Block party. September 7th. **Volunteers are still needed for all these events.**
- **55 & Over Swim Time:** Senior swim has started. They meet at 9am - 10am, Tuesday, Wednesday, and Thursday at the Coffee Creek Pool.
- **New Board Member:** Welcome Jennifer Holloway!

### **Old Business**

- **Update on Ponds:** Survey to be completed by end of May. Still waiting for results.



- **Update on traffic calming program:** Letters are coming in. We still need 6 before we can submit it to the City

**Financial Update:** We have 10 homes with unpaid dues.

**Adjourn:** The meeting was adjourned at 8:10pm. The next board meeting will be held July 16th, 2013, at 7:00 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting**  
**07/16/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Walsh, Ed Harrelson, Sharrese Bishop, Jennifer Holloway, and new resident Jeff Long.

**Call to Order:** The regular monthly meeting was called to order at 7:00 pm by President Kay Bratcher.

Minutes from June Board of Directors meeting were approved via email.

**New Business:**

- **Pool:** We have had complaints that people are smoking at the pool
- **Ponds Update:** The Humane Society has set traps for the Muskrat problem. The lights on the fountain on the north pond are scheduled to be replaced. We are still waiting on the City's survey results.
- **Accounting Bids:** The BOD is in the process of finding a replacement for our CPA.
- **New gate entry/pool security update:** New keys have been distributed. We still have approximately 20 keys that still need to be picked up. New security cameras have been installed.
- **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 75% of our neighborhood that has joined nextdoor.
- **Upcoming Coffee Creek Events:** Dive in Movie, July 26th and August 30th. Block Party September 7th. **Volunteers are still needed for all these events.**
- **Signs along 106th:** This is still a work in progress

**Old Business**

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda.
- **Update on traffic calming program:** Letters are coming in. We still need 2 before we can submit it to the City.

**Financial Update:** We have 2 homes with unpaid dues.

**Adjourn:** The meeting was adjourned at 8:10pm. The next board meeting will be held August 20th, 2013, at 7:00 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting  
08/20/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Walsh, Ed Harrelson, Sharrese Bishop, Jennifer Holloway, and Jeff Long.

**Call to Order:** The regular monthly meeting was called to order at 7:00 pm by President Kay Bratcher.

Minutes from July Board of Directors meeting were approved via email.

**New Business:**

- **Pool and Clubhouse Rental:** The cost for pool and clubhouse rental will change in 2014
- **Pool Closing Date:** Discussed keeping the pool open between Labor Day and the Block Party
- **Fountains:** The fountain by the eastside entrance is out. This is currently being worked on.
- **New CPA:** W & M Consulting has been hired
- **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 75% of our neighborhood that has joined nextdoor.
- **Upcoming Coffee Creek Events:** Dive in Movie "Teen Beach" August 30th. Block Party September 7th. Luau theme with Kona Ice  
**Volunteers are still needed for all these events.**
- **Community Events:** Owasso Cares Day of Service: September 21st. Join Team Coffee Creek.
- **Signs Along 106th:** Several of the signs have been removed along 106th St
- **Flyers:** All flyers have to be approved by the HOA Board before they can be passed out. They should never be put in residents mailboxes.
- **Monthly HOA Board Meetings Date Change:** The monthly board meetings will be held the 3rd Monday of every month at 6:30 pm, at the Coffee Creek Clubhouse.
- **Homeowner Dues:** Discussed changing the due date. Kay made a motion to change the due date of the yearly HOA homeowner dues. Jennifer second the motion. Statements will be sent out around January 15th and the new due date will be February 28th.

### **Old Business**

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda.
- **Update on traffic calming program:** Majority YES vote. This has been sent to the city. They will be conducting a survey on the traffic within the next month.

**Financial Update:** Finances are in good shape and we are on track of this time of year. All homeowner's dues have been paid for the exception of 2 residence.

**Adjourn:** The meeting was adjourned at 8:20pm. The next board meeting will be held September 16th, 2013, at 6:30 pm at the Coffee Creek Club House.

## **Coffee Creek Homeowners Association Board Meeting 09/16/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, and Jennifer Holloway, Absent: Sharrese Bishop, Greg Welsh (resigned 9/9/2013), and Jeff Long. Resident visitors: Erik & Annie Wolf, Janice Ross, Mr. Owens, Darrin Johnson and Jerry Fowler (City of Owasso)

**Call to Order:** The regular monthly meeting was called to order at 6:32 pm by President Kay Bratcher.

Minutes from August Board of Directors meeting were approved via email.

### **New Business:**

- **Pond Updates:** Discussion was on pond erosion by the elementary school. We will be getting an estimate from Arrowhead Precast. AEP has been asked to come out and look at the location of the electric box.
- **Pool and Clubhouse Rentals:** The cost for pool and clubhouse rental will change in 2014. This has been posted to the Coffee Creek Website. Discussion of a longer pool season in 2014.
- **Update on Traffic Calming program:** Sensor have been down for over a week now. We expect to hear from City by the end of the month.
- **Hance Henrie Memorial Run:** Discussed talking with the church about finding an alternative route in order to keep our entrances open.
- **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 75% of our neighborhood that has joined nextdoor.
- **Community Events:** Owasso Cares Day of Service: September 21st. Join Team Coffee Creek.
- **Monthly HOA Board Meetings Date Change:** The monthly board meetings will be held the 3rd Monday of every month at 6:30 pm, at the Coffee Creek Clubhouse.
- **Homeowner Dues:** The due date for 2014 HOA dues is February 28th. There has been a late fee structure put into place.
- **Neighborhood Maintenance Update:** The land by NE Elementary

has been mowed by OLT.

**Old Business**

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda.

**Financial Update:** A current report will be given at our October HOA meeting by our CPA.

**Adjourn:** The meeting was adjourned at 8:40pm. The next board meeting will be held October 14th, 2013, at 6:30 pm at the Coffee Creek Club House.

## **Coffee Creek Homeowners Association Board Meeting 10/14/2013**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Jennifer Holloway, Darrin Johnson, and Sharrese Bishop  
Absent: Jeff Long

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

Minutes from August Board of Directors meeting were approved via email.

### **New Business:**

- **Pond Updates:** Discussion was on pond erosion by the elementary school. Arrowhead Precast come out. We are waiting on an estimate. All fountains are working and critters are being captured
- **Pool and Clubhouse Rentals:** The cost for pool and clubhouse rental will change in 2014. This has been posted to the Coffee Creek Website. Discussion of a longer pool season in 2014.
- **Update on Traffic Calming program:** Sensor were down for one week now, they have been put back down for this week for further study! We were very close to qualifying; they want to revisit the study again to ensure the numbers! We expect to hear from the City by the end of the month.
- **Halloween:** We will have increased traffic in our neighborhood. Please beware of the kids darting out from between parked cars.
- **Monthly HOA Board Meetings Date Change:** The monthly board meetings will be held the 3rd Monday of every month at 6:30 pm, at the Coffee Creek Clubhouse.
- **Homeowner Dues:** The due date for 2014 HOA dues is February 28th. There has been a late fee structure put into place.
- **Neighborhood Maintenance Update:** ASC will be replacing a tree and some shrubs that have died.
- **New Board Member:** Welcome Darrin Johnson. Darrin has lived in Coffee Creek for several years and know the neighbor very well!

### **Old Business**

- **Erosion site near WaterColours:** The city has been out and has put this on their agenda.
- **Security Camera Update:** This is a work in progress. Thanks to Dub,



we hope to have it up and running soon.

- **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 80% of our neighborhood that has joined nextdoor.

**Financial Update:** A current report of financials was presented by our new CPA. Kay made a motion to close our old bank account at RCB and move the remaining funds to BOK. Shares' second the motion.

## **Coffee Creek Homeowners Association Board Meeting 11/18/2013**

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

**Call to Order:** The regular monthly meeting was called to order at 6:40 pm by President Kay Bratcher.

Minutes from October Board of Directors meeting were approved via email.

### **New Business:**

- **Pond Updates:** We received the estimate from Arrowhead Precast. We are going to see additional estimates. All fountains are working.
- **Pool and Clubhouse Rentals:** The cost for pool and clubhouse rental will change in 2014. This has been posted to the Coffee Creek Website.
- **Update on Traffic Calming program:** Coffee Creek has been approved for a speed hump. We have not heard back from the City of Owasso as to where the speed hump will be placed or the number of speed humps that will be installed. We have not been given a date for installation.
- **Monthly HOA Board Meetings Date Change:** The monthly board meetings will be held the 3rd Monday of every month at 6:30 pm, at the Coffee Creek Clubhouse.
- **Homeowner Dues:** The due date for 2014 HOA dues is February 28th. There has been a late fee structure put into place.
- **Christmas Light Contest:** There will not be any contest this year.
- **Security Camera Update:** Thank you Dub Sossoman for getting our security cameras up and running.

### **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.

**Adjourn:** The meeting was adjourned at 8:05pm. The next board meeting will be held January 20th, 2014, at 6:30 pm at the Coffee Creek Club House.