

## **Coffee Creek Homeowners Association Board Meeting 1/19/2015**

**Attendance:** Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, And Marilyn Foyil Absent: Darrin Johnson

**Call to Order:** The regular monthly meeting was called to order at 7:10 pm by President Kay Bratcher.

Minutes from the November meeting were approved via email. There was no meeting held December.

### **New Business:**

- **Financial Review:** Our Accountants were present to go over the finances with the board. The finances are in good shape, in spite of all the extra expenses and increased utility rates.
- **Christmas Decoration:** Thank you Darrin for decorating the entrance area.
- **Neighborhood Maintenance:** Lights in the pond behind clubhouse are out. This will be taken care of when weather permits.
- **Clubhouse:** The clubhouse floor has been resurfaced. Thank you Tom for overseeing this project! The clubhouse will be available to rent on Mondays again this year.
- **Annual Meeting & Elections:** March 23<sup>rd</sup>, 2015 at 6:30 pm. Coffee Creek Clubhouse. We are looking to add three new board members.
- **Neighborhood Covenants & Bylaws:** Discussed updating both.
- **Community:** The vote for ½ penny sales tax passed.
- **Renewal of Service Agreements:** We are currently taking bids for lawn care, electrical and pond maintenance.
- **Dues For 2015:** The 2015 HOA dues will be due no later than March 1, 2015. The dues will remain at \$400 for the eighth straight year!

### **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 ATT and no soliciting sign for entire neighborhood.

**Financial Update:** Finances are in good shape and on track for this time of year. The Accountants will be available at the annual HOA meeting in March to answer any questions.

**Adjourn:** The meeting was adjourned at 9:07 pm. The next board meeting will be held February 16<sup>th</sup> 2015, at 7:15 pm at the Coffee Creek Club House.

## **Coffee Creek Annual HOA Meeting Minutes** **3/23/2015**

The annual HOA meeting was called to order at 6:35 pm by President Kay Bratcher. Kay introduced the Board of Directors, guest Jerry Fowler, Deputy Chief Jason Woodruff.

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

### **Neighborhood Updates:**

- **Jerry Fowler** – Discussed upcoming Owasso City and Community Events. Jerry informed us of the new program called Strong Neighborhood Initiates. This is a monthly program that begins April 25<sup>th</sup>, 2015.
- **Deputy Chief Jason Woodruff**: Updated us on the Alert Neighbor Program. The ½ penny sales tax vote that was recently passed has enabled the city to add more officers.
- **HOA Meetings/Minutes and Pool Clubhouse Rental** – The pool is available to rent Monday's only during pool season. Cost for reserving the Clubhouse and pool is \$100 with a \$50 security deposit. Pool card replacement is \$25. If your 2015 HOA dues are not paid, your pool card will not work. The pool will open May 23<sup>rd</sup>, at 10:00 am, and close September 12<sup>th</sup>. There was discussion about extending the pool season. HOA board meeting minutes are usually posted within three days of the meeting to the Coffee Creek website.
- **Pool Update**: Darrin discussed pool safety. All children under the age of 16 must be accompanied by an adult. New security cameras are in place and working. We will be adding a bike rack, non-slip mats and possibly a shade structure.
- **Landscaping/Ponds/Fountains**: Ponds will be treated throughout the summer for algae control. Thank you Tom and Ed for keeping our fountains up and running! Mr. Ross gave us an update on the pond silt problem. He is not having much luck finding anyone to come out and give us an estimate.
- **Upcoming Coffee Creek Events**: Annual neighborhood garage sale, April 25<sup>th</sup>. The HOA places the ad in the Owasso Reporter. July 4<sup>th</sup> Parade, senior swim and block party. We are looking for Block Captains to organize the block party.
- **Website and Nextdoor Page**: Kay encouraged everyone to sign up on these two webpages.

**Financial Overview and Status**: W&M Consulting, our CPA's presented the current financials. We have approximately 45 homes with unpaid dues. Cash has been kept at a higher balance and dues have not been raised in 8 years. Dues will remain at \$400 to insure sufficient cash reserves are kept for the maintenance of the pool, clubhouse, ponds and HOA owned grounds.

### **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. We had four people volunteer to join the board.

**Drawing**: Thank you Karyn Hoffman, Sales Specialist with Coldwell Bankers for providing the door prizes and comparative market analysis.

**Adjourn**: The meeting was adjourned at 8:30 pm. The next board meeting will be held April 20<sup>th</sup>, 2015, at 6:30 pm at the Coffee Creek Club House.

## Coffee Creek Homeowners Association Board Meeting

5/18/2015

**Attendance:** Marilyn Foyil, Ed Harrelson, Darrin Johnson, Frank & Angela Kennedy, Tom Lingenfelter, Pam Masingale, Valarie Salamon Absent: Kay Bratcher & Keith Owens

**Call to Order:** The regular monthly meeting was called to order at 7:04 pm by President Darrin Johnson. Minutes from the April meeting were approved via email. A correction to the minutes has been made.

### **New Business:**

- **Pool Updates:** A new pump has been installed on the main pool. New signs and new clocks have been put up.
- **Neighborhood Maintenance:** All fountains are all up and running. The necessary repairs have been made. Landscapers will be adding new mulch to trees and beds in the common areas. Discussed switching to LED lights in the main entrances. A cost analysis will be done.
- **Neighborhood Covenants and Bi-laws:** We have met with an attorney regarding changes to the covenants. We need to gather more information and this will be discussed again in the June board meeting.
- **Playground:** Part of the playground equipment is off limits until repairs can be made. The parts have been ordered.
- **Shade Structure:** We are currently getting estimates on a pergola.
- **Up Coming Events:** July 4<sup>th</sup> parade. Block party September 12<sup>th</sup>.
- **Bike Rack:** A new bike rack has been purchased and will be placed at the clubhouse.

**Financial Update:** We have 25 homes with unpaid dues. Pool keys will not work until entire balance is paid in full.

**Adjourn:** The meeting was adjourned at 8:25 pm. The next board meeting will be held June 16th, 2015, at 7:00 pm at the Coffee Creek Club House.

## Coffee Creek Homeowners Association Board Meeting

6/16/2015

**Attendance:** Marilyn Foyil, Ed Harrelson, Darrin Johnson, Frank & Angela Kennedy, Tom Lingenfelter, Pam Masingale, Keith Owens and Jason Spriggs Absent: Kay Bratcher & Valarie Salamon

**Call to Order:** The regular monthly meeting was called to order at 7:01 pm by President Darrin Johnson. Minutes from the May meeting were approved via email.

### **New Business:**

- **Pool & Clubhouse:** The clubhouse is available to rent Mondays only during pool season.
- **Neighborhood Maintenance:** Landscapers will be adding new mulch to trees and beds in the common areas as soon as the weather permits.
- **Neighborhood Covenants and Bi-laws:** The board voted to proceed with updating the neighborhood covenants and bi-laws. Darrin made a motion to have these amended and Angi second the motion, all were in favor.
- **Up Coming Events:** July 4<sup>th</sup> parade. Block party September 12th. We are looking for volunteers to help with the block party.

### **Old Business:**

- **Westside Pond:** Angi has gathered information from Turnpro. They will come to the next board meeting in July to discuss the options available.
- **Lighting For Entrances:** This topic was tabled until the July meeting.
- **Shade Structure:** After doing some research and getting estimates, the board decided not to move forward with this project. Keith made a motion not to proceed with the purchase of a shade structure and Frank second the motion, all were in favor.

**Financial Update:** We have 3 homes with unpaid dues. Pool keys will not work until entire balance is paid in full.

**Adjourn:** The meeting was adjourned at 8:02 pm. The next board meeting will be held July 21, 2015, at 6:30 pm at the Coffee Creek Club House.

## **Coffee Creek Homeowners Association Board Meeting 7/21/2015**

**Attendance:** Kay Bratcher, Marilyn Foyil, Ed Harrelson, Darrin Johnson, Frank & Angela Kennedy, Tom Lingenfelter, Pam Masingale, Valarie Salamon Absent: Keith Owens Visitor: Jason Fuchs

**Call to Order:** The regular monthly meeting was called to order at 6:35 pm by President Darrin Johnson.

Minutes from the June meeting were approved.

### **New Business:**

- **Westside Pond:** Angi presented Turnpro's proposal and recommendations for treatment of this pond. Two bids for the electrical work were presented. Valarie made a motion to accept these proposals and move forward with installation of an electrical box and installation of the fan circulator. Frank seconded the motion. A vote was taken with 8 in favor of the motion, 1 opposed. The work is approved with a majority in favor.
- **Lighting Report and Analysis:** Darrin presented a cost analysis for switching to LED lighting in the commons area. Valarie made a motion to accept this proposal and Marilyn seconded the motion. The switch to the LED lights will be done gradually.
- **Neighborhood Maintenance:** The NE pond fountain has been sent off for repairs.
- **Above Ground Pools:** Discussed this matter with a Coffee Creek resident.
- **Neighborhood Covenants and Bi-laws:** A committee will be formed to proceed with updating the neighborhood covenants and bi-laws.
- **Pool:** The pool will close for the season on Saturday September 12<sup>th</sup>, at 10:00 pm.
- **Up Coming Events:** Block party September 12<sup>th</sup>. We are looking for volunteers to help with the block party.

**Financials:** Finances were not discussed.

**Adjourn:** The meeting was adjourned at 7:59 pm. There will not be a board meeting in August. The next board meeting will be held Monday, September 14<sup>th</sup>, 2015, at 6:30 pm at the Coffee Creek Club House.

# Coffee Creek Homeowners Association Board Meeting

**10/5/2015**

**Attendance:** Marilyn Foyil, Ed Harrelson, Frank & Angela Kennedy, Keith Owens, Tom Lingenfelter, Pam Masingale, Absent: Kay Bratcher, Darrin Johnson, and Valarie Salamon

**Call to Order:** The regular monthly meeting was called to order at 6:33 pm by Vice President Tom Lingenfelter.

Minutes from the July meeting were approved via email. There was no meeting in August or September.

## **New Business:**

- **Westside Pond:** Turnpro will install the fan circulator on 10/6/2015.
- **Block Party:** The block party that was held September 12<sup>th</sup>, was a big success. It was nice to meet the new residents of Coffee Creek.
- **Neighborhood Maintenance:**
  - Landscaping:** Pansies has been planted at the entrances.
  - Fountains:** The NE pond fountain has been installed.
  - Electrical Box & Meter for West Pond:** Both have been installed.
  - New Sprinklers on the 145<sup>th</sup> Entrance:** Taller Sprinkler heads were needed due to the plant growth. These were installed last week. The board acknowledges these expenditures.
  - Planting of Trees:** We will discuss the possibility of planting more trees at the next board meeting .
- **Neighborhood Covenants and Bi-laws:** A committee will be formed to proceed with updating the neighborhood covenants and bi-laws. We are looking for volunteers to serve on this committee.
- **Up Coming Events:** Hance Henrie Run, Saturday, Oct 10th, 8 am, Keep Owasso Clean, Saturday, October 10, 2015, 9 am. Volunteers needed.

**Financials:** Finances were not discussed. We plan on having a current financial statement for the November meeting.

**Adjourn:** The meeting was adjourned at 7:39 pm. The next board meeting will be held Monday, November 16th, 2015, at 6:30 pm at the Coffee Creek Club House.

# Coffee Creek Homeowners Association Board Meeting

**11/16/2015**

**Attendance:** Marilyn Foyil, Ed Harrelson, Darrin Johnson, Frank & Angela Kennedy, Keith Owens, Tom Lingenfelter, Pam Masingale, Absent: Valarie Salamon

**Call to Order:** The regular monthly meeting was called to order at 6:31 pm by President Darrin Johnson.

Minutes from the October meeting were approved via email.

## **New Business:**

- **Budget Review:** Angi and Frank will review past financials to create a budget for 2016.
- **Clubhouse and Pool Rental Fees:** Discussed the fees and deposits for clubhouse usage. Further discussion on this matter will be discussed at the December meeting.
- **Website Coordinator:** Kay Bratcher has resigned from the Board. We are currently looking for someone that has experience in website design.

## **Continuing Business:**

- **Update on Covenant Revision:** The committee has met two times. The attorney was present at the last meeting to answer questions. This is a work in progress.

**Adjourn:** The meeting was adjourned at 7:13 pm. The next board meeting will be held Tuesday December 15th, 2015, at 6:30 pm at the Coffee Creek Club House.

# Coffee Creek Homeowners Association Board Meeting

**12/15/2015**

**Attendance:** Ed Harrelson, Darrin Johnson, Frank & Angela Kennedy, Tom Lingenfelter, Pam Masingale, Valarie Salamon Absent: Marilyn Foyil & Keith Owens

**Call to Order:** The regular monthly meeting was called to order at 6:31 pm by President Darrin Johnson.

Minutes from the November meeting were approved via email.

## **Continuing Business:**

- **Budget Review:** Frank and Angie created a new budget from past financial records. The board reviewed budget line by line. Valarie made a motion to adopt the budget as modified. Darrin second the motion, all was in favor.
- **Clubhouse and Pool Rental Fees:** Discussed the fees and deposits for clubhouse usage. No changes will be made.
- **Website Coordinator:** Darrin will be setting up a new website through Go Daddy in April of 2016.
- **Update on Covenant Revision:** The covenant revisions have been sent to the attorney for review.

## **New Business:**

- **Renewal of Service Agreement:** The board reviewed two bids that were received for the lawn care service. Valarie made a motion to stay with A Sharp Cut and Frank second the motion. All was in favor.
- **Dues for 2016:** After reviewing the financials, the decision was made to raise the dues by 5% for 2016. Angie made a motion to accept this increase and Valarie second the motion. All was in favor.

**Adjourn:** The meeting was adjourned at 7:43 pm. The next board meeting will be held Tuesday January 18th, 2016, at 6:30 pm at the Coffee Creek Club House.



