

**Coffee Creek Homeowners Association Board Meeting  
1/18/2016**

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

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

Minutes from December meeting were approved via email.

**Continuing Business:**

- **Web Site Coordinator:** Darrin is in the process of 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**

- **Trampoline:** Discussion on the home with the trampoline in the front yard
- **Street Parking:** Complaints need to be made through the City of Owasso

**Adjourn:** The meeting was adjourned at 7:22pm. The next board meeting will be held February 22, 2016, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting**  
**2/22/2016**

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

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

Minutes from February meeting were approved via email.

**New Business**

- **Pond Maintenance:** Turnpro Aquatic gave a presentation on the services they provide. After a lengthy question and answer, Frank made a motion to accept Turnpro Aquatics for pond maintenance. Angie second the motion, all were in favor.
- **Annual HOA Meeting:** April 18, 2016 at 6:30 pm at the Coffee Creek Club House
- **Annual Garage Sale:** April 30, 2016. The HOA will place the ad in the Owasso Reporter

**Continuing Business:**

- **Web Site Coordinator:** Darrin is in the process of setting up a new website through Go Daddy. This will be available in April of 2016.
- **Update on Covenant Revision:** The covenant revisions have been reviewed by the attorney and sent back to the committee for further discussion.
- **Dues:** Dues are due on February 29<sup>th</sup>. Payments can be made online or by mail.

**Adjourn:** The meeting was adjourned at 7:48pm. The next board meeting will be held March 21, 2016, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting  
3/21/2016**

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

**Call to Order:** The regular monthly meeting was called to order at 6:25 pm by President Darrin Johnson.

Minutes from March meeting were approved via email.

**Continuing Business:**

- **Update on Covenant Revision:** Angie presented the changes made to the covenants. Darrin made a motion to approve the new covenants, Frank Second the motion. All was in favor. The new HOA covenants will be presented to the Coffee Creek residents for approval.
- **Dues:** Final notice letters have gone out regarding outstanding dues. Liens will be filed 4/15/2016.

**New Business**

- **Pond Maintenance:** Tom presented a cost analysis on repairing the fountain behind the pool. The board voted unanimously to purchase a new fountain.

**Upcoming Events**

- **Annual HOA Meeting:** April 18, 2016 at 6:30 pm at the Coffee Creek Club House
- **Annual Garage Sale:** April 30, 2016. The HOA will place the ad in the Owasso Reporter
- **Pool Opening:** May 28, 2016

**Adjourn:** The meeting was adjourned at 7:48pm. The next board meeting will be held April 18, 2016, at 6:30 pm at the Coffee Creek Club House.

**COFFEE CREEK ANNUAL HOA MEETING MINUTES**  
**05/02/2016**

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

Darrin Johnson – President, Website Coordinator  
Tom Lingenfelter – VP  
Pam Masingale – Secretary/Pool Coordinator  
Marilyn Foyil – Board Member  
Ed Harrelson – Board Member  
Angi Kennedy – Board Member  
Frank Kennedy – Board Member  
Keith Owens – Board Member

**Financial Overview and Status:** Frank presented the current financials. Dues were raised by \$20 this year to insure sufficient cash reserves are kept for the maintenance of the pool, clubhouse, ponds and HOA owned grounds.

**Fountains:** We have all new fountains.

**Covenant Revision:** Angie presented the changes made to the updated covenants and the reasons why these changes were made.

**Question and Answers**

**Board Members:** An invitation was extended to the Homeowners for new board members.

**Adjourn:** The meeting was adjourned at 7:37 pm. The next board meeting will be held June 21st, 2016, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting  
05/23/2016**

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

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

Minutes from the annual HOA meeting were reviewed and approved as amended.

**Continuing Business:**

- **Update on Covenant Voting:** Voter turnout has been good.
- **Ponds & Fountains:** All fountains are up and running. The Tulsa County Health Department will be contacted to spray our neighborhood for mosquitos.
- **Dues:** Outstanding Dues were discussed.

**New Business:**

- **Pool:** Two new pumps have been purchased for the pools.
- **Treasurer:** Marilyn nominated Frank for the Treasurer. Angie second the motion. All was in favor.

**Upcoming Events:**

- Pool opening May 28<sup>th</sup>
- 4<sup>th</sup> of July parade
- Block party September 28th

**Adjourn:** The meeting was adjourned at 7:40 pm. The next board meeting will be held Tuesday, June 21, 2016, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting  
06/14/2016**

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

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

Minutes from the May HOA meeting were reviewed and approved via email.

**Continuing Business:**

- **New Covenants:** The updated covenants have been filed and are now in force.
- **Mulch For Commons Area:** Two bids were presented and reviewed. Angi made a motion to move forward with updating and improving the commons area with new mulch. Marilyn seconded the motion. All was in favor.
- **Dues:** Outstanding Dues were discussed.
- **Little Library:** Angi presented the plans and blueprints for the Little Library. We hope to find someone to build this before school starts.

**New Business:**

- **Tree At Main Entrance:** Discussed replacing a tree at the 145<sup>th</sup> street entrance. This has been tabled until fall.
- **Fall Garage Sale:** Coffee Creek will continue with one annual garage sale. This is held in early spring.
- **Clubhouse Gate:** This has been worked on twice. The problem has been resolved.
- **Clubhouse Rental:** The clubhouse is available to rent during the pool season for \$50 on Mondays. This is without use of the pool.
- **Pool Chairs:** We are getting estimates on commercial grade chairs.

**Financial Report:**

- Frank presented a current financial report. Frank made a motion to submit this report for audit. Darrin second the motion. All was in favor.

### **Upcoming Events**

- 4<sup>th</sup> of July parade
- Block party September 28th

**Adjourn:** The meeting was adjourned at 7:18 pm. The next board meeting will be held

Tuesday, July 19, 2016, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting  
07/19/2016**

**Attendance:** Darrin Johnson, Frank Kennedy, Pam Masingale, Marilyn Foyil, Keith Owens, Tom Lingenfelter Absent: Ed Harrelson and Angi Kennedy Visitors: Mark & Martha Williams

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

Minutes from the June HOA meeting were reviewed and approved via email.

**Continuing Business:**

- **Clubhouse Gate:** A new latch has been installed. It is working great!
- **Clubhouse Rentals:** A \$50 deposit will be required two weeks prior to reservation. If the reservation is cancelled, the deposit fee will still be charged to the person who made the reservation.
- **Pool Chairs:** New pool chairs have been delivered.

**New Business:**

- **Clubhouse Cameras:** Discussed adding a motion detector with an alarm. We will gather more information on this.
- **Sign at Pond:** Tom will get an estimate on replacing this. The lettering has worn off.
- **Landscaping:** ASC has been spraying Round Up around the ponds. Tom will talk with Hugh and ask them to discontinue this.

**Financial Report:**

- Frank presented a current financial report. Finances are in good shape. We have had a rise in pool expenses this year.

**Upcoming Events:**

- **Block Party:** The annual city block party is September 10<sup>th</sup>. We are currently looking for volunteers to organize this.

**Adjourn:** The meeting was adjourned at 7:20 pm. The next board meeting will be held Monday, September 19, 2016, at 6:30 pm at the Coffee Creek Club House.



**Coffee Creek Homeowners Association Board Meeting  
09/19/2016**

**Attendance:** Darrin Johnson, Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Keith Owens, Tom Lingenfelter and Ed Harrelson

**Call to Order:** The regular monthly meeting was called to order at 6:34 pm by President Darrin Johnson.

Minutes from the July HOA meeting were reviewed and approved via email. There was no meeting in August.

**Continuing Business:**

- **Clubhouse Cameras & Light:** Discussion was held about getting a new security alarm at the pool. This topic was tabled and decided it was not needed at this time. A new motion light has been installed.
- **Sign at Pond:** Frank made a motion to proceed with purchasing a new sign for the commons area. Angi seconded the motion. All was in favor.
- **Landscaping:** ASC did a great job with the flowers in the commons area. We have had several compliments.
- **Planting of trees:** Due to higher expenses, no trees will be planted this year.

**New Business:**

- **Contractor Bids:** The board will accept bids during the month of October for all contractors who provide services for the pond, landscaping, pool, accounting, and security system.
- **Architectural Review:** The board reviewed plans presented by a homeowner for approval. Keith made a motion to accept the plans as presented, Marilyn seconded the motion. All was in favor.
- **Resignation:** Darrin Johnson has resigned his position as President of the Coffee Creek Homeowners Association. We will be accepting nominations for the HOA President at the October meeting.

**Financial Report:** Frank presented a current financial report. Finances are in good shape.

**Upcoming Events:**

- **Hance Henrie Run:** Saturday, October 8<sup>th</sup>, 2016, 8am-12pm.  
Please watch for runners in our neighborhood.

**Adjourn:** The meeting was adjourned at 7:24 pm. The next board meeting will be held Monday, October 17, 2016, at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting  
10/17/2016**

**Attendance:** Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Keith Owens, Tom Lingenfelter and Ed Harrelson

**Call to Order:** The regular monthly meeting was called to order at 6:33 pm by Pam Masingale

Minutes from the September HOA meeting were reviewed and approved via email.

**New Business:**

- **Election of HOA President:** Frank Kennedy was nominated by Keith Owens, Ed seconded the motion. All was in favor. Frank will fulfill the remainder of Darrin's term of president.
- **Coffee Creek Website & Nextdoor:** Discussed finding someone to maintain these websites.
- **Due Notices and Online Access to QuickBooks:** Due notices will go out on postcards this year. The board was opposed to the additional cost of Quickbooks online. Angi made a motion to move forward with this process, Marilyn seconded the motion. All was in favor.
- **Change Number of HOA Meetings:** The HOA Board is going to meet as designated times discussed.

**Continuing Business:**

- **Sign at Pond:** This is a work in progress.
- **Contractor Bids:** The board is accepting bids during the month of October for all contractors who provide services for the pond, landscaping, pool, accounting, and security system. A legal notice was placed in the Owasso Reporter on 10/05/2016.

**Financial Report:** Frank presented a current financial report. Angi made a motion to accept this report. Ed seconded the motion. All was in favor.

**Adjourn:** The meeting was adjourned at 7:13 pm. The next board meeting will be held Monday, November 21st, 2016, at 6:30 pm at the Coffee Creek Club House.