

Coffee Creek HOA Annual Resident Meeting

Minutes from October 10th, 2023

Attendees

Board: Kim Christiansen, Paul Walker, Kayla Wood, Linn Kuhnel

Residents: Pam Masingale, Tom Longentelster, Mark Anderson, Mark Williams, Judy Lingenfetter

Meeting called to order: 6:35pm

Approval of Meeting Minutes: The Minutes from the September 12, 2023 – Unanimous approval.

Reports:

- Landscape: The plan to install new lights, bushes, plants, sod and a sprinkler system has been completed. Other entrances need new plants and tree trimming.
- Pool: Private party rules: Parties are allowed once a month with two weeks' notice given to residents. A waiver for parties and guests is required. Renters are not allowed to reserve the pool.
- Special Events: HOA would like to set up future events, to be determined.

Old Business:

- Muskrats: HOA was quoted \$200 per and will require more quotes.
- Capital plan: The capital plan needs more people to join the committee to make progress.
- Watercolours met with Kim and Paul and it was a productive meeting. We reached an agreement that will be additive to our progress. Watercolours owe \$4,845 in 2022 and \$6,300 in 2023, making a total of \$11,145. They will be paying this amount in three separate payments and there will be no interest or special assessments unless the boards jointly agree with it. It was also discussed renegotiation 35% of homeowners cost of the cc, which looks like \$6,500 a year. The board approved to move forward for finalized documents.

New Business:

- Rental units and related issues: Mark would like to state the following.
 - There has been a dramatic change since he moved here over 15 years ago. It wasn't the house that sold them but the neighborhood and the beauty of everything.
 - There is a vacant house near him and a rental house across the street. He would like us to raise the bar for rental properties.
 - Renters at 14010, 14006, and 14004 have extremely tall lawns, disrepair fences, and shrubs and trees that need maintenance. However, the city has not been notified of the problem, and police cars are often called to these houses.
 - Instigate a fee schedule.
- Estoppel Certificate/verification of fees at sale: James has informed us that we are currently charging \$75 that he keeps. Kim motioned to raise the fees to \$100 and using the additional \$25 for special events.
- Pond signage: Kim recommends having at least three signs on each pond to indicate boat usage and address liability concerns.

- New Homeowner Welcome package: Previously, packets were sent out to welcome new homeowners, but the initiative was stopped to save money. The HOA would like to restart the program, and Eldon has expressed interest in helping.
- Landowner fences on 145th: Paul expressed that we need to update the covenants and that moving forward the outer perimeter fences should be at cost from homeowners.

Homeowner comments:

- Renters should receive a welcome package specific to renters and their expectations.
- Brush piles around the ponds.
- The pond fountain is not working in the north pond.
- There are still chickens in the neighborhood and need to update the covenants.

Meeting adjourned: 7:40pm

Next Board Meeting: November 14, 2023

Coffee Creek HOA Annual Resident Meeting

Minutes from September 12th, 2023

Attendees

Board: Kim Christiansen, Paul Walker, Kayla Wood, Brandon Boyd, Tom Oelschlager, Jim Pepin, Eldon Smoot

Residents: Pam Masingale, John and Jodie Kinney, Mark Anderson

Meeting called to order: 6:45 pm

Approval of Meeting Minutes:

The Minutes from the May 2nd, 2023, and July 2nd, 2023 – Unanimous approval.

Finances:

Review Financial Reports: The board reviewed and approved the President's financial report, financial statements, and Reconciliation reports.

- Paul Walker has questions about the reports, and the board members would like to get with James about adding a note explaining the CC homeowner balances sheet.
- Pam Masingale explained that there would be party rentals on the reports and deposits still on hold.

Reports:

A. Landscape

- a. Five bags of rocks are needed around the pond by the pool house.
- b. Three bags of mulch will be needed around the crepe myrtles at the east entrance.
- c. Pam Masingale brought up that the landscape company used to include flowers.
 - i. It was noted that the Hoa cut it due to cost.

B. Pool

- a. We need to update the pool/pool house areas.
- b. HOA would like to raise prices for pool house rentals.
 - i. Pam Masingale will bring the proposed numbers back for the October meeting.
 - ii. It has been a busy summer; residents are booking up every Monday during the summer.
 - iii. HOA would like to discuss at the next meeting to allow residents to book a time for an additional cost on Friday or Saturday nights.
- c. There have been problems with residents allowing too many guests into the pool and letting residents/guests in without a pool pass.

- i. We need to update the limit on the number of guests and possibly get new key cards.
- d. Pam Masingale proposed that residents could donate to a garage sale to support the pool/pool house update.
 - i. Kim would like to send out emails for people to donate money or buy specific items for the pool/pool house.

Old Business:

- A. Muskrats
 - a. HOA is unsure if there is room in the budget for an exterminator.
 - b. Kim Christiansen will make some phone calls to get more quotes.
- B. Watercolours
 - a. Watercolours had sent an email for a proposal due the second week of September.
 - b. Kim Christiansen will do a draft proposal and need to hire an attorney.
 - c. \$25,000-50,000 to take Watercolours to court or mediation will be about \$5,000.
- C. The 2023 Neighborhood Grant Final Expense Report is due by November 1st.
 - a. We need to get everything lined up to submit.

New Business:

- Capital plan proposal – This timeline will be for the next five years.
 - See the paper provided by Kim Christiansen
 - HOA Members approved the plan
- Pond
 - The ponds will require additional fish. Kayla Wood will send Kim Christiansen a contact for pond resources provided by the USDA-NRCS.
 - TurnPro Aquatics did a service on the ponds; they are currently healthy.
- A budget will be required for future landscaping needs.
 - Approve \$500 to upkeep landscaping.
 - Approve funds for landscape and pool house/pool.

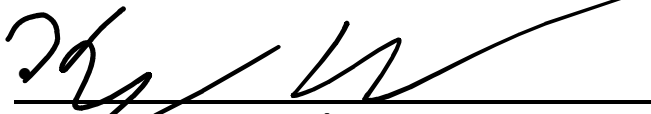
New Business:

- Pond erosion
 - Kim Christiansen will talk to the city and table it for the next board meeting.
- Motion to put liens on the three overdue houses in the reports.
 - Board members approved it.

Meeting adjourned: 7:25 pm.

- Next Board Meeting October 10, 2023

Respectfully submitted by:



Kayla Wood, Secretary/Treasurer

Date September 12th, 2023

Coffee Creek HOA Annual Resident Meeting

Minutes from July 2nd, 2023

Attendees

Board: Kim Christiansen, Paul Walker, Kayla Wood, Brandon Boyd (by text), Tom Oelschlager (by text), Eldon Smoot

Residents: None

Meeting called to order: 5:45pm

Finances:

Review Financial Reports: The board reviewed and approved the President's financial report, financial statements, and Reconciliation reports.

- Questions arose with the reports, Kim would like to meet with James to discuss them.

Consent Agenda:

- A. Mark Williams wants to put rocks in to abate erosion of the pond behind his house. Would like to know if he could get money to reimburse any of it or HOA dues waved.
 - a. Approved \$300 in support.
- B. Mary Hill wanted approval to remove dead trees behind her house.
 - a. Unanimous approval

New Business:

- A. Residents Landscaping and Lawn care
 - a. Discussed possible ways to address adherence to the By-laws.
- B. 4th of July Parade
 - a. James has already sent out an email on the 22nd to all residents to encourage them to participate by decorating wagons, bikes, trikes, strollers, or walking.
 - b. Meeting in the parking lot just north of the west pond and walking down behind the firetruck down to the clubhouse/pool.
 - c. Kim will provide certificates, ribbons, popsicles, and prizes.
 - d. Kick off at 4pm
 - e. Sidewalk chalk art contest – theme "I'm proud to be an American" – Prizes
- C. Discussed school traffic before the new school year starts.
 - a. Kim will draft a letter to the school to address our concerns.

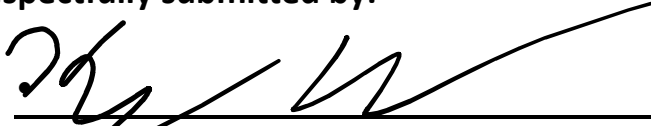
Old Business:

Reviewed meeting with watercolors

Resident Meeting adjourned: 6:10 p.m.

- Next Board Meeting September 12, 2023

Respectfully submitted by:



Kayla Wood, Secretary/Treasurer

Date July 2, 2023

Coffee Creek HOA Annual Resident Meeting

Minutes from May 2nd, 2023

Attendees

Board: Kim Christiansen, Paul Walker, Kayla Wood, Linn Kuhnel, Eldon Smoot

Residents: None

Resident Meeting after Board Meeting: 6:30pm

Residents: Sandy Cunningham, John and Jodie Kinney, Tom Lingenfelter, Pamela Mann, Lynda Marr, Pam Masingale, Steve Perry, Mark Williams, Kimberly Martin, Martha Williams, Stan Light, Carlo Vidaurri

Meeting called to order: 5:40pm

Approval of Meeting Minutes: The Minutes from the April 3rd, 2023 Annual Resident Meeting Minutes – Unanimous approval.

Finances:

Review Financial Reports: The board reviewed and approved the President's financial report, financial statements, and Reconciliation reports.

Consent Agenda:

- A. Entry Lighting Approval to move forward stated in the grant paperwork.
 - a. Linn would like to get a re-quote for a possible discount.
 - b. Unanimous approval for both
- B. Approval of electrical work for Coffee Creek entries stated in the grant paperwork.
 - a. Unanimous approval
- C. Approval of landscaping work for entry stated in the grant paperwork.
 - a. Unanimous approval
 - b. April Kidwell is leading the project.

New Business:

- A. Article on benefits of living in an HOA – HOA members will look over documents and discuss if it would be beneficial to post on the Coffee Creek Website.
- B. Watercolors – Reviewed the letter to watercolors for a Proposal to mediate: Fees Dispute
 - a. Discussed possible outcomes – Looking to mediate for quicker actions and lower cost.
- C. Kayla discussed acquiring a google docs for a spreadsheet to track violations and architectural changes.
 - a. Kim will get with James to see what they can come up with.

Old Business:

Development South of Coffee Creek (The Villas at Cypress Crossing/Case & Associates Properties)

- Reviewed draft-easement language provided by Kim.
- Case will begin construction within the next two weeks.

HOA Meeting adjourned: 6:15pm

Community Input: HOA Informational Meeting

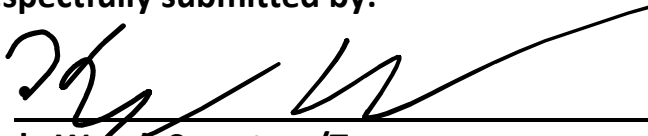
The Board provided an update to homeowners on the easement request form the new development south of the school.

- Lynda Marr had questions about future flooding issues.
 - Asked about dredging the pond – Informed her that it would be very costly, and that the HOA is looking to acquire an erosion fund.
- Tom Lingenfelter had questions about flood insurance for the HOA and Homeowners
 - The city will enforce both rate and volume of flow to be no more than the current state.
 - Should not have to worry about future flooding issues.
- John Kinney had questions about Watercolors
 - Addressed during the meeting.

Resident Meeting adjourned: 6:47 p.m.

- Next Board Meeting July 2, 2023

Respectfully submitted by:



Kayla Wood, Secretary/Treasurer

Date May 4th, 2023

Coffee Creek HOA Annual Resident Meeting Minutes from April 3, 2023

Attendees

Board: Clayton Chisum, Linn Kuhnel, Jim Pepin, Eldon Smoot, Keith Tew

Residents: Bob and Glenda Anderson, Brandon Boyd, Kim Christiansen, William and Barbara Clark, Sandy Cunningham, Marilyn Foyil, Bonnie Guthrie, Tiffany Holland, Erin Jones, Joe and April Kidwell, John and Jodie Kinney, Judy Lingenfelter, Pamela Mann, Lynda Marr, Pam Masingale, Steve and Peggy Perry, Jen Reimer, Daniel Thomas, Harry Paul Walker, Yvonne Whisenant, Mark Williams, Dorothy Woodruff

W&M Consulting, LLC: James Weinacht and Kelly McKenzie

Guests: Scott Case, Case & Associates Properties, and Dan Tanner, Civil Engineer

Meeting called to order: 6:32 p.m.

HOA Board Introductions and Recruitment for Replacements:

Tew introduced himself and the attending board members and asked for volunteers to fill his impending vacancy as President and Chisum's as Vice President. Tew said he had served on the board for five years, the maximum time allowed based on covenant rules. Kim Christiansen volunteered to fill the President position and mentioned she has 25 years of experience serving on HOA boards. Paul Walker volunteered to fill the Vice President position. Both Christiansen and Walker were unanimously voted in. Kuhnel reported that she is stepping down from her Secretary/Treasury position, but planned to remain on the board in an associate position. She mentioned Kayla Wood, who is currently an associate board member, had volunteered to fill the Secretary/Treasury position. Wood received unanimous votes for her induction as did Brandon Boyd who volunteered to serve as an associate board member. All new board members will begin serving their terms immediately. Tew offered to provide support during the transition period.

Finances:

Review Financial Reports:

After Tew conducted a cursory review of the financial reports motions were made for approval.

Status of income from Watercolours:

Tew informed the residents that Watercolours is currently \$22k in the arrears for dues and that their attorney had submitted a cease and desist letter to Coffee Creek stating there is no commonality between the two developments and, therefore, Watercolours is not liable for any dues. Tew said he had scheduled an appointment to meet an attorney on Friday at 1:30 p.m. and suggested those that

plan to attend meet on Thursday evening to compile a list of questions. Christiansen said she would be out-of-town, but could attend by phone. Kuhnel and Walker agreed to meet with Tew on Thursday evening.

Income from 2022 Grant:

Tew reported Coffee Creek obtained a check for \$2k, closing out last year's grant application.

2023 Grant Request:

Tew mentioned Wood prepared and submitted a 2023 City grant application two weeks ago. He said the grant had already been approved for a \$1500 payout, after the work is completed. The funds will go toward the cost of new lights, shrubs and flowers to complete the 103rd St. entryway rehab.

Completed Projects:

Tew quickly reviewed the following list of projects that had been completed since the August 2022 Annual Resident Meeting and noted the light installation costs were significantly minimized due to an AEP LED grant.

- Lights at bowling alley entryway
- Updated lights at pool entryway and pool house
- New fountain pump and motor
- Replacement of sprinkler system at 103rd St. entryway
- Replacement of sprayer in Clubhouse sink
- Removal of large railroad ties behind Watercolours

Projects in Progress:

103rd St. Entryway renewal:

April Kidwell, the chairperson of the renewal project reported that she and her team planned to plant drought-tolerant shrubs, evergreens and perennials by late April and that the old lights needed to be pulled and replaced beforehand. Tew confirmed plans to have the lights removed and replaced at a cost of approximately \$1500 and that the refurbishment team had a \$1k budget for the shrubs and flowers. Additionally, Kuhnel confirmed the project to repaint the small carriage house will be completed in the next few days, weather permitting.

Fountain pump and motor: According to Tew, the pump and motor remain on back-order.

Covenant Amendments:

Pam Masingale and Marilyn Foyil, two of the committee's team members, said the group is no longer meeting and that they did not have copies of any of the emails pertaining to their meeting discussions. As a consequence, the project to compile a list of potential covenant amendments will need to begin anew.

Muskrat mitigation:

Smoot, who volunteered to handle this issue, reported having obtained one quote for muskrat removal at a cost of \$50 each and needing a second bid to present to the board.

Removal of remaining debris from railroad ties behind Watercolours:

Tew announced the HOA had received a letter from the president of the Watercolours board complaining about leftover debris from the downed railroad tie wall removal. He said he personally reviewed the area and that no debris remained; however, there are three places where approximately 3 inches of rebar are protruding from the ground where the railroad ties had been previously affixed. Pepin volunteered to cut off the rebar as close to the ground as possible.

Proposed Development South of Coffee Creek:

Scott Case and Dan Tanner provided information about plans to build a 366 multi-family unit complex south of Coffee Creek. Case said he hopes to break ground by early May and to have the construction completed in 18 months. He mentioned a reserve will be created to hold the flow of water into Coffee Creek ponds at the same or a similar rate. Case also shared plans to improve 12 to 16 feet of property between the two complexes by installing a product called Flexamat and planting an array of seeds to create a natural barrier to reduce pond erosion. Several residents and board members voiced concern about the possibility of increased water flow, pollutants, silt and negative impact on the fish in Coffee Creek ponds as a result of the runoff from the new complex. In response, Case said he would consider paying a portion of the annual cost to maintain Coffee Creek ponds at a rate commensurate with his portion of land as compared to Coffee Creek's. Lastly, Case asked about the status of obtaining approval of his easement contract. In response, Tew shared plans to consult with an attorney by the end of the week and to review the details with the board thereafter. Note: no commitments or agreements between Coffee Creek and Case were made during the meeting.

Additional Discussions:**Pond Erosion:**

Mark Williams asked why addressing pond erosion was not included on the "Projects in Progress" list. Tew and Kuhnel explained that since Watercolours currently owes the HOA \$22K in back dues, resulting in the need to hire an attorney and possibly a mediator, funds are extremely short and that pond erosion issues had been tabled pending funding availability. Williams voiced strong concern about the delay and commented he is using concrete blocks to bolster the embankment adjacent to his property, but that it is only a temporary measure.

Meeting Minutes:

A resident complained meeting minutes had not been posted regularly. Kuhnel will contact W & M Consulting and provide minutes from any meetings that have not been posted.

Upcoming Events:

- Neighborhood Garage Sale – Saturday, May 6th
- Pool Opening – Saturday, May 28th
- Coffee Creek 4th of July Celebration

Meeting adjourned: 7:52 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date

Coffee Creek HOA
Meeting Minutes for March 6, 2023 Board Meeting

ATTENDEES

Board Members: Clayton Chisum, Linn Kuhnel, Eldon Smoot, Keith Tew and Kayla Wood

Guests: Scott Case, Case & Associates Properties, Andy Coleman and Dan Tanner, Civil Engineer

CALL TO ORDER -- 6:35 p.m.

PRESENTATION PERTAINING TO NEW DEVELOPMENT SOUTH OF COFFEE CREEK

Case and Tanner provided an overview of their plans to build The Villas at Cypress Crossing, a 384 unit apartment complex on 19.4 acres south of Coffee Creek. The board learned they hope to break ground by May 1, 2023, and that completion of the development will take approximately 18 months. Case and Tanner provided reassurances of their plans to maintain water flow integrity so that the Coffee Creek pond by the grade school is not negatively impacted by the development. They also reviewed plans to catch the water they create and to use approximately 150 feet of Flexamat to prevent further erosion issues. Their plans also call for the development of a retention pond and piping in the early phase of construction. In closing, Case asked for easement approval from the board. Coleman agreed to review the request and to get back to Tew with his recommendation by the next day. Likewise, Tew told Case he would give him an answer by Thursday.

FINANCES

- Reports and statements were approved.
- Watercolours payment for dues remains past due and, in the meantime, the HOA received a letter dated February 21, 2023, from Ben Faulkner, an attorney representing Watercolours, demanding cease and desist of future payment requests as he purports Watercolours has no duty to pay and there is no commonality between the two properties. Coleman suggested the board seek counsel from a Real Estate Attorney and to offer to meet with Watercolours board to discuss ways to resolve differences. He also mentioned it may be beneficial to hire a mediator. Note: Tew seemed to think issues were magnified when Watercolours pool privileges were revoked because of insurance issues. Kuhnel agreed to follow up with Kim Christiansen, a Coffee Creek resident, who offered to review the paperwork pertaining to past agreements and to make suggestions based on her experience.
- The board concurred that due to non-payment of dues from Olusola Ojo, a resident who is currently serving a prison sentence, the HOA will need to file a lien on his property at the close of this collection period. Tew will ask the management company to take the necessary action.

REVIEW of CURRENT BOARD MEMBERSHIP

Kayla Wood agreed to take over the Secretary/Treasurer position, if Kuhnel remains on the board. Additionally, Tew plans to ask for volunteers to fill his position and other board vacancies at the upcoming Annual Resident Meeting. He also mentioned that Pam Masingale has offered to rejoin the board, if needed.

REVIEW AND UPDATE OF EXISTING PROJECTS

- **Covenant Amendments** – According to Tew, there has been no advancement by the committee.
- **Light Replacements:**
 - New lights at the bowling alley entryway were installed in October.
 - Pepin installed coach lights that were donated by Kuhnel and Bob and Glenda Anderson.
 - Tew agreed to obtain an updated bid for new lights at the 103rd St. entrance and to have the lights installed, if the new bid is within reason.
- **Overhaul Landscape at 103rd St. Entryway**
 - Tew reported receipt of a \$2k payment from the City in response to the HOA's Annual Grant request and that several resident volunteers had worked a number of hours to clean the beds. Kuhnel agreed to contact April Kidman, the landscape committee chairman, to request that she make a presentation at the upcoming Resident Meeting to update everyone on the committee's progress and future plans.
- **Pond Erosions** – projects are on-hold pending income availability
- **Repair Bulge in Retainer Wall off 145th St. Pond** – action has been tabled temporarily
- **Repair/Replace Sprayer in Clubhouse Sink** – Smoot completed the replacement
- **Replace Pool Camera** – installation will be completed by pool opening
- **Replace Railroad Ties Near Watercolours** – action is currently pending income availability
- **Replace Sprinkler Systems off 145th and 103rd St. Entryways** – completed

CODE VIOLATIONS

Wood reported that the management firm recently sent a letter to a resident who has been parking a truck on the grass adjacent to his home.

NEW BUSINESS

- Wood voiced concern about a dead tree near the bowling alley entrance. Tew confirmed plans for its removal during the spring pruning/removal project. He also mentioned that Jake Holloway, a resident who has donated his time and equipment numerous times in the past few years to address this type of activity will be moving out of the development – a huge loss to Coffee Creek.

- According to Tew, Pam Masingale suggested the rental for the clubhouse increase from \$50 to \$100 during pool season. The board voted against the measure as a result of recent HOA dues increases.
- Tew reported a resident complained about muskrats in the large pond. Smoot volunteered to contact Animal Control for assistance. However, the board agreed, if Animal Control is unable to help, the HOA will need to hire an exterminator.

ANNOUNCEMENTS: None noted.

UPCOMING EVENTS

- Planning Session for Resident Meeting – Thursday, March 30th at 6:30 p.m.
- Annual Resident Meeting – Monday, April 3rd at 6:30 p.m.
- Coffee Creek Garage Sale – Saturday, May 6th
- **2Q23 Board Meeting – no date set**

MEETING ADJOURNMENT – 8:46 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date