

Coffee Creek Homeowners Association (HOA) Board Meeting Minutes from February 8, 2022

Attendees

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

Call to order -- 6:39 p.m.

Approval of Meeting Minutes

The Minutes from the Nov. 16, 2021, Resident Meeting were approved.

Finances

- The board reviewed and approved the President's financial report, financial statements and Reconciliation report.
- Tew shared an email he received from TurnPro Aquatics stating the price of their services will increase by 5% monthly. The communique noted this is their first price increase in 12 years.
- Based on a review, it appears 35 households have still not paid the special assessment dues of \$75, but payments that were made enabled the HOA to have temporary solvency pending income from the 2022 annual dues.
- The board acknowledged that to fund essential repair projects, a special assessment appeal will need to be made this year since annual dues cannot be raised until 2023.

Follow Up Projects

- Update regarding Canopy Grant payment –payment was received
- Review of Discussion with Water Colours Board Regarding Annual Dues
Tew presented a letter that was submitted to the Coffee Creek HOA from the Water Colours board in which they proposed a new annual dues payment of \$4k maximum. Their calculation is based on their 40 units representing a 21.6% ratio of the total dues of \$450 per unit, equaling \$3892 and rounded up to \$4k annually, a decrease of \$5k annually.

They also referenced the need for Coffee Creek to fulfill its responsibility of replacing the retaining wall adjacent to their property and included an offer to pay for the repair, and then deduct the cost from their annual dues payments.

The board agreed to counteroffer Water Colours' proposal so that their dues is commensurate with actual expenses less those related to the areas near and around 145th St. and the pool and clubhouse. Tew will obtain the necessary cost quotes in preparation for the next board meeting. In addition, Kuhnel will contact Richard Sullivan, the Capital Homes CFO, to inquire about the existence of a contractual agreement between Coffee Creek and Water Colours regarding annual dues, which could significantly impact negotiations.

The Water Colours board noted the bowling alley and the four office buildings within the Coffee Creek community contribute \$450 each per year for maintenance expenses and included this revelation in their justification to reduce their financial liability. In turn, the Coffee Creek board noted the daycare, Urgent Care and school located within the community do not contribute funds for the maintenance and operation of shared areas in the community.

- **Reinstatement of Pond Fountains and Establishment of Running Schedules**

The board agreed to have the fountains turned back on the last week in March. In addition, they approved a daily running schedule of 7 a.m. to 10 p.m. during the Spring and Summer seasons. The schedule will be reduced during Fall and Winter months, however, development of that schedule was tabled for a future meeting.

- **Repaint Sign Outside of the Clubhouse and Pool**

This topic was not discussed. It will be added to the next meeting agenda for perusal.

- **Pressing Projects and Timelines**

The board agreed to develop a list of essential projects for 2022 and to identify the associated costs so the information may be presented at the upcoming Annual Resident Meeting for input and consensus. A preliminary review of the projects to be included and the ensuing comments are as follows:

1. Erosion Issues at Pond on 145th

Tew shared a proposal he received from TurnPro involving the installation of a shore sock which would expand the shoreline parallel to the homes on the pond facing 145th St. by 2 foot at a cost of approximately \$14k. A further review of that estimate and the one for stone barriers will be evaluated in greater detail at the next meeting.

2. Retainer Wall Bulge on Pond at 145th

The board agreed that before going forward with the bulge repair, owners of the homes adjacent to the wall must take steps to prevent rainfall flow to the wall. (Note: this effort was deemed necessary by the repair bidders.) Tew agreed to invite these residents to a meeting to discuss necessary corrective measures in advance of the next board meeting.

3. Clubhouse Water Leak on East Wall

A discussion between Smoot, Tew, and Chisum resulted in questioning whether any repairs are needed since there is no current evidence of a leak. They also surmised the leak may have been associated with a water line issue from the canopy installation, which has already been resolved. Smoot will investigate the situation and report his findings. If he determines a leak is present, he will obtain three bids for its repair by the next board meeting.

4. Repair of Leak in Men's Pool House Bathroom

Smoot volunteered to obtain three repair bids to address the leak in the men's shower and to present the bids at the 2Q22 meeting.

5. Replace the Pool Light

The board already has a \$600 repair bid.

6. Replace/Repair Lights at Clubhouse Entryway

Chisum agreed to make the repairs or install new lights. Kuhnel offered to donate new lights, if needed.

7. Landscaping and Lights at Entryways Near Bowling Alley and on 145th St.

The board agreed to incorporate this project in this year's City Grant application, the deadline of which is March 11. Tew will investigate the cost of lights and obtain landscape proposals. Volunteer participation to install the lights, clean up the beds and plant new shrubs and plants will be solicited at the upcoming Annual Resident Meeting.

8. HOA Dues Comparison

Tew will contact the City of Owasso to obtain HOA dues information for neighboring developments. It was determined that comparison considerations will need to include the number of units in each development, amenities such as pools, fountains, clubhouses, etc., and the number of entrances.

9. Repair of Retainer Wall Parallel to Water Colours

Even though the Water Colours board agreed to fund this project and to deduct the cost from their annual dues (amount to be determined) Tew will update the repair bids since the Coffee Creek HOA is responsible for the repair and upkeep and, therefore, must have the final say in the project's conveyance.

10. Amendment of Coffee Creek Covenant to Prevent Chickens in the Development

Tew wants to provide Coffee Creek residents the opportunity to recommend modifications to the Covenant in addition to those that would prevent the housing of chickens in the development. He plans to pass out copies of the Covenant at the upcoming Resident Meeting and to solicit input. When compiled, the board will need to obtain information about attorney costs to fund the modifications.

11. Pond Erosion and Drainage Issues Near Grade School

Erosion repair plans were not discussed at this meeting, but the board did acknowledge the need to write a grant to request funding for drainage issues.

- **Development of a Five-year-Plan**

This is currently a work in progress and will entail incorporation of suggestions obtained at the Annual Residents Meeting as well as input from the board. Tew already suggested adding the painting of the club house and resurfacing the pool surrounding to the list.

Announcements

Tew announced he plans to resign as President of the Board and to stay on as an Associate member. A replacement candidate for the vacancy will need to be solicited.

Upcoming Events

- Tew will arrange a meeting with residents who live adjacent to the pond wall facing 145th St. to discuss necessary rain flow modifications in their yards in preparation of repairs to the retaining wall.
- 2Q22 Board Meeting – scheduled to be held Tuesday, April 5th at 6:30 p.m.
- Annual Resident Meeting – Monday, April 11 at 6:30 p.m.
- Coffee Creek Garage Sale – Saturday, May 14

Meeting Adjournment – 8:57 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date

Coffee Creek HOA Board Meeting

Minutes from April 5, 2022

Attendees

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

Guests: Brandon Boyd and Pam Masingale

Call to order -- 6:35 p.m.

Approval of Meeting Minutes

The Minutes from the February 8, 2022, Board Meeting had been reviewed and approved electronically prior to tonight's meeting.

Finances

- **Routine Financial Reports**

The board reviewed and approved the President's financial report, the financial statements and Reconciliation report.

- **Watercolours' Annual and Special Assessment Dues**

Attendees discussed the dilemma regarding the Watercolours' board refusing to pay more than \$4k for annual homeowner dues and unwillingness to pay their share of the 2021 Special Assessment. The board also reviewed and discussed the document Kuhnel procured from the office of Richard Sullivan, the Capital Homes CFO, showing the inclusion of Watercolours in the planned unit development with Coffee Creek.

Since Tew and Chisum have met with the Watercolours board and had been unable to obtain any concessions to their offer, the board agreed to have W&M Consulting assume responsibility for preparing and submitting a written appeal to Watercolours detailing once again a fair accounting of maintenance costs for the community and requesting their payment of \$9k annually, which is approximately \$3k less than their shared cost, making their offer of \$4k extremely unreasonable. Tew agreed to contact James about preparing and submitting the letter.

Special Projects

- **Comparison of HOA Dues with other Area HOAs**

Tew released information he received about Lake Valley and Silver Creek amenities and annual dues and agreed to create a spreadsheet to share with Coffee Creek residents at the April 11, 2022, Annual Resident Meeting.

- **Amendment of Coffee Creek Covenant**

Tew wants to establish a committee to take on the project of amending the covenant to prevent chickens in the development and to address any other concerns residents may have. He plans to discuss this topic at the Annual Resident Meeting to identify volunteer committee members.

- **Development of Five-Year Plan**

This project has been temporarily tabled pending the completion of a plan for this year's projects.

Ponds

- **Reinstatement of Fountains**

Tew had TurnPro turn the fountains on. The Spring/Summer schedule for operation is 7:30 a.m. to 10:00 p.m. A schedule for Fall/Winter still needs to be determined.

Tew was advised the light on the pond off 145th is not operating. He agreed to contact TurnPro about repairing it and mentioned he had already contacted them about repairing one of the fountains by the church due to damage from turtles.

- **Erosion Issues**

Tew obtained quotes from Shore Sox, a company owned by TurnPro Aquatics, for an innovative product that eliminates pond shoreline erosion issues. Unfortunately, their cost to repair all the pond shorelines with erosions in Coffee Creek is over \$170k (anywhere from \$65 to \$80 per foot) making it cost prohibitive.

Since erosion repair on the pond off 145th has the highest priority, Tew will obtain an updated bid from LandServ LLC, the company that performed prior pond erosion repairs. He thinks the cost will be approximately \$7k, as compared to the bid from Shore Sox of \$21k.

- **Retainer Wall bulge Near 145th**

Tew and Chisum still need to meet with the homeowners who back up to the wall to discuss yard drainage repairs they may need to make so that once the wall is repaired the integrity of the work will be maintained. They plan to conduct these meetings before the April 11 Resident Meeting.

- **Drainage Issues Near the Elementary School**

Tew will follow up with the City because of spillover issues from the dam.

Clubhouse

- **East Wall Water Leak**

No action has been taken to determine the extent of damage or what repair, if any, needs to be made. However, Pam Masingale mentioned water leaks near the wall have been an issue

for years and that since no major flooding had occurred prior boards had not taken any action to identify the cause. Due to so many other higher priorities and limited finances, this board agreed to take a wait-and-see approach as well.

- **Lights at Entryway**

Chisum will replace or repair the entryway lights before the pool opens for the 2022 season.

- **Repair and Repaint Pool Sign at Clubhouse Entrance**

Project has been temporarily tabled.

- **Clubhouse Rental**

Masingale agreed to maintain responsibility for managing pool entry keys and rental of the clubhouse. She received approval from the board to increase the clubhouse rental from once daily to two to increase fund-raising abilities and shared concerns about the overlap in responsibilities with W&M Consulting and its resulting confusion. Masingale said other than billing credit cards for rentals; she manages all other details. Tew will contact James about having her manage all but the credit card charges and ongoing arrangement, which sanctions the waiving of annual dues for her services.

Landscaping and Entrance Lights

- **Entrance Lights at Bowling Alley**

Tew asked Kuhnel to contact Trinity 918 Designs to obtain a bid to replace the lights at the bowling alley entrance.

- **Entryway Landscaping**

Chisum prepared and submitted a City Grant to help cover costs to refurbish the landscape at the three entrances and for a new Coffee Creek wall plaque for the 145th St. entrance. This project was jointly conceived by Tew. As with last year's grant, the HOA will need to cover half of the cost outlined in the grant and provide an accounting of volunteer labor for its completion. The grant valued \$10k and has already been approved by the City. Chisum and Tew will share plans for this activity at the upcoming Annual Resident Meeting in an effort to begin the process of securing volunteer labor. *(The HOA will need to add \$5k to this year's budget to cover Coffee Creek's share of the grant.)*

- **Repair of Retainer Wall by Watercolours**

In a recent communication Tew received from Watercolours' board members, he was advised of their plans to proceed with the repair of the downed retainer wall near their property and to deduct the cost from future dues payments. Because the retainer wall is on Coffee Creek property, the Coffee Creek board agreed they are responsible for the repairs and thus any repair initiatives must be coordinated by them. Tew will advise Watercolours of this decision.

Pool House Bathrooms

Smoot contacted Torch Plumbing to have the leak in the men's bathroom repaired.

The board approved the waiving of Smoot's annual dues in exchange for maintaining the bathrooms.

Pool Maintenance

As noted previously, the board has a bid of \$600 to replace the interior pool light. No date to initiate repair has been scheduled thus far.

Architectural Matters

Tew proposed Coffee Creek adopt the Burberry Place Homeowners' Association list of approved paint colors for home exteriors and the club house. Kuhnel will obtain paint samples from Sherwin Williams, Kelly-Moore, Pittsburg, and Pratt & Lambert paint suppliers for further review and approval consideration.

Board Openings

Tew announced he has been unsuccessful identifying a replacement to fill his position as President.

Chisum and Kuhnel revealed plans to step down from their respective positions as Vice President and Secretary/Treasurer. Chisum would not confirm whether he planned to stay on the board as an associate member whereas Kuhnel said she would. Masingale was asked whether she would consider taking the Secretary/Treasurer position, but she denied having any interest, at this time.

Tew, Chisum and Kuhnel will announce their planned vacancies at the upcoming Annual Resident Meeting in an effort to identify replacements.

Upcoming Events

- Annual Resident Meeting – Monday, April 11 from 6:30 p.m. to 7:30 p.m.
- Coffee Creek Garage Sale – Saturday, May 14th
- July 4th Parade
- 3Q22 Board meeting – Tuesday, July 19 at 6:30 p.m.

Meeting Adjournment – 8:48 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date

Coffee Creek HOA Annual Resident Meeting

Minutes from April 11, 2022

Attendees

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

Residents: Glenda Anderson, Sandy Cunningham, Ken DeNooy, Sally Emmons, Andy and Marilyn Foyil, Pat and Ed Harrelson, Julia Harris, Richie Hatch, Cara Johnson, Thomas and Judith Lingenfelter, Frank Kennedy, Joe Kidwell, John Kinney, Pamela Mann, Pam Masingale, John McCormick, Kent Taylor, Aaron White, Mark and Martha Williams

Call to Order – 6:36 p.m.

Introductions

Board members introduced themselves and Tew, Chisum and Kuhnel shared plans to step down from their positions as President, Vice President and Secretary/Treasurer respectively. They encouraged residents to volunteer for these posts and to take an active role on the board; however, no one came forward during the meeting. Tom Oelschlager, who currently serves on the board, indicated he may be willing to assume a larger role after he gains more experience.

Tew provided an overview of the services W&M Consulting, LLC provides. They have been involved with the Coffee Creek HOA since August 2013 and assumed management responsibilities in January 2020. Routine tasks they undertake include maintaining the homeowner roster, fulfilling accounting functions, preparing monthly financials, handling federal and state filings, responding to homeowner inquiries, and helping to enforce the covenant.

Review of Finances

Tew provided an overview of the finances and explained we have an income shortfall in large part due to a dispute by the Watercolours' board about their financial obligation to the HOA. They are currently withholding payment of this year's dues as well as the Special Assessment from 4Q21. Although they owe \$9k in routine dues, their board has stated an unwillingness to pay more than \$4k.

A document was obtained from Capital Homes stating Watercolours is part of a joint community with Coffee Creek and may have financial obligations for maintenance. Moreover, since the inception of the HOA, Watercolours has paid, without dispute, the annual dues they were assessed. W&M has been instructed to make a follow up appeal to the Watercolours board to pay their dues.

The most recent accounting shows 37 homes in the development have not paid this year's dues and several still owe for last year's Special Assessment. Note: W&M Consulting sent past due notices last week. Tom Lingenfelter encouraged the current board to go door-to-door in an effort to make the

collections, something he said he did when he was on the board previously; however, Tew said he was uncomfortable with this idea and would, instead, continue working with W&M.

Tew thanked Pam Masingale for maintaining the management of pool keys and handling clubhouse rentals and mentioned that since she had pointed out some duplication of services with W&M, they had agreed to reduce their annual management fees by \$300.

At the close of the discussion, a motion to approve the Finances was ratified.

2022 Projects/Repairs

Tew shared a list of projects the board would like to tackle in 2022 and provided information about the estimated costs. They include the following:

- **Water Leak in the Pool Bathroom**

Smoot reported he had contacted Torch Plumbing about getting an estimate for the costs and completing the repairs; provided their bid is within reason.

- **Pool Light Replacement** – current cost estimate \$600

- **Pool Pond Retaining Wall and Erosion**

The cost for the wall repair is projected at \$7500 and another \$6640 for the erosion.

- **Northeast Pond Erosion** -- current estimate for repair is \$5580

- **Southwest Pond Erosion**

Tew stated a part of this issue involves a dam and shared plans to contact City of Owasso management for assistance.

- **Fountains in Repair**

Due to damage by turtles, a new fountain for the pond by the church has been ordered at a cost of \$2800.

- **Landscaping Project**

The City approved a \$5k grant to update the landscaping at the three entrances, but the HOA has to match the grant and provide evidence of volunteer labor. Note: the \$5k committed to this project does not include approximately \$1100 for new lights at the bowling alley entrance.

- **Replace Downed Retainer Wall by Watercolours**

The quote from ASC Outdoor Services to replace the wall is \$4k.

Findings from HOA Dues Comparison Project

Tew shared information from the project he undertook to compare Coffee Creek's annual dues to other developments in the area. The comparison showed Baily Ranch Estates, Silvercreek and Lake Valley all have significantly more homes in their developments, resulting in much greater income in which to maintain their pool/s and amenities. Overall, the results showed Coffee Creek's dues are not excessive.

Code Compliancy

Tew reminded everyone to help maintain the appearance and safety of Coffee Creek by adhering to HOA codes such as storing trash receptacles outside of street visibility, maintaining dogs on leashes when not in fenced areas and keeping yards trimmed and presentable. He also mentioned W&M sends notices to homeowners to address complaints about code violations.

Plans to Modify the Covenant

A discussion was held about the need to modify the HOA's covenant to prevent chickens in the neighborhood, provide more precise verbiage about lawn care maintenance and to clarify the use of fines to encourage and enforce code compliancy. It was agreed the best way to move forward is to establish a Covenant Committee to review the existing covenant and determine all changes that need to be made to improve the document and add changes that would be beneficial to the preservation of the development. Aaron White, Marilyn Foyil and a few other residents agreed to participate on the committee. White asked if it would be possible to hold the meetings on Fridays because of his work schedule. Kuhnel suggested the board consider rescheduling the 3Q22 meeting to a Friday so the board and committee members have an opportunity to meet jointly.

Upcoming Events:

- Annual Garage Sale: Saturday, May 14th
- Pool Opening: Saturday, May 28th
- Fourth of July Parade and Block Party: July 4th

Question & Answers: Questions were addressed as each topic was discussed.

Adjourn Meeting – 8:43 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date

Coffee Creek HOA Board Meeting

Minutes from August 9, 2022

ATTENDEES

Board Members: Linn Kuhnel, Tom Oelschlager, Jim Pepin, Eldon Smoot, Keith Tew and Kayla Wood

Guests: Sandy Cunningham, Darrin Johnson, Judy and Tom Lingenfelter, Pam Masingale, James Weinacht with W and M Consulting (via teleconference), and Mark and Martha Williams

CALL TO ORDER -- 6:37 p.m.

FINANCES

- **Financial Reports**

The board reviewed and approved the President's financial report, the financial statements and Reconciliation report.

- **Status of Overdue Dues Payments from Watercolours**

The Watercolours board did not respond to the most recent appeal from W and M Consulting for payment of their past due dues. Tew said he sent an email to a City representative requesting a copy of the community plat, which should show Watercolours as a part of the original master community plan. Once this information is obtained, the board will assess the best means of moving forward, including the possibility of legal action.

- **New Community Partnership Opportunities**

A discussion about including Urgent Care, La Petite Academy, Arvest Bank and First United Methodist Church of Owasso as dues paying entities as a result of their inclusion within the gateways of the Coffee Creek Community was also discussed. No decision about the means of going forward was determined.

ARCHITECTURE

It was Tew's viewpoint that the adoption of Burberry Place's paint choices was approved at the prior meeting.

BOARD MEMBERSHIP

- **Impending Executive Changes**

In response to the concern that no one had volunteered to fill the President, Vice President and Secretary/Treasurer positions, Johnson reviewed the by-laws about board membership requirements. His findings showed the minimum board member requirement is one officer and one associate member. A consensus showed a preference for a minimum of three members plus the management company. No decision about adopting board member attrition plans was made.

- **Associate Removal**

The board voted unanimously to remove John Canfield from the board due to his very limited attendance to meetings and participation.

COVENANT AMENDMENT AND VIOLATIONS

- **Amendment**

The board noted that during the April 11, 2022, Resident Meeting, Marilyn Foyil, Judy Harris, Pam Masingale and Aaron White had volunteered to chair a committee to address amendments to address chickens in the neighborhood and to clarify property maintenance requirements and fines to address violations. Jim Pepin volunteered to join the committee and participants at tonight's meeting recommended adding solar panels and storage shed architecture to potential covenant modifications. Masingale also mentioned that the rules associated with the pool need to be modified to increase clarity.

Tew said he believes Burberry Place's HOA covenant already includes policies pertaining to many issues Coffee Creek is struggling to address and offered to obtain a copy. The board agreed the topic of amendments needs to be brought up again at the upcoming Resident Meeting in the hopes of encouraging committee members to begin scheduling and attending meetings.

- **Violations**

Tew reported having received complaints about residents not adhering to City of Owasso leash laws and cited a particular individual that routinely walks her two dogs without leashes. Tew said he reported this issue to the head of Animal Control, but the individual informed him they could not enforce the law because of McGirt Ruling concerns. Oelschlager, a Federal law enforcement officer, denied that McGirt would prevent Animal Control from enforcing regulations. Tew was encouraged to contact the City member who has jurisdiction over Animal Control to pursue this matter and, in the meantime, Weinacht was instructed to send the resident a notice of violation.

ENTRYWAYS

- **Lights for Entryway Near Bowling Alley**

The board has a bid to replace the lights at the entryway near the bowling alley, but the project has been on-hold pending availability of funds. Johnson mentioned he had upgraded the lights for his business via a PSO LED lighting rebate program, saving him several hundred dollars. He offered to contact PSO about using the program for Coffee Creek's lighting needs and very generously volunteered to complete the installation.

- **Refurbishment of Landscape at Entryway off 103rd**

Tew and Chisum's City Grant that had been approved requires \$5k matching funds and currently no funds are available.

GROUNDS

Replacement of the retainer wall parallel to Watercolours is pending payment of their outstanding dues. In the meantime, Tew said their board had contacted the City about the needed repairs. He reported having also spoken to the City about the wall. He said the representative agreed to have the old railroad ties removed, provided they are relocated near the street for pick up. Tew plans to coordinate a volunteer-led project to move the ties as soon as summer heat abates. This will save the HOA several hundred dollars.

PONDS

- **Erosion Issues**

The erosion issues pertaining to the 145th St. pond and the northeast section of the one by the church are on-hold pending availability of funds.

- **Retainer Wall Bulge**

Tew and Chisum still need to meet with the residents whose homes are on the west side of the 145th St. pond to discuss corrective measures needed to avert drainage issues and reduce pressure to the wall. In the meantime, repair efforts are on-hold pending funding.

- **Replace Fountain**

The fountain near the Church has been in need of replacement for months. Tew said the parts had been on backorder since May.

- **Replace Fountain Light**

Parts to repair the fountain light on the pond off 145th have also been on-order several months.

POOL AND BATHES

- **Pool Light Replacement** – work has been completed and the timer was reset.

- **Leak in Men's Bathroom** – Smoot voluntarily completed the repair.

- **Repair/Replacement of Clubhouse Entry Light**

Johnson said he will incorporate this project in the PSO LED rebate program, if it is still in operation.

NEW BUSINESS

- **Participation in Owasso Block Party Event on Sept. 10th**

Board declined participation due to lack of funding and interest.

- **Special Dues Assessment**

The board voted to ask for a special assessment of \$100 during a Resident Meeting scheduled for Monday, August 29th at 6:30 p.m. The board agreed that the additional funding is required to meet annual expenses since Watercolours has not paid their dues for this year or the special

assessment from last year. Their negligence has greatly impacted the HOA's ability to meet routine expenses and provides no funding for emergency or incidental expenses.

- **Increase in Annual HOA Dues**

Due to ongoing funding shortfalls, the board regrettably voted affirmatively to increase next year's dues from \$450 to \$495.

- **Broken Sprinkler System off 145th St.**

The construction crew completing City repairs off 145th St. damaged Coffee Creek's sprinkler system. Tew contacted City management and learned the City is only responsible for paying half the cost of repair (approximately \$8k). Since the destruction of the sprinkler system impacts the care of the plants and flowers at the 103rd St. entryway, Oelschlager offered to contact the Owasso Fire Chief to inquire about the possibility of opening the hydrant by the flowerbed.

- **Broken Sprayer in Clubhouse Sink**

Cunningham reported that the sprayer in the Clubhouse sink was leaking when she recently rented the facility. Smoot volunteered to coordinate its repair.

- **Pool Camera Needs to be Replaced**

Masingale reported that the visuals from the pool camera are very poor quality and it would be beneficial to obtain a replacement. The anticipated cost is approximately \$600 for a quality camera brand such as Revo or Lorex.

ANNOUNCEMENTS – none noted

UPCOMING EVENTS

- Resident Special Assessment Meeting Monday, August 29th at 6:30 p.m. (Weinacht will mail invitations.)
- 4Q22 Board Meeting Tuesday, October 4th at 6:30 p.m.

MEETING ADJOURNMENT – 8:26 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date

Coffee Creek HOA Annual Resident Meeting

Minutes from August 29, 2022

Attendees

Board: Linn Kuhnel, Jim Pepin, Eldon Smoot and Keith Tew

Residents: Glenda Anderson, Terry and Scott Christina, Sandra Cunningham, Sally Emmons, Marilyn Foyil, Bonnie Guthrie, Julia Harris, Heather Holloway, Susan Kenning, Joe Kidwell, John and Jodie Kinney, Thomas and Judith Lingenfelter, Pamela Mann, Lynda Marr, Ken and Pam Masingale, Carolyn Mosley, Jennifer Reimer, John Ross, Sherry Sossamon, Daniel Thomas, Matthew Vaughn, Aaron White, and Mark Williams

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

Call to Order – 6:33 p.m.

Financial Review

A review of the financial reports was conducted and the possibility of adding Urgent Care, LA Petite Academy and Arvest Bank as HOA members since each requires the use of Coffee Creek's entrances was discussed. The board will evaluate this issue further to determine the appropriate method of approach.

A lengthy conversation ensued regarding Watercolours' failure to pay this year's dues as well as their board filing a complaint against Coffee Creek with the City of Owasso because of the downed railroad tie wall on the east side of their property, a dead tree near their development and drainage issues leading to the pond near the church. Tew said he was advised by a City official that the downed railroad tie wall is not an actual retainer wall and that the City would remove the debris from the downed wall as long as it is relocated near the street for pickup. Tew mentioned Jake Holloway, a resident who has volunteered his time and equipment in the past to trim trees in the neighborhood, has agreed to cut down the dead tree in dispute as soon as weather permits.

Tew reported the board had been trying to locate paperwork outlining the original commitment by Watercolours to the Coffee Creek HOA and that paperwork he recently uncovered was not discernable because of legal verbiage. He said Watercolours had hired a law firm who submitted a letter to the Coffee Creek board restating their offer to pay a maximum of \$4k per year in dues as opposed to the \$9k they had been paying. It was noted the Coffee Creek board had been considering arbitration to settle the matter of the outstanding dues from Watercolours. In response, a resident in attendance with a legal background stated she felt the cost would be prohibitive (approximately \$600 per hour) and suggested mediation instead. Another resident thought a better avenue would be small claims court. The board will review and consider both suggestions.

Review of Current HOA Projects

Tew reviewed a list of repair projects that are currently on-hold pending financial resources and mentioned a pump for the fountain near the church had been on back-order since May.

Sandy Cunningham volunteered to help chair the project to overhaul the landscape at the 103rd St. entrance.

Tew mentioned the sprinkler system on 145th was broken during a recent street construction project and that since the City no longer allows sprinklers between the sidewalk and the street surface, the City would assume responsibility for its replacement. Previously, it had been reported Coffee Creek would be responsible for nearly \$8k in repairs as the City would only pay for half of the repair cost, so the current City policy benefits the HOA.

Vote on \$100 Special Assessment

The residents present for the meeting unanimously approved the special assessment of \$100 and one resident submitted a proxy dissension prior to the meeting. Tew revealed the board had already voted to increase the 2023 annual dues from \$450 to \$495 and that besides hoping to fund the list of special projects; it is the board's intent to develop a reserve for emergencies and future capital improvements.

Invitation for New Board Members and Officers

Residents were encouraged to join the board and attend the quarterly meetings so they have a voice in HOA business matters and decision-making.

Committees and Volunteer Members

Committees to oversee a landscape improvement project, the amendment of the covenant and to formulate a strategy pertaining to the disputes with Watercolours were formulated.

Landscape

Name

Sandy Cunningham

April Kidwell

John Kinney

Tom and Judy Lingenfelter

Pam Mann

Lynda Marr

Jen Reimer

Email

rcsc918@yahoo.com

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Covenant Amendment

Marilyn Foyil
Julia Harris
Pam Masingale
Jim Pepin
Aaron White

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Watercolours

April and Joe Kidwell

aprilhotmail.com

Note: James Weinacht will send notices regarding the passage of the \$100 Special Assessment and will publish information about the three committees.

Meeting Adjournment – 7:48 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date

Coffee Creek HOA
Meeting Minutes for October 10, 2022 Board Meeting

ATTENDEES

Board Members: Linn Kuhnel, Tom Oelschlager, Jim Pepin, Eldon Smoot and Keith Tew

Guests: Judy Lingenfelter, Pam Masingale and April Kidwell

CALL TO ORDER - 6:36 p.m.

REVIEW MINUTES from 8/9/22 and 8/29/22 MEETINGS:

Minutes were approved

FINANCES

Reports and statements were approved.

Watercolours payment for dues remains past due and plans for collection are undetermined.

Plans to approach Urgent Care, La Petite Academy and Arvest Bank for Community Partnership has been temporarily tabled.

REVIEW of CURRENT BOARD MEMBERSHIP

No changes at present.

CODE VIOLATIONS

Kuhnel updated the board on two recent complaints: a dog barking nuisance and a resident who routinely blocks the sidewalk with his car. She reported having spoken to James Weinacht and instructing him to send letters to the offending residents encouraging them to subsist and informing them of the code violations. Kuhnel also mentioned that she asked Weinacht to let the residents with the barking dogs know that excessive barking is also in opposition to a City Ordinance and is subject to a fine.

COVENANT AMENDMENT

Tew said he attended the recent committee meeting and that the group would be meeting again in December.

LANDSCAPE REFURBISHMENT PROJECT

April Kidwell, the committee lead, provided an extensive update on the project's progress. She reported a group of ten resident-volunteers worked tirelessly to remove rocks, debris and clean

the beds at the 103rd St. entrance. She also shared plans to obtain bids from Dad's Tree Service and Stump King to have tree stumps ground in preparation for the new landscape. She said the current plan is to have new sod and mulch installed in the next few weeks, to incorporate new plants in the spring, and to have new sprinklers added. She mentioned having spoken to City officials about problems with the new sprinklers along 145th St. and hopes to have a list of the costs to complete the project within the next few weeks.

Tew reported he had gotten approval for an extension to submit the paperwork required to obtain funds from the pre-approved City Grant.

Masingale revealed that Mark Williams, a fellow resident, had volunteered to paint the little entryway house and provided booklets with paint and stain samples. Kuhnel agreed to contact Williams after she and Pepin meet to discuss the suggested choices since they are on the Architecture Committee and want to ensure that the final choices meet new color standards and will complement future updates to the Pool/Club House.

GROUNDS

Tew reported that Jake Holloway plans to remove the fallen railroad ties near Watercolours and a recently fallen tree in that vicinity.

LIGHTING REPLACEMENT

Tew revealed plans to cap the old electric lines at the 103rd St. entrance and to have new and efficient LED lights installed in the entryway and adjacent walls. He will continue providing updates as plans unfold.

PONDS

No action has been taken to meet with residents to discuss drainage issues and repair the bulging retainer wall.

Parts to replace the pond pump and light in the pond near the church remain on backorder.

Tew committed to following up with the City regarding a grant to repair erosion and drainage issues near the grade school.

POOL

The board agreed to fund the replacement of a security camera at the pool due to security issues. The anticipated cost is approximately \$600.

PRIORITIZE LIST of IMPROVEMENT/REPAIR PROJECTS

The board summarized a few of the existing projects and the estimated costs to be reviewed at an upcoming budget meeting. Those discussed include the following:

1. Pool pump and light for pond near the church: \$4k
2. Camera for pool: \$600
3. Lighting replacement: \$1k
4. Lights, paint, general clean-up and hiring of exterminator for pool bathrooms: UNK (Note: This add-on was at the suggestion of Smoot to approve the appearance and overall condition of these facilities.)
5. Legal fees to modify the Covenant: \$2500

NEW BUSINESS

Turn off pond pumps from early December to late March as a cost-cutting measure.

ANNOUNCEMENTS: None noted.

UPCOMING EVENTS

Budget Meeting on Monday, November 7 at 6:30 p.m.

The date for the 1Q23 Board meeting still needs to be scheduled.

MEETING ADJOURNMENT – 8:30 p.m.

Respectfully submitted by:

Linn Kuhnel, Secretary/Treasurer

Date