

COFFEE CREEK ANNUAL HOMEOWNERS MEETING MINUTES

April 17, 2017

The annual HOA meeting was called to Order by President Frank Kennedy at 6:30 pm. Frank introduced the Board of Directors.

Frank Kennedy – President, Treasurer
Tom Lingenfelter – VP, Director of Maintenance & Landscaping
Pam Masingale – Secretary & Pool Coordinator
Marilyn Foyil – Board Member
Ed Harrelson – Board Member
Angi Kennedy – Board Member
Keith Owens – Board Member

Financial Overview & Status: Frank presented the current financials. Discussed why we raised the dues by \$20 this year to insure sufficient cash reserves are kept for the maintenance of the pool, clubhouse, ponds, and HOA owned grounds. Our CPA had made a recommendation from year-end 2016. Postcards will not be used for billing notification next year.

Landscaping & Maintenance: Tom gave a summary of the improvements that have been made to the clubhouse restrooms and clubhouse floor. He also discussed what improvements the landscaping crew will make.

Clubhouse & Pool: Pam went over clubhouse rental and pool keys.

Upcoming Events: Marilyn discussed the upcoming events and asked for volunteers for the block party in September.

Annual Garage Sale	April 29, 2017
Pool Opening	May 27, 2017
July 4th Parade	July 4, 2017
Block Party	September

Frank presented information on the Alert Neighbor program and the Jim Glover car dealership.

Board Members: An invitation was extended to the Homeowners for new board members. Jason Spriggs and Jeff Long volunteered. Angi made a motion to accept these two new members. Erik Wolf seconded the motion.

All was in favor.

Adjourn: The meeting was adjourned at 7:05 pm. The next board meeting will be held June 20, 2017 at 6:30 pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting
06/19/2017**

Attendance: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed Harrelson, Tom Lingenfelter, Keith Owens, Jason Spriggs and several Coffee Creek neighbors Absent: Jeff Long

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Frank Kennedy

Minutes from the April Annual HOA meeting were review and approved via email.

New Business:

- **Violation Notification Process:** A committee has been formed to review this process. Consisting of Tom Lingenfelter, Keith Owens and Jason Spriggs.
- **Color Discrepancy:** Angi made a motion to do a onetime post action approval of color. The HOA will reserve the right to enforce future incidents, as outlined in our Coffee Creek covenants. Marilyn second the motion. The majority was in favor with one against.
- **Fences Along Commons area:** It was brought to the boards attention that there is a fence outlining the commons area that needs attention. Will be investigated and will report back.
- **Security Cameras:** The security cameras at the clubhouse are not working properly. We will be gathering information on a new system.
- **Schedule to Monitor & Close Pool:** Tom presented a proposal. Discussed liability issues. Suggestions were made to put timer on lights. Discussion was that the new cameras would eliminate the need for someone to lock the pool up every night. No motion was made.
- **Landscaping:** New rubber mulch has been added to the playground.

Financial Overview:

- Frank presented a current financial report. Keith made a motion to accept this report. Jason seconded the motion. All were in favor.

Upcoming Events:

- **July 4th Parade:** The parade is at 4:00 pm. It will begin at the Parking area opposite Watercolours and parade down 103rd and end at the pool.
- **Block Party September 9th:** Tina Spriggs and Jesse Metcalf will be looking for volunteers to help organize the block party.

Adjourn: The meeting was adjourned at 7:55 pm.

Coffee Creek Homeowners Association Board Meeting
09/18/2017

Attendance: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed Harrelson, Tom Lingenfelter, Tina Spriggs, Mark Williams Absent: Jeff Long

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Frank Kennedy

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

New Business:

- **Pool, Playground & Clubhouse Repairs:** Received a bid from Custom Surface Solutions for \$19,400 to resurface the two pools. We are waiting on two other quotes. Reviewed several bids for termite treatment for the clubhouse. Angi made a motion to accept the Brewer-Russell Co. for clubhouse only at \$800. The board decided not to treat the playground area as we are planning to replace the equipment. Marilyn seconded the motion. All were in favor.
- **Circulator Machine at the Pond by NE Elementary:** The current machine needs a new motor and power cord. Turnpro will be instructed to make the necessary repairs.
- **Contractor Bids:** The board will accept bids during the month of October thru November 15, 2017 for all contractors who provide services for the pond, landscaping, pool, accounting, and security system.
- **Clubhouse Landscaping:** Tom will get Sharp Cut to replace approximately 150' of edging for around \$450.
- **Violation Notification Process/ Procedures:** The board decided to use the written notice form that is already in existence. Angi volunteered to be the point of contact. Angi will field violation complaints from both board members and residents. Resident complaints must be in writing. Angi will then send form letter to the violator and notify all board members of her action. Tom made a motion to accept these procedures. Ed seconded the motion. All

were in favor.

- **Website Coordinator:** We are in search of someone to take over and manage the Coffee Creek website, Facebook and all other web based communications.
- **Fence Along Commons Area:** It was brought to the boards attention that there is a fence in the commons area that needs attention.
- **New Board Members:** Mark Williams and Tina Spriggs will fulfill the remaining term of Keith Owens and Jason Spriggs. Angi made a motion to accept Mark & Tina as board members. Tom seconded the motion. All were in favor.

Old Business:

- **Block Party:** Thank you Keith Tew with State Farm Insurance for sponsoring our block party!
- **Fountain at The NE Pond:** It has been repaired and is up and running.

Financial Overview:

- Frank presented a current financial report. After reviewing the financials, Angi made a motion to move forward with the termite treatment (\$800), edging around the clubhouse (\$450), replace fence in commons area (\$1,000) and replace the motor and power cord on the circulator machine (\$598). Marilyn made a motion to accept this report. Ed seconded the motion. All were in favor.

Upcoming Events:

- Hance Henrie Memorial Run, October 14th, 2017 8am-12pm. Please watch for runners in our neighborhood.

Adjourn: The meeting was adjourned at 8:15 pm. The next meeting will be December 11, 2017 at 6:30pm at the Coffee Creek Club House.

**Coffee Creek Homeowners Association Board Meeting
12/11/2017**

Attendance: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed Harrelson, Tom Lingenfelter, Tina Spriggs, Mark Williams
Absent: Jeff Long

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Frank Kennedy

Minutes from the September HOA meeting were approved via email.

New Business:

- **Contractor Bids:** The board reviewed bids from contractors for 2018, ASC, Turnpro, Owasso Pool Management, ILS Systems and W & M Consulting. Angi made a motion to accept these bids. Mark seconded the motion. All was in favor.
- **Pool Resurfacing:** The board reviewed bids from JP Construction, Malone Pools & Surface Solutions of Tulsa. Tina made a motion to accept Malone Pools, Angi seconded the motion. All were in favor.
- **Playground Equipment:** New playground equipment will be purchased to replace existing equipment. Angi made a motion to purchase proposed playground equipment. Tina seconded the motion. All was in favor.

Old Business:

- **Security Cameras:** New security cameras have been purchased for the pool and clubhouse area.

Financial Overview:

- Frank presented a current financial report. Discussed 2018 budget. After reviewing the financials, Mark made a motion to accept this report. Marilyn seconded the motion. All were in favor.

Upcoming Events:

- Annual HOA Meeting: April 9th, 2018, 6:30 pm, Coffee Creek Clubhouse.

Adjourn: The meeting was adjourned at 7:55 pm. The next meeting will be March 12th,2018, at 6:30pm at the Coffee Creek Club House.