

Coffee Creek Homeowners Association Board Meeting 12/9/19

Attendance: Frank Kennedy, Pam Masingale, Marilyn Foyil, Monica Moffitt, Keith Tew and Zac Ruttman

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 several landscape companies. Monica made a motion to accept ASC bid with a limitation not to exceed \$1,500 above their current bid to bring the property back to pristine condition. Keith seconded the motion. All were in favor.

Two Pool contractor bids were reviewed. Marilyn made a motion to stay with our current company ASP with the understanding that any additional cost will not exceed \$500 and the bathroom cleaning issues are handled. Monica seconded the motion. All were in favor.

ILS Systems for our security system is the current provider. Their bid was accepted. Motioned was made by Pam and seconded by Keith.

Insurance bids were reviewed and explained by Keith Tew. After some discussion it was determined additional information is needed. The current insurance doesn't expire until mid-January. Keith will email the board with his findings.

- **Discussion of Dues:** There will not be an increase in the dues for 2020.
- **Watercolours Pool Use:** Watercolours residents will no longer be allowed to use the Coffee Creek Pool due to our liability insurance.
- **Clubhouse Rental:** Discussed. More information is needed on this topic.
- **Entryway House:** The windows will be repaired within the next week.

Old Business:

- **Roofing Contractor signs in Yard:** These need to come out once the job has been completed.

Financial Report: Frank presented a current financial report. Discussed the 2020 budget. Frank will make the adjustments to the 2020 Budget and email out to the board for final approval.

Upcoming Events:

- **Annual HOA Meeting:** April 13, 2020, 6:30, Coffee Creek Clubhouse
- **Neighborhood Garage Sale:** April 25th, 2020
- **Pool Opens:** May 23rd, 2020

Adjourn: The meeting was adjourned at 8:32 pm. The next board meeting will be held Monday, March 9th, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

09/09/2019

Attendance: Frank Kennedy, Pam & Ken Masingale, Marilyn Foyil, Monica Moffitt, Zac Ruttman, Keith Tew
Guests: Judy Lingenfelter, James Weinacht, Kelly McKenzie. April Kidwell, Jake Holloway, Ralph & Sandra Cunningham

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Frank Kennedy. Minutes from the June board meeting were approved via email.

Financial Overview: Frank presented a current financial report. Finances are in good shape and on track for this time of year. Monica made a motion to accept this financial statement. Zac Ruttman seconded the motion. All were in favor.

Old Business:

- **Transition Period into HOA Management Company:** The transition period will be done by January 1st, 2020 for W & M to take over the HOA Management. James went over the scope of duties they will be taking over. ****Matrix of duties added to end of minutes****

New Business:

- **Contractor Bids for 2020:** Bids will be accepted starting October 1st-November 15th, 2019, for all contractors who provide services for the pond, landscaping, pool, security system and insurance.
- **Heat & Air Yearly Maintenance Program:** Pam made a motion to sign up for a yearly maintenance program. Marilyn seconded the motion. All were in favor.
- **Netting Around the Pool:** This is rotting and needs to come down.
- **Scott Hill** – Scott was asking if he could install French drains. The board recommended him contacting the City of Owasso
- **Clubhouse Rental Deposit Increase:** Discussed raising the deposit from \$50 to \$100. Estimates will be gathered before a decision will be made.
- **Completed Projects:** Fence & House stained, gate installed, irrigation repaired at all three entrances, pond circulator installed.
- **Clubhouse Roof:** This has been tabled until further notice.
- **Comments from the Floor:** Several residents were present and expressed their dissatisfaction with our current lawn care company.

Upcoming Events:

Hance Henrie Run: Saturday, October 12th, 2019, 8am-12pm. Please watch for runners in our neighborhood.

Adjourn: The meeting was adjourned at 8:00 pm. The next regular board meeting will be December 9th, 2019, at 6:30pm at the Coffee Creek Club House.

Coffee Creek
Implementation

Scope: W&M Consulting will take over full management of Coffee Creek HOA beginning January 1, 2020.

Tasks	Currently		Under Management
	W&M	Board	
HOA Roster	X		
Assessments	X		
Expenses	X		
Financials	X		
Budget		X	W&M will create budget and send to Board for approval
Tax Returns	X		
1099-MISC	X		
Website/Facebook		X	W&M will take care of website/Facebook posts based on Board input.
HOA Insurance		X	W&M will continue to pay premiums and check with Board about coverage
Bids		X	W&M will seek bids as requested by the Board
R&M		X	To be discussed
Calls	X	X	All call to be fielded by W&M
Covenant Enforcement		X	If W&M is notified, contact Board; if Board notified, contact W&M. W&M will take over.
Owner complaints	X	X	If W&M is notified, contact Board; if Board notified, contact W&M. W&M will take over.
Inspections		X	Not deemed necessary, W&M will rely on Board and homeowners
Pool - operations		X	W&M will check with Board about pool season. Remainder to be discussed.
Pool - access		X	To be discussed

Implementation Timeline

Nov 2019	HOA to provide W&M with login information for Facebook and website.
Dec 2019	W&M will contact board with proposed budget and HOA assessments for 2020. HOA to provide: Board minutes allowing W&M to be only signatories on bank account; Upcoming repair items
Jan 2020	HOA to provide: Bids submitted in the past and list of upcoming bids to be requested; Pool key roster and access to system

Frank Kennedy 06/10/2019 11:40 AM
Re: Minutes (Rough Draft)

Coffee Creek Homeowners Association Board Meeting 06/10/2019

Attendance: Frank Kennedy, Pam Masingale, Marilyn Foyil, Monica Moffitt, Zac Ruttman & Keith Tew
Guest: Tom & Judy Lingenfelter, Ed & Pat Harrelson, James Weinacht, Kelly McKenzie

Call to Order: The regular monthly meeting was called to order at 6:30 pm by President Frank Kennedy. Minutes from the March board meeting were approved via email.

New Business:

- **Recommendations for HOA Management Co:** Frank & Pam reviewed four proposals from different HOA Management Companies. Frank made a recommendation to the board to go with W & M Consulting. There was a lengthy question and answer. Monica made a motion to accept this recommendation of W & M Consulting Zac seconded the motion. All were in favor.
- **Transition Period into HOA Management Company:** The transition period will be done by January 1st, 2020 for W & M to take over the HOA Management.
- **Mowing/Landscape, Lights/Sprinkler System:** Flowers have not been planted due to the sprinkler system being damaged by Arvest & AT&T. Repairs are currently in the process of being made. The mowing will be caught up as soon as the weather permits. The landscape lights at the entrances need replacement.
- **Snow Cone Sales:** Keith Tew asked if his daughter could sale snow cones outside the pool. Pam made a motion to allow the sale of snow cones. Monica seconded the motion. All were in favor.

Old Business:

- **Clubhouse Cleaning:** This has been done.
- **Violation Notification Process:** Discussed implementing fines for repeat violation offenders. This has been tabled until the new management company takes over.
- **Pool Chairs:** Eight new pool chairs have been purchased.

Financial Overview:

- Frank presented a current financial report. Finances are in good shape and on track for this time of year.

Upcoming Events:

4th of July Parade: 4 pm

Adjourn: The meeting was adjourned at 8:20 pm. The next regular board meeting will be September 9th, 2019, at 6:30pm at the Coffee Creek Club House.

COFFEE CREEK ANNUAL HOA MEETING MINUTES

04/09/2019

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

City of Owasso: Jerry Fowler and Roger Stevens discussed the re-routing of the service road and other upcoming road improvements in Owasso. The service road realignment is scheduled to be completed by the end of June or July. Jerry also informed us of Owasso's city and community upcoming events.

Financial Overview and Status: Frank presented the current financials. Discussed some of the major expenditures. New pool chair will be purchased this year. Angi made a motion to accept this financial statement. Judy Lingenfelter seconded the motion. All were in favor.

Clubhouse & Pool: Pool hours and rental information was discussed. The pool opens May 25th, 2019.

Upcoming events: Marilyn discussed the upcoming events.

Annual Garage Sale April 27th, 2019

Pool Opening May 25th, 2019

July 4th Parade July 4th, 2019

HOA Management Company: The Board has received 4 proposals from prospective companies.

Board Members: An invitation was extended to the Homeowners for new board members. Monica Moffitt, Elizabeth Kramer and Zac Ruttman volunteered. Robyn Bryan made a motion to accept these three new members. Jim Pepin seconded the motion. All were in favor.

Drawing: Congratulations to Marilyn Foyil! She was our winner tonight and will enjoy saving 50% off her 2020 HOA dues next year.

Adjourn: The meeting was adjourned at 8:20 pm. The next board meeting is tentatively scheduled for June 10th, 2019, at 6:30 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

03/11/2019

Attendance: Frank & Angi Kennedy, Pam Masingale, Marilyn Foyil, Ed Harrelson, Brian Nation, Mark Williams, and Keith Tew. Absent: Tina Spriggs and Iris Fain.

Call to Order: The regular quarterly meeting was called to order at 6:33 pm by President Frank Kennedy. Minutes from the December board meeting were approved via email.

New Business:

- **AAAC Wildlife Removal:** Kenny gave us an overview of their services. He was called out due to some damage from beavers around the pond. Kenny had recommended we try covering the tree trunks with a woven wire fence. If this doesn't stop the Beavers, then give him a call; but he recommended we try this first. Brian made a motion to purchase ½ inch square wire to be added to trees around the commons area as needed. Angi seconded the motion. All were in favor.
- **Pool Chairs:** We will be purchasing a few loungers.
- **HOA Officers for 2019:** We will have 3-4 openings for new board members; as some current board members / officers will term out or have resigned. Tom Lingenfelter resigned in February after many years of service. He will be missed!
- **Watercolours Pool Use:** This fee has been increased to \$1,250; one-time charge. This is an increase from \$900 to \$1,250.
- **Rockin Lawn Care:** We have a new landscape Company. This company also offers lawn care and treatments at a great price.
- **HOA Management Companies:** We reviewed three proposals from HOA Management Companies. This will need further discussion after an in-depth comparison.

Old Business:

- **Clubhouse Cleaning:** This will be done in May. Brian Nation offered to do the cleaning for \$150. Keith made a motion to accept Brian's offer. Mark seconded the motion. All were in favor.
- **Violation Notification Process:** Discussed implementing fines for repeat violation offenders.

Financial Overview:

- Frank presented a current financial report. After reviewing the financials, Angi made a motion to accept this report. Keith seconded the motion. All were in favor.

Upcoming Events:

Annual HOA Meeting: April 8th, 2019, at 6:30pm, Coffee Creek Clubhouse

Neighborhood Garage Sale: April 27th, 2019 8-4

Pool Opening: May 25th

Adjourn: The meeting was adjourned at 8:14 pm. The next regular board meeting will be June 10th, 2019, at 6:30pm at the Coffee Creek Club House.