

# **Coffee Creek Homeowners Association Board Meeting**

## **Minutes from August 3, 2020**

### **Attendees**

Michael Blaue, John Canfield, Michelle Canfield, Clayton Chisum, Jake Holloway, Linn Kuhnel, Judy Lingenfetter, Pam Masingale, Marta Owens, Eldon Smoot, and Keith Tew

### **Call to Order**

The meeting was called to order at 6:39 p.m.

### **Approval of Meeting Minutes**

The prior meeting's minutes were not available and, therefore, could not be approved.

### **Summary of New Business Discussion**

#### **Recent BM vacancies:**

Clayton Chisum was voted in as Vice President and Linn Kuhnel as Secretary/Treasurer; replacements for Monica Mofitt and Zac Ruttman respectively. (Congruent with BM provisions for these posts, neither will be assessed annual HOA fees while serving.) John Canfield was also approved as a member of the board.

#### **Wood rot on outside shutters:**

Keith obtained board approval to have the HOA management team obtain bids to repair/replace the wood around the pool house windows and shutters.

#### **Duck/Geese population:**

The issue of common property destruction due to the overpopulation of geese and ducks in the neighborhood was discussed. The suggestion to contact the Wildlife Dept. to request the implementation of geese relocation initiatives was deferred in preference of a meeting between the board and a Wildlife representative to obtain information about solutions and options that have been adopted by neighboring developments.

#### **Fountain access without locks:**

Keith mentioned there are currently no locks to prevent access to the fountains and shared concerns about problems related to open access. The board agreed to fund the installation of key locks. An announcement about the change will be submitted to residents so they are aware Keith or another board member will need to be advised when problems arise so that Turn Pro, the company contracted to handle repairs, may be contacted.

#### **Fish restocking in ponds:**

The board discussed the need to restock the ponds. Pam mentioned this used to be done regularly at a cost of approximately \$300 annually; however, Clayton said he believes the Oklahoma Wildlife Dept. restocks for free.

He agreed to contact them and report his findings to the board. It was noted that residents are particularly interested in the restocking of bass.

### **Tree trimming and removal:**

Jake Holloway and Clayton Chisum will lead a team to remove dead trees along the pond by the school. They will also trim several canapes. The board approved the cost of up to two dumpsters at approximately \$400 each for debris. Work will be completed the weekend of August 7<sup>th</sup>.

*Discussion Notation: Pam informed the board that the Coffee Creek entrances at the bowling alley and 106<sup>th</sup> are owned by the Oklahoma Land Trust and that the only entrance owned by the HOA is on 145<sup>th</sup>. Keith verified the information, which may be beneficial for future planning.*

### **Recent concerns/violations:**

#### **Boats in driveways and lawn maintenance:**

Keith mentioned he recently published a notification reminding residents about code violations pertaining to RVs and boats in driveways and loud music. He also spoke about the need to enforce rules about lawn care and vehicles parked in driveways. Keith agreed to request letters to violators from the HOA management team.

#### **Unapproved fencing:**

Judy Lingenfetter addressed concerns about her temporary fence. She said a permanent/in-code fence had been delayed due to COVID, but that Owasso Fence assured her a round rail with chain-link fence would be installed by the end of August. Judy also agreed to remove the sections of her temporary fencing that infringe on Michael Blaue's property within 48 hours.

## **Summary of Old Business Discussion**

### **Clubhouse A/C installation:**

ASAP secured the winning bid to repair the furnace and air conditioning unit in the clubhouse. Work will begin shortly and include some new technology.

### **Ducks in pool:**

Keith, with the assistance of others, installed new mesh fencing inside the pool fence-line. This work was done in an effort to prevent the entry of ducks and the damage they were causing to the pool and surrounding area. *(Note: the old mesh was well worn and needed replacing.)*

### **Pool key management:**

Pam Masingale graciously volunteered to maintain the job of issuing replacement pool keys, when necessary, for fast turnaround. She also reminded the board that residents are assessed a \$25 fee for replacement keys.

*(Although the HOA Management firm handles key replacement initiatives, since they distribute keys by mail, it takes longer than residents' desire for immediate pool use.)*

## **Maintenance of bathrooms and chemical checks:**

### **Chemical checks:**

Keith and Pam informed the board pool chemical checks are required three to four times daily. ASP, the contracted pool company, conducts the morning checks and administers chemicals, when needed. Gavin, Keith's son, has been making the remainder of the required checks.

### **Bathrooms maintenance:**

Gavin and Pam have been checking the pool bathrooms and refilling supplies, when needed. *(Keith maintains the supplies.)*

***Special Note:** The board agreed to pay Gavin the already sanctioned \$25 a week fee for handling the daily pool chemical and bathroom checks. His pay will be retroactive to the past two weeks to cover his recent endeavors. Additionally, the board agreed to waive Pam's annual HOA fee for her efforts regarding key replacements and bathroom checks.)*

## **Repair/Replacement of canvas pool chairs and chaise lounges:**

Due to the high cost of repairing canvas chairs and lounges (\$150 per chair for labor and materials and \$220 for chaise lounges) the board approved replacement of up to 10 chaise lounges and six chairs at the end of this year's season, when prices should be lower. It was also noted that generally the cost of pool furniture is mitigated by pool party fees collected during the season, but, due to COVID, there have not been any bookings.

## **Unapproved painting/roofing:**

Since the discussions from the prior BM, no measures were taken to address a resident painting her house colors that had been declined by the previous Architectural Committee. The board agreed it would be in the HOA's best interest to have the HOA management team send a letter to the resident giving her two weeks to repaint her house acceptable colors and that non-compliance will lead to a penalty of \$25 per day. Keith agreed to contact the HOA management team about initiating the letter.

Michelle Canfield was added to the existing Architectural Committee currently led by Jim Pepin and Linn Kuhnel. Linn offered to obtain sample color options from local paint suppliers that meet the framework of earth tone shades so residents are aware of acceptable paint shades. The board recommended the Architectural Committee institute a two-week turnaround to review and respond to residents' proposals/requests.

## **Financial Report**

In addition to the board approving the previous financial reports, Keith shared information about recent expenses, including \$425 to repair the clogged fountain on the pond by the church and the lights. He also mentioned that the pool pump recently had to be replaced.

After hearing the light is out on the pond off 145<sup>th</sup>, Keith agreed to coordinate its repair.

## **General Announcement**

Use of the pool on Monday nights is available to board members at no cost; however, usage must be pre-scheduled.

## **Adjournment**

The meeting concluded at 8:41 p.m.

## **Upcoming Events**

- Next HOA BM TBD
- The last day the pool will be open for the season is Labor Day

# Coffee Creek Homeowners Association Board Meeting

## 03/09/2020

**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 6:35 pm by President Frank Kennedy  
Minutes from the December HOA meeting were approved via email.

### **New Business:**

- **Change Over To Management Co.:** Things are going well with the turnover. There are a few things that still need to be worked out.

**Coffee Creek Pool:** The pool will remain closed on Monday for private parties.

- **Entrance Lights Off of 106<sup>th</sup> In Need of Repair:** Keith said he would look at the lights and determine what is needed.
- **Mesh Around The Fence At The Pool:** Keith and Zac volunteered to remove the Mesh.

### **Old Business:**

- **Watercolours:** The refund checks have been sent out.

**Financial Report:** Frank presented a current financial report.

### **Upcoming Events:**

- **Annual HOA Meeting:** April 13, 2020, 6:30, Coffee Creek Clubhouse
- **Neighborhood Garage Sale:** April 25<sup>th</sup>, 2020
- **Pool Opens:** May 23<sup>rd</sup>, 2020
- **July 4<sup>th</sup> Parade**

**Adjourn:** The meeting was adjourned at 7:45 pm. The next board meeting will be held Monday, June 8th, at 6:30 pm at the Coffee Creek Club House.