

Coffee Creek Special Homeowners Meeting Minutes from October 25, 2021

Attendees:

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

Residents: Glenda Anderson, Robyn Bryan, Sandy Cunningham, Ken DeNooy, Sally Emmons, Marilyn and Andy Foyil, Teresa Gilchrist, Pat and Ed Harrelson, Julia Harris, Jake Holloway, Darrin Johnson, Robert Kay, Frank Kennedy, Susan Kenning, Joseph Kidwell, John and Jodie Kinney, Scott Landrum, Christina Lane, Tom and Judy Lingenfelter, Jonny Lung, Pamela Mann, Richard Martin, Pam Masingale, John McCormick, Steve and Peggy Perry, Seth Reynolds, Valerie Salamon, Daniel Thomas, Michele Vest, Jerry and Crystal Wallace, Niki White, Mark and Martha Williams, Erik Wolf, Dorothy Woodruff and Amy Yowell

Call Meeting to Order:

The meeting was called to order at 6:38 p.m. and Tew, the HOA President, clarified information pertaining to the voting body and proxy voting. Additionally, some residents voiced their unhappiness because no information had been shared on the meeting notification about the paperwork and procedures required for proxy voting. (This information will be shared with James Weinact with W&M Consulting, LLC so this deficiency is avoided in the future.)

Purpose of Meeting - (Why are we here?):

Tew reaffirmed the purpose of the meeting was to determine resident approval of a \$75 special assessment to cover this year's income shortfall due to extraordinary expenses and that agreement by a vote of 50 percent of the meeting attendees was required for approval.

Review 2021 Income and Expenses - (How expenses exceeded income.):

Tew explained the source of the HOA's operating cash (\$450 per Coffee Creek household and \$9k from Water Colors annually) and reviewed this year's expenses. He explained that 2021 costs were exceptionally high due to unexpected pond expenses related to erosion issues, replacement of the fence along 145th Street, which ballooned to over \$50k as a result of supply shortages related to COVID, repairs to the pool house, women's bathroom and sections of the sprinkler system, and the installation of new lights at the 106th St. entrance.

Discuss Pending Maintenance Projects and Costs – (Future decisions to maintain Coffee Creek's integrity)

Concerns were voiced about additional upcoming expenses related to pond erosion issues, the need to replace the barrier wall on the west end of the pond near the Methodist Church and lights at the

entrances by the bowling alley and on 145th as well as required repairs to the pool house, bathrooms and pool. Tew underscored that many of the underlying problems associated with these issues are related to the fact that the development's structures are now over 20 years old.

He admitted this year's \$30 increase in annual dues was shortsighted and that currently the HOA needs to raise a minimum of \$8645 to meet the remainder of this year's expenses. Tew also explained that the pond fountains had been turned off to reduce expenses, James Weinact with W&M Consulting, LLC had agreed to defer payment for his 4Q21 expenses pending solvency and that Turn Pro, the lawn care maintenance provider, had agreed to remove the planting of fall flowers in their contract, saving over \$900.

Question & Answer Session:

Although a few questions were raised about expenses, there was general consensus that the cost to replace the fence was the primary reason expenses exceeded operating cash for the year.

Chisum, the HOA Vice President, encouraged greater resident volunteerism as a means of cutting costs and cited the example of having volunteers clean out and replace the dead bushes and flowers at the development's entrances. Additionally, Jake Holloway got a round of applause for leading multiple volunteer efforts in the past year to trim and remove trees in the development, which saved hundreds of dollars.

A few residents questioned whether a \$75 special assessment per household was sufficient to meet 2021 budget obligations. A discussion ensued about the possibility of raising the amount, however, since the premise of the meeting was to vote on a \$75 assessment, a follow up notification and meeting would be required to inform all residents, not just those attending this meeting, about any changes to the proposed assessment amount. Consequently, it was agreed the vote would be based on the original \$75 recommendation.

When residents asked about the status of a 2022 budget for expenses, Tew explained this function had been delayed pending the outcome of tonight's vote and additional quotes required to determine costs associated with the replacement of the barrier wall and multiple pond erosion issues. He also shared plans to file a grant with the City of Owasso to assist with dam repair expenses and agreed to review the 2022 budget during the next resident meeting.

One resident suggested the board appeal to the management of Jim Glover for financial aid to help defray some of the pond expenses since they have typically been supportive of philanthropic projects in the community and because of Coffee Creek's close proximity to the business. Additionally, plans were shared to conduct a beta test using plants as a means of addressing some of the pond erosion issues, which, if successful, could reduce costs associated with the installation of some stone barriers.

A resident expressed concern that Coffee Creek's current Annual HOA dues of \$450 a year is high and asked the board to compare our HOA dues to neighboring developments. The board agreed to take on this project and to report their findings at the next resident meeting. (Note: the board underscored that the age of developments as well as shared structures and features may skew the comparisons.)

**Vote on Proposed One-time \$75 Special Assessment -
(A solution for the 2021 budget shortfall):**

The resolution to assess each household a special one-time fee of \$75 to meet 2021 year-end expenses was overwhelmingly passed.

Adjourn Meeting – Meeting was adjourned at 7:54 p.m.

Respectfully submitted by:


Linn Kuhnel, Secretary/Treasurer

11/16/21
Date

Coffee Creek Homeowners Association (HOA) Board Meeting Minutes from October 4, 2021

Attendees

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

Call to order -- 6:44 p.m.

Introduction of New Officer -- Tom Oelschlager was introduced and welcomed.

Approval of Meeting Minutes

The Minutes from the Aug. 2, 2021, HOA Board Meeting were approved and a number of concerns about the 2022 budget were discussed. Tew said the HOA needed to raise \$8645 to meet 2021 year-end expenses and that a few hundred dollars could be saved by shutting off the pond fountains through the winter and not planting fall flowers at the three entrances to the development. He also underscored that shutting off the fountains would help preserve the motors, which are currently 20 years old and would be very costly to replace.

Finances

The President's financial report, financial statements and reconciliation report were approved by the attending board members.

New Business

Handling of Income Shortfall to Meet Budgetary Requirements:

The board agreed it would be in the best interest of the HOA to hold a special meeting with the residents in order to share concerns about this year's income shortfall and to seek approval for a one-time special assessment of \$75 per household to meet year-end financial obligations. Tew will contact James Weinacht about submitting invitations to Coffee Creek residents requesting attendance to a meeting on Monday, October 25th at 6:30 p.m., which will allow sufficient time to meet the 10 day meeting notification requirement.

Status of Income from Canopy Grant

Chisum is in the process of completing and submitting the paperwork to obtain a check for \$2k, the amount approved by the grant committee.

Possibility of City Grant to Assist with Pond Issues

Tew mentioned he had followed up with City officials about securing funds through a City Grant to aid with pond repair costs and had learned the City limits pond funding expenditures to dam repairs and the maximum allowed is \$10k. The board agreed it

would be worthwhile to submit a grant request in 2022 to help defray some of the pond expenditures.

Meet and Greet with Watercolor Board Members

Tew and Chisum will be meeting with Watercolor board members in the next few weeks. Kuhnel encouraged them to discuss the possibility of sharing expenses for the repair of the collapsed wall on the east side of their development and to obtain assurances that any drainage repairs by the homeowner directly west of the retainer wall will be completed to help prevent future issues.

Past and Ongoing Business

Grounds:

Paint Stain for the New Fence on 145th -- PROJECT IS COMPLETE

New Rope for Playground -- PROJECT IS COMPLETE

Pool and Clubhouse:

Pool House Repairs

Tew reported the project to replace the threshold and shutter on the north side of the building was completed at a cost of \$650. Unfortunately, since then, a leak on the east side of the building was detected. Tew will lead a task force of resident volunteers in the hopes of completing repairs to help defray expenses.

Removal and Storage of the New Poolside Canopy

Tew plans to have this project completed by month's end.

Ponds:

Sinkhole and erosion issues at pond off 145th

The sinkhole was filled, but erosion issues have not been addressed due to the cost.

Use of Plants to Reduce Erosion

Kuhnel reported that she had spoken to a representative with the OSU Extension Center and that he was not in favor of using plants to reduce erosion because he felt they would wash away. Based on their discussion of pond erosion issues, he said he believed the issues were related to the "pitch" of the ponds. Due to the high cost of labor to incorporate barriers to address erosion issues, Kuhnel received approval to conduct a beta test at the ponds off 145th and near the elementary school by using plants as a means of curbing erosion. Since the success of this project is dubious, she agreed to fund the pond plant project. Obviously, if this project is not successful, the board will need to consider alternatives.

Retainer Wall Bulge on West Side of the 145th St. Pond

Tew and Chisum will meet with the homeowner whose property backups to the wall area with the bulge to discuss her need to incorporate drainage improvements in her yard to reduce soil runoff. This was deemed critical to the project since the longevity of any wall repairs are contingent on those improvements.

Pond Erosion on West Side Near the Grade School

Kuhnel agreed to meet with the home owner who had complained about the pond erosion near the grade school and to share plans to conduct the beta test to use plants to reduce/prevent future erosion. As noted previously, if this project is not successful, the board will need to consider alternatives.

Collapse of retainer wall by Watercolors

Refer to the comments under the *New Business* section and subheading *Meet and Greet with Watercolor Board Members* for details.

Property Issues**Complaints about Chicken Coop in the Neighborhood**

The board agreed to have James Weinacht send a letter to the chicken coop home owners advising them of the need to address landscaping concerns as well as the unsanitary conditions and odors from their yard as a result of their chicken coop. Due to budgetary shortfalls, no funding has been available to secure the services of an attorney to amend the covenant to disallow chicken coops in the neighborhood. However, the board will pursue this project as soon as funding is available.

New Business

Smoot mentioned there is a leak in the men's pool house bathroom shower. He and Tew will evaluate the situation and coordinate repairs.

Announcements

The next board meeting is scheduled for Tuesday, November 16th at 7:00 p.m. The sole purpose of the meeting is to discuss the outcome of the Special Homeowners Meeting on October 25 to seek approval of a one-time \$75 assessment to meet year-end budgetary needs. (The date of the 1Q22 HOA board meeting will be determined at that meeting.)

Meeting Adjournment – 8:45 p.m.

Respectfully submitted by:


Linn Kuhnel, Secretary/Treasurer

10/15/21
Date

Coffee Creek Homeowners Association Board Meeting Minutes from August 2, 2021

Attendees

Board Members: John Canfield, Linn Kuhnel, Jim Pepin, Eldon Smoot, Keith Tew, Kayla Wood

Guests: Judy Harris, Frank Kennedy, Susan Kenning, Judy Lingenfelter, Pam Masingale , Wade Vest

Call to order -- 6:33 p.m.

Approval of Meeting Minutes -- May 3, 2021, Annual Resident Meeting Minutes were approved

Reports

The President's financial report, financial statements and reconciliation report were approved by the attending board members. No questions or discussions were noted.

Summary of Past and Ongoing Business

Grounds:

New fence on 145th

The installation of the new fence has been completed. It will be pressure washed prior to the application of a stain. Weather permitting; this will be done by late August.

Playground renovation and new mulch

Kuhnel reported she spread 10 bags of new mulch in May. Wood put off purchasing a new rope due to expenses pertaining to the pool and fence. Since those projects have been funded, she will proceed with the ordering and installation of a new rope.

Pool and Clubhouse:

Pool house repair

Tew reported he scheduled a handyman to repair the threshold and shutter. Work will be completed by August 11th.

New poolside furnishings

Kuhnel coordinated the purchase, delivery and setup of five new chaise lounges and four patio table chairs. Wood spearheaded a highly successful project to sell the metal chaise lounges. Funds from the sales exceeded the cost of the new furnishings.

Installation of Canopy

Tew and a team of resident-volunteers installed the new poolside canopy. Their skills and hard work saved over \$15k in installation costs.

Shower repair in women's bathroom

Smoot voluntarily replaced the broken shower handle and coordinated the installation of a new showerhead.

Ponds:**Sinkhole and erosion issues at pond off 145th**

Tew reported the project is currently on-hold as a result of the accumulation of water around the sinkhole due to rain and the need to have a dry area to pour concrete. He hopes to have the project back on track by the end of August.

New Business**Complaint of odor by pool possibly due to a drain**

Since the odor is intermittent, the board will monitor the situation and take action, as needed.

Renovation or replacement of pool equipment fencing –Fence was replaced.**Retainer wall bulge**

Tew will contact an engineer to study the situation and obtain recommendations for its repair.

Pond erosion on west side near grade school

Kuhnel mentioned she recently received a sales flyer promoting the use of plants to prevent soil erosion of riverbanks and volunteered to contact the OSU Extension Office to obtain input regarding the use of plants to prevent/reduce erosions of pond embankments. She will share her findings at the next meeting.

Concerns about chicken coop on neighboring property

Judy Harris met with the board to share concerns about the chickens housed on the neighboring property owned by Frank and Rebekah Wilson. She provided aerial views of their property showing disarray in the backyard due to piles of pickets and standing water in a wagon and along her fence line that contained chicken manure, resulting in a strong stench. She also complained about noise from the chickens due to family members playing with the birds. Harris voiced concerns about predators chickens attract and reminded the board she had complained about seeing a coyote outside her back fence during the recent Annual Resident Meeting. Additionally, she provided a write-up with a laundry list of concerns chickens present in neighborhoods.

Harris told the board she had contacted Jerry Fowler, a member of the City of Owasso management team, about her concerns and to appeal for assistance. However, he informed her zoning sections of the Owasso City Ordinance pertaining to chickens had been eliminated and suggested she reach out to her HOA for assistance. She also mentioned an animal control officer had met with the Wilsons because of a complaint related to the chickens getting out of their backyard.

Five Coffee Creek residents were present to support Harris's appeal for changes to the covenant to prevent the housing of chickens in the development. A couple of the guests mentioned that changes to the covenant had been made previously and that it requires a 2/3 vote of the residents for approval and that the process is time-consuming and costly. Kuhnel suggested the board contact Jerry Fowler to make a further appeal for his support in the hopes of an interim solution. She also reminded the board that during a meeting with the Wilsons on April 26, 2021, they had agreed to abide by the City Ordinance standards pertaining to chickens to prevent disease, odors, noise and meet property spacing requirements. They were also warned that any violations would be reported to the authorities for handling. Tew agreed to contact Jerry Fowler and Forrest Hess, an attorney the HOA hired previously, to assist with a change to the covenant. Several attendees agreed to help with the circulation of a petition to modify the covenant to prevent chickens in the neighborhood.

New signage to post pool hours

The board agreed there is already sufficient signage at the pool to address hours of operation.

Removal of dead tree near bowling alley -- The tree has been removed.

Collapse of retainer wall by Watercolors

Tew got two quotes to repair the wall; one from Land Serve at a cost of \$12k and another for \$6k to replace the railroad ties with a block wall. Due to the high cost, this project has been tabled temporarily.

Pool Lights

An interior pool light is inoperable and will cost \$600 to repair/replace. No decision was made about a timeline for this project.

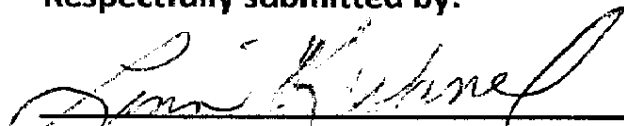
HOA Property Insurance

Tew received a quote from State Farm showing a coverage change from \$35k to \$60k. He was perplexed about the significant change and will look into it further.

Announcements – The next board meeting is scheduled for Monday, October 4th at 6:30 p.m.

Meeting Adjournment – 8:10 p.m.

Respectfully submitted by:


Linn Kuhnel, Secretary/Treasurer

10/4/21
Date

Coffee Creek HOA Minutes from May 3, 2021 Annual Resident Meeting

Called Meeting to Order – 6:38 p.m.

Introduced Current Officers – *Keith Tew, President, Clayton Chisum, Vice President, Linn Kuhnel, Treasurer/Secretary and John Canfield, Jim Pepin, Eldon Smoot and Kayla Wood*

Reviewed Recent Accomplishments: - *no comments noted*

- Tree trimming project around pond at Water Colors entrance
- Tree removal East of North pond
- New HVAC in clubhouse
- New lights at 106th St. entrance
- Applied for and received a \$2k Neighborhood Grant for a pool canopy
- Negated erosion issues at pond by Methodist Church

Reviewed Finances: - *no comments noted*

- Income and expenses
- 2021 HOA dues raised by \$30 – 7% (\$420 to \$450)

Discussed Pending Projects:

- Replacement of fence along 145th East Ave.

Keith Tew announced project startup is planned for May 17th and that a product called Wood Defender will be used to help retain the integrity and life of the fence.

- Installation of poolside canopy

Tew shared plans to have installation completed by Memorial weekend

- Repair shower in women's bathroom by pool – *in process*

- Negate erosion issues at pond off 145th East Ave. and fill sinkhole –

Valerie Salaman, the resident who lives next to the community pool, mentioned the retainer wall behind her home is bowed and much of the soil behind the wall had washed away leaving her yard severely sloped and several inches below the

top of the retainer wall. Tew offered to meet with her to evaluate the problem and discuss possible solutions.

- Clubhouse repairs

Tew revealed plans to coordinate the necessary repairs by the end of the month.

- Replacement of lights at 145th East Ave. entrance

Project has been temporarily tabled due to other more pressing and expensive projects.

- Update/renovate playground area and equipment

Tew mentioned a board member offered to donate two bags of mulch and that the management team is currently searching for suppliers to replace the rope wall.

- Restock fish in ponds

Project is on-hold until next spring due to other high priorities.

Encouraged Code Compliancy:

- Parking issues

Tew announced street parking is against code for residents and the maximum length of time a visitor is allowed to park on the street is 48 hours. He underscored that violations result in blocking roadways and are unsightly.

- Trash receptacles in driveways

Residents were encouraged to follow HOA guidelines by storing receptacles outside of view.

- Exterior paint color choices

Tew reminded residents to submit Architectural Change request forms to ensure color choices are approved. He also mentioned Jim Pepin, Michele Canfield and Linn Kuhnel chair the committee to review applications.

- Boat and Trailer storage – conducted quick review of policies

Announced Upcoming Events:

- Pool Opening: Saturday, May 24th

Tew announced a correction to the pool opening date from the 24th to the 29th

- Annual Garage Sale: June 5th - completed
- Fourth of July Parade and Block Party: July 4th - completed
- Extend Invitations for New Board members/Officers

Existing board agreed to continue serving and their positions were approved by the residents who attended the annual meeting. Additionally, Tom Geischlager volunteered to join the board. His nomination was approved.

Comments from Question & Answer Session

- *A resident confirmed the HOA would continue allowing a Senior Swim event from 9 to 10 a.m. Tuesdays through Saturdays. Tew agreed to post notices about the pool schedule.*
- *Tew also encouraged residents to volunteer their time and skills to help complete neighborhood projects and offered to coordinate a volunteer roster for upcoming projects.*

Compilation of Complaints/Concerns:

1. *Jessie Holloway complained of odors by the pool and mentioned it may be the result of issues with the pool drain.*
2. *A resident reported the privacy fence that surrounds the pool equipment is in bad shape and needs to be cleaned and repaired or possibly replaced. Tew offered to contact F&H Fencing to obtain a bid for its replacement.*
3. *Another resident commented it would help to add a 1x4 board at the bottom of the privacy fence off 145th to reduce wear and tear on the fence from weed eating and mowing activities.*
4. *Sandy Cunningham mentioned Sherwin Williams offers a combination paint/stain application. She said she uses it every 3 to 5 years to enhance the appearance of the fence that faces her back yard and she highly recommended use of it or a similar product post-installation of the new fence.*
5. *Dorothy Woodruff said she has complained about pond erosion on the west side near the grade school at the last two resident meetings, but no action had been taken. Tew agreed to evaluate and address her concerns.*
6. *Julia Harris complained her next-door neighbors installed a chicken coop resulting in bad odors emitting from the yard and mentioned it had attracted a coyote, which frightened her elderly mother. She also reported the coop is just a few feet from her bedroom. One resident suggested the covenant be modified to disavow chicken coops in the neighborhood and another suggested starting a proposition to have the covenant changed. Pam Massingale, who*


previously served on the board, said the petition would need to be signed by 2/3 of the residents. Moreover, Tew revealed an attorney would need to draw up the changes and that it would be a lengthy process. He encouraged Harris to file a nuisance complaint with the city.

- 7. Salamon (the resident who lives next to the pool) discouraged residents from parking in front of her mailbox. She said she had received several citations from the Postal Service and that parking in front of her mailbox prevents the delivery of her mail.*
- 8. Salamon asked that additional signage be placed on the inside of the pool area as a reminder that the pool closes at 10 p.m. She said on multiple occasions there had been loud and raucous activity at the pool as late as 1 a.m. Tew encouraged her to report this kind of activity to the police for handling. Additionally, Kayla Wood volunteered to act as the board liaison anytime Salamon or other residents have concerns of this nature. Kuhnle suggested the board look into the possibility of revoking pool privileges in response to violations.*
- 9. A resident objected to his neighbor mowing well into his yard area and asked about the possibility of having holes drilled into the ground at the property line and filled with metal as a deterrent. Tew suggested the resident discuss the issue with his neighbor before taking action and to let him know, if the problem persisted.*
- 10. Tom Lingenfelter reported an elm tree on the sidewalk by the bowling alley had died and needed to be removed and replaced.*
- 11. A resident complained about speeders in the neighborhood and individuals failing to stop at the four-way stop on 103rd, posing dangers to residents and children. The resident suggested the installation of speed bumps to hinder violations.*
- 12. A resident complained about pot holes in the neighborhood. Tew said he had already followed up with the City and learned Coffee Creek is on the list, but, due to this past year's bad weather, there is a lengthy repair backlog, so it may take several months before work is completed.*

Conducted Drawing for Half Dues – Glenda Anderson won the drawing

Adjourned Meeting-7:36 p.m.

Respectfully Submitted by:



Linn Kuhnel, Secretary/Treasurer

8/2/21

Date:

Coffee Creek Homeowners Association Board Meeting Minutes from April 26, 2021

Attendees

Board Members: Clayton Chisum, Linn Kuhnel, Jim Pepin, Eldon Smoot, Keith Tew, and Kayla Wood
Guests: Frank and Rebekah Wilson

Call to Order

The meeting was called to order at 6:38 p.m.

Approval of Meeting Minutes

Minutes from February 22, 2021 were approved.

Reports

President's Financial Report/Financial Statements/Reconciliation Report:

Reports were reviewed and approved by the board. Moreover, it was noted, so far this year the HOA has sustained unexpected expenses totaling \$5631 to repair the irrigation on 145th St. and to negate erosion issues on the pond that backs to the church.

Summary of Past and Ongoing Business

Grounds:

Fencing Bids

Board members thoroughly vetted the bids from Owasso Fence, ASC Outdoor Services and F&H Fencing. Afterwards, with the exception of Keith, who refrained from voting in the event of the need for a tie-breaking vote, and Kayla, who agreed not to vote due to her involvement with the securing of the bid from F&H Fencing, the board unanimously selected F&H Fencing to replace the entire length of the privacy fence on 145th St. Their selection was the result of cost savings, work experience and the thoroughness of the bid. Kayla will contact the owner to let them know they need to communicate with homeowners directly impacted by the fence replacement so residents have advance notice and can clear the fence area on the dwelling side of the fence. She will also make sure their workmanship warranty is transferred to the final bid and obtain stain color choices. The cost of the fence replacement, including administering one coat of stain on each side of the new fence is approximately \$49,068. Keith confirmed work is slated to begin the end of May.

Playground Improvements

The board approved the replacement of the rope on the jungle gym but, in an effort to delay additional costs, the existing mulch will be re-spread. Approval to purchase new mulch is currently tabled. Kayla will contact James Weinacht to arrange the purchase of new rope.

Tree Trimming and Removal Project

The board agreed to hire C&J Lawn Care at a cost of \$250 to remove the remaining debris from the tree trimming project. It was noted all labor for this endeavor was provided by Coffee Creek residents, two of whom contracted Poison Ivy.

Neighborhood Activities:

Annual Garage Sale – scheduled to be held the weekend of June 5th

Annual HOA Meeting

The meeting will be held Monday, May 3 at 6:30 p.m. and, weather permitting, will be outside by the clubhouse. The board worked together to develop an agenda for the meeting and were encouraged to arrive by 6:00 p.m. to assist with setup.

Pool and Club House:**Neighborhood Grant**

Keith spearheaded a project to prepare and submit a grant application sponsored by the Owasso Community Foundation to fund the cost of a large canopy to shelter part of the main pool deck area. The foundation approved \$2k of the \$4600 expense, which includes 60 hours of donated volunteer labor at a rate of \$15 per hour, as determined by the Foundation. As a result, the HOA's expense to fund the project is \$2127, which includes the parts, powder coating of the poles and concrete. Keith had already secured equipment and labor to complete the excavation free of charge. He hopes to have the project completed in time for this year's pool opening.

Pool Contract, Bathroom Cleanings, Pool Monitoring for 2021

The board approved the ongoing use of ASP for pool care at a cost of \$2250 monthly and to pay Gavin Tew \$25 a week to conduct two to three chlorine checks daily. Additionally, Pam Massingale agreed to maintain the pool bathrooms in exchange for waiving her annual HOA dues. Pam mentioned she needs a new set of keys, so Keith is going to have a set made for her and Clayton.

Pool House Repair -- Keith will follow up with James Weinacht regarding securement of bids to repair the pool house shutters and siding due to wood rot.

Pool Opening

The pool is scheduled to open Saturday, May 29th

Repair of the Women's Bathhouse Shower

The handle on the women's shower is broken. Eldon agreed to either complete the repair or contact a repair service to have the work done by the pool opening.

Replacement of Broken Chaise Lounges and Chairs

Linn shared options for new chaise lounges that don't rust at a cost of \$155 each and new chairs to match the iron tables. The board agreed to spend approximately \$928 to purchase four chaise lounges and four chairs. She will ask James Weinacht to place the order.

Kayla mentioned the existing stock of ten black iron chaises are rarely used due to heat absorption and discomfort. Since they are in good shape and would likely command a good resale value, the board agreed to sell the chaises as a means of recovering the funds for the new furnishings. Kayla will oversee this undertaking.

Ponds:**Water Fowl Concerns**

No new issues reported.

Restocking of Fish in Ponds

Project will be tabled to next year as a result of multiple expenses to maintain the development's integrity in 2021.

Pond Erosions

The project to negate erosion issues on the pond by the Methodist Church was completed by Landserv at a cost of \$3981. Additionally, Landserv's bid to correct a multitude of issues on the pond off 145th St. is \$14,119.50. Due to the high cost, the board evaluated the most pressing issues and agreed to fund \$2127 to fill a sinkhole, install sod where necessary and to repair the drainage structure. The remainder of the bid will be reassessed next year.

Property Stewardship:**Code Violations and Complaints**

Keith reported a resident complained about a neighbor having chickens. He denied that the complaint pertained to noise or odors and mentioned the Coffee Creek covenant defers regulation of chickens in the neighborhood to the City Ordinance. During the meeting, the board reviewed Owasso Code Ordinances on Animal Regulations in Article A, Sections 106 and 107 which states "Chicken coop must be at least 50 feet away from your house. Coop must be maintained in a sanitary fashion that doesn't pose a public health hazard (i.e. free of rodents, vermin, offensive odors).

Frank and Rebekah Wilson were present to discuss the conditions of their coop and the number of poultry they possess. They revealed they own four hens, which are sheltered in a coop close to their home. They said the hens are generally quiet with the exception of a clucking noise they make when they lay an egg or occasionally get separated from each other. Mr. Wilson reported hens do not crow like roosters and that since their hens are black, they do not attract hawks and large birds of prey. He also said he puts a bed of hay on the floor of

the coop and cleans it daily to prevent disease and odors. After the board's review of the Owasso Ordinances and hearing from the Wilson's they underscored the importance of abiding by the City regulations to avoid further issues. It was also noted that any violations would be reported to the authorities for handling.

Replacement of Entry Lights at Both Entrances

The project to replace the lights at the 106th St. entrance is complete. However, Linn mentioned she thought it would be beneficial to eventually add an additional light in the center of the entryway to dress it up and provide additional lighting. This suggestion and the project to replace the lighting at the 145th St. entrance have been tabled to next year due to the expenses associated with replacing the privacy fence. Clayton also mentioned it would be nice to enhance the Coffee Creek signage.

New Business

Next Board Meeting – Monday, July 12th at 6:30 p.m.

Adjournment

The meeting adjourned at 9:42 p.m.

Respectfully Submitted by:


Linn Kuhnel, Secretary/Treasurer

8/2/21
Date

Coffee Creek Homeowners Association Board Meeting Minutes from February 22, 2021

Attendees

John Canfield, Clayton Chisum, Linn Kuhnel, Jim Pepin, Eldon Smoot, Keith Tew, James Weinacht and Kayla Wood

Call to Order

The meeting was called to order at 6:49 p.m.

Approval of Meeting Minutes

The prior meeting's minutes were approved.

Summary of Past and Ongoing Business

Grounds:

Tree Trimming and Removal Project

The remainder of the project will be completed in spring.

New Fencing Bids

Jim reported Plank and Mill offered no savings opportunities; Linn agreed to obtain a bid from Midwest Fence, the company utilized by Jim Glover Chevrolet; and Kayla offered to obtain one from Heritage Fencing, a company in Bartlesville. A review of new and previous bids will be conducted at the next board meeting.

Pool and Club House:

Pool House Repair -- Keith will defer this to James Weinacht to secure bids.

Replacement Chaise Lounges and Chairs

Linn will obtain options with prices and present her findings at the next board meeting.

Ponds:

Water Fowl Concerns

Linn will contact the Wildlife Dept. prior to the spring meeting with residents to obtain information about the consequences of feeding water fowl and depopulating geese and inquire about the possibility of scheduling a guest speaker or obtaining departmental brochures that may cover these subjects.

Restocking of Fish in Ponds

Project has been tabled pending a review of other HOA expenses in order to determine what funds, if any, are available.

Property Stewardship:

Code Violations

A discussion ensued regarding street parking violations and the inappropriate storing of trash receptacles in driveways. Keith asked James to send a mass email to the residents discouraging these code violations.

Redress of Unapproved Exterior Paint by Homeowner

Linn reported she had hand-delivered an approved paint request form to Dorothy Woodruff and that during the meeting Ms. Woodruff agreed to have her shutters and exterior trim repainted an approved color by the end of May. Linn will keep the board apprised of the progress.

Exterior Paint Choices for the Development

At the suggestion of Clayton, Linn met with a representative from Sherwin Williams and learned websites with paint choices for housing developments can be created and maintained provided they are the exclusive paint supplier and average expenditures are upwards of \$1M per year. She further explained she was told these arrangements are required to defer costs associated with the maintenance of these websites. Consequently, until a mechanism offering concrete paint choices is created, the board agreed to evaluate exterior paint requests on an as-needed basis.

Replacement of Entry Lights at Both Entrances

Keith reported Trinity Light replaced the lights at the 106th entrance, but the project to replace the ones at the 145th street entrance had been tabled due to expenses pertaining to several other impending projects. He encouraged the board to take a look at the 106th entrance and to be prepared to discuss any concerns so a decision about using Trinity for the project on 145th can be made, pending availability of funds.

Resident Complaint about Dog Barking

Keith reported no further action was taken or warranted.

Increase in Property Dues

James sent letters to residents along with 2021 HOA assessment fee bills explaining the purpose of the increase from \$420 to \$450 annually.

Erosion on Northeast Pond

Board approved work to correct and stop erosion at the pond near the Methodist church by Landserv LLC, the company that submitted the lesser of two bids.

New Business

Set Dates for the Following Events:

Pool Opening – Memorial Weekend

Annual Garage Sale – Saturday, June 5th

Annual Meeting with Residents – Monday, May 10th at 6:30 p.m.

Next Board Meeting – Monday, April 26th at 6:30 p.m.

Elections for President and Extension of Invitation for New Board Members:

All board members agreed to stay in their positions for a second year in order to complete a number of expensive and much needed projects due to the age of the neighborhood.

Vote on Waiver of Dues for Officers:

No action taken.

Reports

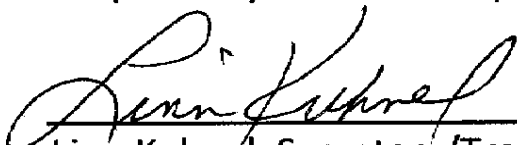
President’s Financial Report/Financial Statements/Reconciliation Report:

James provided explanations concerning budget issues and income statements. Additionally, the board approved all budgetary expenses.

Adjournment

The meeting concluded at 8:00 p.m.

Respectfully Submitted by:



Linn Kuhnel, Secretary/Treasurer

4/26/21

Date