

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 securement 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

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

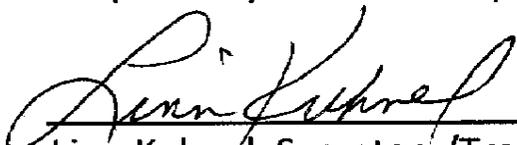
President’s Financial Report/Financial Statements/Reconciliation Report:

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