

Coffee Creek Homeowners Association Board Meeting

1/17/2012

Attendance: Steve Perry, Greg Welsh, Pam Masingale, Charlene Duncan, Lyndon Sanders, Tom Lingenfelter, Ed Harrelson, Absent: Mark Owens, and Sharrese Bishop, Web Site Coordinator: Kay Bratcher

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Steve Perry.

Minutes from the November Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business:

- **Property Damage Update-Electrical Repair:** Jeff Davis, Electrician doing the repairs to the light.
- **Transfer of Website Maintenance & Newsletter:** Kay Bratcher is the new web site coordinator. Kay will be doing the HOA website maintenance and a bi-monthly newsletter for the Coffee Creek residents.

Old Business

- **Annual HOA meeting:** The date has been set for March 31, 2012, at First United Methodist Church.
- **Christmas light contest winners were:** 1st place – Kevin & Vona Cox, 14305 E. 102nd circle, 2nd Place – Steve & Peggy Clark, 14301 E. 102nd
- **HOA Insurance Deductible and Directors Insurance –** The current policy has a \$1,000 deductible, and the Directors have been added to the policy effective January 15, 2012.
- **Annual Dues Billing Change:** Homeowners have been given extra time to get their homeowner dues paid. All dues must be received by March 31st. Fliers have been distributed to every homeowner.

Finance Update

A current report on the finances was not given.

Adjourn: The meeting was adjourned at 7:50 pm. The next board meeting will be held February 21st, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting
2/21/2012

Attendance: Steve Perry, Greg Welsh, Pam Masingale, Charlene Duncan, Lyndon Sanders, Tom Lingenfelter, Ed Harrelson, Mark Owens, Sharrese Bishop, and Web Site Coordinator: Kay Bratcher

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Steve Perry.

Minutes from the January Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Annual HOA Meeting:** The date has been set for March 31, 2012, at First United Methodist Church. Door prizes will be given out; homeowner/homeowner must be present to win.

- **Owasso Matching Grant:** The Board has decided not to apply for the matching grant this year due to the lack of profitable return.

Old Business

- **Pool Opening:** Memorial Day weekend.
- **Resurfacing of Kiddie Pool:** We are currently getting bids.
- **Annual Dues Billing Change:** Homeowners have been given extra time to get their homeowner dues paid. All dues must be received by March 31st.

Financial Update: Business reports for January were reviewed.

Adjourn: The meeting was adjourned at 8:10 pm. The next board meeting will be held March 20th, 2012, at 7:00 pm at the Coffee Creek Club House.

COFFEE CREEK ANNUAL HOMEOWNERS MEETING MINUTES
March 31, 2012

The annual HOA meeting was called to Order by Tom Lingenfelter at 10:08 am. Tom introduced the Board of Directors and Officers.

Tom Lingenfelter – VP	Mark Owens - Treasurer
Pam Masingale – Secretary	Ed Harrelson - BOD
Charlene Duncan – BOD	Sharrese Bishop - BOD
Lyndon Sanders – BOD	Greg Welsch – BOD
Wendy Hayes – Pool Coordinator	Kay Bratcher – Web Site Coordinator

Pool Update: Wendy Hayes spoke about reserving the club house. The cost is \$25 rental fee with a \$50 security deposit. Monday rentals are \$50. If you lose your pool card it cost \$25 for a replacement. If your 2012 dues are not paid, your pool card will not work.

Pool Rules: Charlene Duncan reviewed pool rules and homeowners responsibilities.

Ponds: Ed Harrelson gave an update on the maintenance of the ponds and fountains.

Ed is getting prices on fish for stocking the ponds.

Financial Overview: Mark Owens went over the HOA financial status.

Landscaping: Tom Lingenfelter went over some items that had been done this past year.

Coffee Creek Events: Sharrese gave an update on upcoming events.

Annual garage sale 4/28/2012

July 4th Parade

Block Party 9/8/2012

Covenants: Greg Welsch reviewed some main topics:

- Any improvements made to your property must be approved by the BOD.
- All dogs must be leashed and kept from excessive barking, so as not to disturb other residents.
- Vehicles must not be parked in the street over 48 hours.
- Residential waste containers cannot be in front of the home or driveway.
- No guns of any type should not be shot within our neighborhood.

Question and Answer Session:

Drawing: Two winners will get to enjoy a party at the pool and clubhouse exclusively for free.

Adjourn: The meeting was adjourned at 11:30 am.

First Annual Family Clean Up Day immediately followed.

Thank you to ASC for sponsoring our first annual clean up day.

Coffee Creek Homeowners Association Board Meeting
3/20/2012

Attendance: Steve Perry, Greg Welsh, Pam Masingale, Charlene Duncan, Lyndon Sanders, Tom Lingenfelter, Ed Harrelson, Mark Owens, Sharrese Bishop, and Web Site Coordinator: Kay Bratcher

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Steve Perry.

Minutes from the February Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Contracts:**omeownerh The pool and pond maintenance contracts have been renewed.
- **Resurfacing of Kiddie Pool:** Devin Pools will be doing the resurfacing in late April.
- **Dogs roaming neighborhood unleashed:** Animal control will be called.
- **Stocking Ponds:** Ed will get prices.
- **Annual Garage Sale:** Tentatively set for April 28th, 2012.

Old Business

- **Pool Opening:** Memorial Day weekend.
- **Annual HOA Meeting:** 3/31/2012 at First United Methodist Church, 10:00 am.
- **Annual Dues Billing Change:** Homeowners have been given extra time to get their homeowner dues paid. All dues must be received by April 1, 2012.

Adjourn: The meeting was adjourned at 8:42 pm. The next board meeting will be held April 17, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

4/17/2012

Attendance: Steve Perry, Pam Masingale, Charlene Duncan, Lyndon Sanders, Tom Lingenfelter, Ed Harrelson, Mark Owens, Sharrese Bishop, and Web Site Coordinator: Kay Bratcher Absent: Greg Welsh

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Steve Perry.

Minutes from the March Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Election of Officers:** Kay Bratcher was nominated by Charlene for the president position, Ed seconded the motion, Greg Welsh was nominated for the treasurer position by Lyndon and Charlene seconded the motion. This is pending on Greg's acceptance of the position.
- **Unmowed Property Next To Businesses:** We will find out who owns this property and talk with them about the high grass.
- **Outdoor/Backyard Items:** No above ground pools are allowed in Coffee Creek.
- **Decision to Replace Dead Trees at West Entrance:** This has been put off until fall.
- **Purchase of Tables for Pool Area:** This has been put on hold for now until more information can be gathered.
- **Sam's Club Announcement:** Increase traffic in our neighborhood.
- **Owasso Cares Day of Service:** May 19th, 2012. Volunteer are needed.
- **Update on Neighborhood Cleanup and Future Events:** ASC would like to sponsor another neighborhood event.
- **Watercolours Liaison:** We do not have a contact at this time.
- **Starting A Coffee Creek Facebook Page:** Kay is currently working on this.
- **Removing Large "Bump" in Large Pond by Watercolours:** Tom and Ed will look into getting estimates.
- **Timer on The Pond Fountain:** Tom adjusted the timer.
- **Dive in Movie Event:** Planning a movie night at the pool sometime in July.
- **Ponds:** We are having a lot of non-resident fishing and taking fish from the pond.
- **Signs:** One new sign will be purchased for the pond area by the dam.

Old Business

- **Stocking Ponds:** Fish will be purchased in May.
- **Shock Game:** Owasso Community Night, June, 9th pm BOK Center. Discounted regular price tickets \$10 each.
- **Annual HOA Meeting:** Held March 31, 2012
- **Pool Opening:** Memorial Day Weekend
- **Annual HOA Garage Sale:** 4/28/2012

Financial Update: We currently have 25 residents that have not paid their homeowners dues.

Adjourn: The meeting was adjourned at 8:47 pm. The next board meeting will be held May 15th, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting
5/15/2012

Attendance: Kay Bratcher, Pam Masingale, Charlene Duncan, Lyndon Sanders, Tom Lingenfelter, Ed Harrelson, Greg Welsh Absent: Sharrese Bishop

Call to Order: The regular monthly meeting was called to order at 7:05 pm by President Kay Bratcher.

Minutes from the April Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Election of Officers:** Kay Bratcher has started her first term as President and Greg Welsh has accepted the Treasurer position.
- **The fountain behind Watercolours:** This will be repaired in the next week. Parts have been ordered.
- **Broken Swing in Playground area:** This will be repaired.
- **Decision to Replace Dead Trees at West Entrance:** This has been put off until fall.
- **Purchase of Tables for Pool Area:** Two Tables will be purchased for the pool area . Greg made a motion to purchase tables and Charlene second the motion.
- **Starting A Coffee Creek Facebook Page:** This is now up and running.
- **Removing Large "Bump" in Large Pond by Watercolours:** Tom and Ed will look into getting estimates.
- **Resurfacing Main pool and baby pool.** This is currently being done.
- **Dive in Movie Event:** July 6th.
- **Annual Garage Sale:** This was a big success. We will continue to keep the last weekend in April for this event.
- **Additional Signs For Pond Area:** A work in progress.

Old Business

- **Unmowed Mowed Areas:** Owasso Land Trust will be contacted.
- **Owasso Cares Day of Service:** May 19th, 2012, Volunteers are needed
- **Stocking Ponds:** This will be done in October.

- **Pool Opening:** Memorial Day Weekend May 26th

Financial Update: Greg presented a current budget Report. We are financially stable.

Adjourn: The meeting was adjourned at 8:47 pm. The next board meeting will be held June 19th, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting
6/19/2012

Attendance: Kay Bratcher, Pam Masingale, Charlene Duncan, Tom Lingenfelter, Ed Harrelson, Greg Welsh, Sharrese Bishop Absent: Lyndon Sanders

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Kay Bratcher.

Minutes from the May Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Guest:** Daryl Wall and Denise Richards attended the board meeting to discuss some concerns they had.
- **Coffee Creek Website and Facebook Page:** Both sites are updated regularly
- **Upcoming Community Events:** Dive in movie, July 6th, and July 4th, parade. A flyer will be distributed with times and locations.
- **Dealing with Skunks and Snapping turtles** – Animal control should be notified.
- **Soda Machine Repair** – Owner has been notified. There will also be a tub placed in pool area for lost and found.
- **Dead Shrubs at Entrance:** ASC repaired the irrigation system and replaced the dead shrubs at no charge.

Old Business

- **Fountain behind Watercolours:** This has been fixed.
- **Resurfacing Main pool and baby pool.** This has been completed
- **Additional Signs For Pond Area:** A work in progress.
- **Broken Swing in Playground area:** This has been fixed
- **Purchase of Tables For Pool Area:** 2 tables have been purchased.

Financial Update: . Finances are in good shape. All homeowner's dues have been paid for the exception of 2 residences.

Adjourn: The meeting was adjourned at 8:39 pm. The next board meeting will be held July 17th, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

7/24/2012

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Greg Welsh, Sharrese Bishop Absent: Lyndon Sanders, Charlene Duncan

Call to Order: The regular monthly meeting was called to order at 7:07 pm by President Kay Bratcher.

Minutes from the May Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **New Policy for Violation Notification Process:** This is currently being worked on.
- **Coffee Creek Website and Facebook Page:** Both sites are updated regularly
- **Upcoming Community Events:** Dive in movie, August 17th, Block party in September. Check the Coffee Creek Website for more information.
- **Algae In Ponds –** The ponds are currently being treated.
- **Bunco Coffee Creek Club House:** August 10th, 7:00, pm
- **Sludge In Ponds:** We are currently getting estimates for removal.

Old Business

- **Dealing with Skunks and Snapping turtles –** Animal control should be notified
- **Soda Machine Repair:** Done
- **New Sign behind Spillway dam/apt:** Done

Financial Update: Finances are in good shape and we are on track for this time of year. All homeowner's dues have been paid for the exception of 1 residence.

Adjourn: The meeting was adjourned at 8:29 pm. The next board meeting will be held August 21st, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

8/21/2012

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Ed Harrelson, Greg Welsh, Sharrese Bishop, Charlene Duncan

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Kay Bratcher.

Minutes from the July Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Pool Security:** Cameras will be purchased next year for the pool.
- **Block Party:** September 8th, Coffee Creek Clubhouse, A Sharp Cut will be doing the cooking and supplying hamburgers, hotdogs and drinks. A flyer will be sent out soon.
- **Street Signs:** We are looking into adding signs "Children at play" to some of our streets and will request another traffic counter for 103rd. The counter determines if we have enough traffic to justify speed bumps.
- **Pond Concerns:** Residents that live on the upper end of the pond behind the school came to discuss pond issues. The board members went to look at the area after the board meeting. The Tulsa County Health Dept. has been contacted to spray pond areas for mosquitos.
- **New Policy for Violation Notification Process:** This is currently in place.
- **Pool Closure:** The pool will officially close on September 3rd. It will be re-opened for the block party.
- **Upcoming Community Events:** Block party in September 8th. Bunco, movie nights. Hance Henrie Memorial Run. Check the Coffee Creek Website for more information.
- **Pond Dredging:** The dredging of the pond between WC and CC is complete. The contractor will return to smooth out the dirt once it has dried.
- **Solar Shade:** A new solar shade has been installed in the clubhouse. We hope to have others installed soon.
- **Resignation:** Charlene Duncan has resigned her position on the board. Spencer Duncan was voted in as her replacement.

Old Business

- **Algae in Ponds:** The ponds are currently being treated.
- **Covenant Officer:** We need to elect a covenant officer. We are looking for someone that may be interested.
- **New Sign behind Spillway dam/apt:** Done

Financial Update: Angela Doyle, CPA, came and went over our finances. Finances are in good shape and we are on track for this time of year. All homeowner's dues have been paid for the exception of 1 residence.

Adjourn: The meeting was adjourned at 8:20 pm. The next board meeting will be held September 18th, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

9/18/2012

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, , Greg Welsh, Sharrese Bishop, Spencer Duncan Absent: Ed Harrelson

Call to Order: The regular monthly meeting was called to order at 7:05 pm by President Kay Bratcher.

Minutes from the August Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Review of Block Party:** A Sharp Cut sponsored the event and cooked up hot dogs and hamburgers for all of us! The City of Owasso complimented our HOA. We are always looking for ways to improve this event and are open to any ideas you may have.
- **Update on Ponds:** Spencer gave us a update on the ponds.
- **Upcoming Community Events:** Owasso Cares Day of Service,(September 29th from 8:30am-1pm) Neighborhood leadership conference (November 3rd 9-11am), fall neighborhood cleanup day (tbd).
- **Upcoming Coffee Creek Events:** Bunco night (a signup sheet will be going out), Fall movie night (tbd), and Hance Henrie Memorial Run October 13th 8am-11am-(This run goes through our neighborhood.
- **Alert Neighbor Program:** We hope to get this started in the near future.
- **Pool Security:** Pool is officially closed. A security camera will be purchased in the near future. Kay made a motion to purchase the camera for the pool area and Spencer second the motion.

Old Business

- **Solar shade installed in clubhouse.** The board decided to wait on doing the other windows until next year.
- **Speed Humps or stop sign on 103rd:** A request has been made to the City of Owasso for reconsideration.

Financial Update: Finances are in good shape and we are on track for this time of year.

Adjourn: The meeting was adjourned at 8:33 pm. The next board meeting will be held October 16th, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting

10/16/2012

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Welsh, Spencer Duncan, And Ed Harrelson Absent: Sharrese Bishop

Call to Order: The regular monthly meeting was called to order at 7:06 pm by President Kay Bratcher.

Minutes from the August Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Report on Past Owasso/CC Events:** The Hance Henrie Memorial Run was held 10/13 and Coffee Creek provided a water station for the runners. This event was a huge success. Team Coffee Creek also participated in the Owasso Cares Day of Service on 9/28.
- **Update on Ponds (City Involvement):** Pending, we are waiting on the City of Owasso results from the study that was done on the ponds around Owasso.
- **Upcoming Community Events:** Neighborhood leadership conference (November 3rd 9-11am), Veterans Day Parade (November 10th) Coffee Creek will participate in the parade and have a float.
- **Upcoming Coffee Creek Events:** Bunco night (October 29th, 7 pm), Fall movie night (tbd), Northeast Elementary spirit night will be held at Chilis this month, Oct. 29th, 10% of the proceeds will benefit the school.
- **Alert Neighbor Program:** Kay has started working on this. We hope to get this started in the near future.
- **General Announcements:** Be sure to go to the website each week and join us on Facebook for up to date information on our neighborhood and community.
- **Old Business**
 - **Pool Security:** Cameras will be purchased in November.
 - **Neighborhood Maintenance:** A tree has been planted up by the bowling alley. This replaced a tree that had died.
 - **Speed Humps or stop sign on 103rd:** A request has been made to the City of Owasso for reconsideration.

Financial Update: Finances are in good shape and we are on track for this time of year.

Adjourn: The meeting was adjourned at 8:20 pm. The next board meeting will be held November 13th, 2012, at 7:00 pm at the Coffee Creek Club House.

Coffee Creek Homeowners Association Board Meeting
11/13/2012

Attendance: Kay Bratcher, Tom Lingenfelter, , Greg Welsh, Sharrese Bishop, Ed Harrelson. Absent: Spencer Duncan and Pam Masingale

Call to Order: The regular monthly meeting was called to order at 7:03 pm by President Kay Bratcher.

Minutes from the October Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Update on fountain maintenance:** Fountain behind FUMC had to be fixed again - replaced start capacitor. Fountain behind cul-de-sac also had to be fixed. Is under warranty. Still in process of being fixed.
- **Previous Coffee Creek events:** Neighborhood leadership conference - Kay and Spencer attended. Great experience. Kay encouraged others to attend future conferences. Veterans Day Parade float entry - Ed led parade, great turnout.
- **Play park area:** Playground equipment inspected.
- **Upcoming Coffee Creek events:** Available on website - Lights ON event, Bunco group, etc.
- **Alert Neighborhood Program:** Meeting scheduled for Monday, December 3rd at 6:30pm at the clubhouse. Attendance is HIGHLY recommended.
- **Traffic Calming Program:** CC has submitted request for speed bumps. Awaiting city's response.
- **Business report:** Good standing. Hope to keep dues not due until end March 2013.

Old Business

- Solar shades will be installed in clubhouse in the spring.

Adjourn: The meeting was adjourned at 8:35pm. The next board meeting will be held November 18th 2012 at 7:00pm at the Coffee Creek Clubhouse.

Coffee Creek Homeowners Association Board Meeting

12/18/2012

Attendance: Kay Bratcher, Pam Masingale, Tom Lingenfelter, Greg Welsh, Spencer Duncan, And Ed Harrelson Absent: Sharrese Bishop

Call to Order: The regular monthly meeting was called to order at 7:00 pm by President Kay Bratcher.

Minutes from the November Board of Directors meeting were approved via email. The minutes had previously been emailed to board members.

New Business

- **Pool Security:** Spencer will order the cameras this month.
- **Update on Ponds Fountain:** The Northeast fountain had to have the motor rebuilt. Ed & Tom are waiting for a warm day to install.
- **Upcoming Community Events:** February 19th 6:30pm, Support Jerry Fowler and OSNI
- **Upcoming Coffee Creek Events:** Bunco night (January 28th, 7 pm),
- **Alert Neighbor Program:** We had a great turnout for this meeting. Signs will be ordered for the neighborhood.
- **Christmas Decorating Contest:** Outside judges will be brought in to do the judging.

Old Business

- **Solar Shade For Clubhouse:** This has been moved to the February meeting..
- **Update on Ponds:** Will be discussed in January. We are waiting on the City of Owasso results from the study that was done on the ponds around Owasso.
- **Update on traffic calming program:** Awaiting city decision on our application.

Financial Update: Finances are in good shape and we are on track for this time of year.

Adjourn: The meeting was adjourned at 8:08 pm. The next board meeting will be held January 15th, 2013, at 7:00 pm at the Coffee Creek Club House.