

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

June 4, 2025

Called to Order: 5:59 p.m.

Adjourned 7:05 p.m.

Present: Karen Lowen-Ames, Brenda Urner, Jason Evans, Elisa Campbell, Larry Mudd, Mike Love, Lisa Neal and resident, Lori Gracey & David Oldham

Not Attending:

Location: Broken Arrow Library 300 W. Broadway Ave.

Next meeting: July 10th, 2025 @ Broken Arrow Library (if appropriate time after Special Closed Meeting prior)

I. Correct Vote Procedure of Lisa Neal appointment to Board April 23, 2025 – Karen Lowen-Ames

Karen called for an official vote of the Board's election of Lisa Neal to fill the vacant board position from April 23rd meeting where just a motion and 2nd were made. It was noted per Roberts Rules of Order since the motion was made and 2nd all we had to do was vote. Vote call was made with 5 approved 1 objection.

II. Update By-Laws – Karen Lowen-Ames

Karen called to amend the language of HOA By-Laws Article 3 Section 5, which has been discussed many times in prior meetings, regarding action without a meeting. Suggesting language of "majority approval with 48 hours' notice" to do action outside of an official in person meeting. Jason objected saying we couldn't change our bylaws to be more restrictive than State statutes. Brenda noted by making this change we could handle meeting by email instead of in person to quit having to be interrupted by David Oldham's attendance. Larry made a motion to accept wording proposed. Lisa inquired about the fact State Law would trump Covenants and where it was referenced in State Law. Jason noted it was Statue 18-1027 which Lisa noted wasn't part of the HOA State Statues so she didn't have a problem with changing the Bylaw. Jason referred to his statue reference being related to all Corporations which our HOA falls under. Lisa offered to do further research and suggested it be tabled. Brenda noted from the attorney's opinion letter that "action by the board is allowed with the appropriate notice". However, any action taken in the matter must be with unanimous consent of the Board. Further discussion about one person holding up action by the volunteer board shouldn't be allowed and all agreed of course except one. Larry motioned again to change the language. Jason motioned to table until further research could be done before our July 10th meeting. Majority agreed to table until July 10th which would allow all three boards to address this issue.

III. Minutes – Brenda Urner

Minutes from April 23, 2025 meeting were distributed to all members with adjustments noted from Jason's recommendations from the prior week meeting. Brenda asked if anyone had any other objections to the minutes as presented. Jason clarified from last week he did find in previous minutes where the Board did approve the \$4,800 for landscaping project. Brenda made motion to approve minutes and post to website April 23rd minutes, Larry 2nd. Karen called for vote with unanimous approval.

IV. Treasurer's Report – Brenda Urner

- Financial Reports
 - Account Balances
 - Checking – \$7,579.50 as of 05/31/25
 - Money Market - \$40,784.41 as of 05/31/25
- April Financials not able to be discussed last week included \$2,050 monthly mowing, \$650 TruGreen and \$128 for fountains/ponds. One closing in April at 802 W. Indianapolis.
- May 2025 financials includes \$3,144 of our \$4,800 Budget for Landscaping Project, \$2,050 monthly mowing, \$244 for annual mailbox renewal and our water bill was a bit high due to watering new flowers and trees and needing sprinkler system repairs. Finished May with a loss of \$5,348, but \$3,100 of that was due to Landscaping projects costs.
- \$7,500 was transferred from Money Market Account to Checking on the day of our last meeting.

- 2 Homes remain unpaid from 2024 dues. One from the Master and one from the Villas. Brenda has attempted to catch homeowner at home to personally deliver notice before filing lien. Villas HOA has filed a lien on the property in their gated area. Larry confirmed the lien had been filed for the full amount owed, which Brenda confirmed. It was noted our balance sheet shows a \$600 discrepancy in Accounts receivable due to 2 rental homes have prepaid their 2025 dues that will be due September 1st. Our current Accounts Receivable is \$814.
- Villa's has requested to share the PO Box with the Master due to the fact they are going to cancel their Management Company and become self-managed. Inquiry was made to what the Cottages do with their mail. They use Lisa's address, but everything comes electronically, and her homeowners hand delivers their dues. She has no need to share the PO Box. Jason asked if there are any requirements that wouldn't allow multiple companies coming to one PO Box. Brenda motioned to share the PO Box with the Villas. Jason motioned to table for time to check whether multiple companies can receive mail at same PO Box. Lisa suggested we vote to approve and the Post Office would let us know if it wasn't allowed. Brenda mentioned her company gets mail at one address for multiple companies, but the mailbox suite place did have a physical address instead of a PO Box. Mike said years past the board shared the PO Box. Lisa motioned, Brenda 2nd. Vote call 6 approves 1 objection.
- July 10th @ 6:00 pm confirmed for meeting date of getting 3 HOA Boards together for a Closed Special Meeting of Board of Directors. Agenda will be discussion of Attorney Opinion Letter. Meeting will take place at Broken Arrow Library.
- 2 closings in May including a lien filed by PMI being released and past due balance collected at 3000 N Hickory Ave. The 2nd home was at 817 W. Helena.
- PO Box key and documents from David were discussed to which Lori Gracey interrupted the meeting to "state for the record she had in fact received the key from Brenda and that she was willing to return said key to her now if she would please sign the affidavit and fill that out for me in duplicate. You'll keep a copy and I'll keep a copy and I'll return the key to you. We'll do the same thing, Karen, if you want to fill this out to return the box of presidential items to you. I'd like to have those before the meeting continues. Please let the record show that the key was given to Lori Gracey, resident 712 W Grainger St and was never given to her husband, also resident of 712 W Grainger St. Had a phone call been made to Lori to whom the key was given it would have been returned promptly. E'Lisa asked Lori if she needed an attorney while sitting here to which she replied you might". David also responded "you might if you break the laws and choose to harass everybody else while doing it". Brenda refused to have duplicate document signed by Lori.

V. President/Landscaping Report – Karen Lowen-Ames

- Approximately 95% of our Landscaping project is complete. 51st still needs to be mulched. Sprinkler system at South Villas gate had repairs last week which required digging up the line. 2 items repaired to give better pressure to system. The total costs for the repair was \$360 or \$380.
- Seth with Oasis Irrigation has us back on his schedule to come repair heads that aren't working on 51st. Lisa mentioned the heads inside the Cottage's Gates in the flower bed aren't working. Larry thinks it's tied to the same problem as the Villa's with not being able to get water from the meter to back flow preventer. Seth couldn't give us a price due to not know what to expect with digging.
- TruGreen did 2nd spraying
- Water system control box for 51st Entrance is on the inside of the concrete wall and we have to access the homeowner's back yard to get to the controller. Requested we move the control box to the outside allowing us to have better access and control seeing all zones. Jason concerned with public access to our box. Karen said we can lock the box to which Jason said a lock only keeps an honest person honest. Larry suggested we determine how much it would cost to move the box and electric. Karen will get a proposal. Larry suggested hiding the controller box in a wood box on the fence to make less visible to the public. Lisa says the homeowner would be happy if we didn't have to access her yard.

VI. Old Business

- July 10th Special Meeting of all 3 HOA's for Board Members Only will be a closed meeting. Brenda confirmed all had responded with the exception of Jason (who confirmed tonight) and 2 Villa's Board Members. Jason brought up the fact we can change the Covenants for a \$54 filing fee. Other processes involved such as needing

an attorney and notification requirements and abstract costs were discussed. Unanimous approval to have the Agenda for this meeting just is discussion of the Attorney Letter.

- Brenda confirmed from previous meeting that our Termite Treatment had been done by Arrow Exterminating. Larry mentioned Brewer-Russell quoted the 800ft of replaced wood would be \$1 a foot. Karen mentioned it had been 3 years since we've treated. 2 areas on 51st fence were noted to have termites when replaced last. Karen suggested getting 3 bids to table and discuss as a future time.

VII. New Business

- Pond maintenance service was proposed for helping with pond and fountain care. We have attempted self-managing this past year and it doesn't appear to be working. The only way the fountains are getting taken care of is by its volunteer board members who shouldn't be attempting to due to the inclines involved and their age. Jason brought up the new addition being built on 51st entrance is going to cause us additional issued with Reserve D just south of the Cottages. We have no say since its City Storm water Drainage. Lisa said with all our rain recently it hadn't been too bad with standing water. Nothing was decided will be discussed again at next meeting.
- Fencing at the Cottages was discussed and was suggested it be tabled to be discussed at our July 10th meeting with all 3 boards.
- E'Lisa referenced our Covenant language regarding Christmas lights needing to be removed by February and that she knew of one house in the Villa's and one house in the Master that still had lights up. Discussion about how we can enforce this covenant when people have lights on their back patios year round or if they are LED and programmable to change with the seasons. Discussion about sending a Covenant Violation letter/conversation. E'Lisa stated for the record our job as volunteer board members is to protect the value of the homeowner's homes and that we are not here to fight or get in a pissing contest about some paperwork. Brenda made a motion to send a letter Mike 2nd. Vote 6 approve 1 object. Further discussion entailed about going to discuss in person instead of a letter. Mike volunteered to go discuss with both homes noted in person instead of sending letter. Jason volunteered to help take the lights down should the homeowner be unable.
- Saturday clean up should be rescheduled due to expected weather and 3 board members being unavailable. June 14th is rescheduled date. Karen suggested moving the line of the fountain from the steep slope of the L-shaped pond and cleaning the pump. Cleaning the trash from the pond between the Villas gates and pond behind her home. Possible tree trimming from sidewalks for walkers. Dig up donated 2 crepe myrtles to plant on Center Island on 51st entrance as well as the two Yew plants from the Cottages green box in the common areas to plant in the center island behind the new boulder. Removal of the green timbers for easier mowing was suggested as well. Mike will update the Website; Brenda will post on Karli's neighborhood Facebook page.
- Discussion about new neighborhood possible sharing costs of the new landscaping project.
- Discussion about getting signage for clean-up days or annual meeting for placement in our neighborhood to get more involvement. Possible donation of real estate signs being a possibility or corrugated signs being approx. \$10 a piece that would be good for a few years at least before having to be replaced.

VIII. Next Meeting Date

- Date and Time – Thursday, July 10th if time allows after Special Meeting of 3 HOA Boards at 6:00pm otherwise another date will be chosen the following week.
- Location – Broken Arrow Library, 300 W. Broadway

IX. Adjournment

All business being concluded, Lisa motioned to adjourn, Mike 2nd all in favor the meeting was adjourned at 7:05 p.m.