

The Reserve at Battle Creek Master HOA Board Meeting Meeting Minutes

Date: August 18, 2025

Next Meeting: Sept 15, 2025/Library 6:00 PM

Time: Called to order at 7:00 PM – Adjourned at 7:13 PM

Location: Battle Creek Golf Course, Broken Arrow, OK

Board Members Present

- Karen Lowen
 - Brenda Urner
 - Jason Evans
 - Elisa Campbell
 - Lisa Neil
 - John Pierson
 - Stacey Brown
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Officer Elections

- **President:** Karen Ames – nominated by John, seconded by Elisa – **approved unanimously**
 - **Vice President:** John – nominated by Jason, seconded by Elisa – **approved unanimously**
 - **Treasurer:** Brenda – nominated by Karen, seconded by John – **approved unanimously**
 - **Secretary:** Elisa Campbell – nominated by Brenda, seconded by Karen – **approved unanimously**
 - **Directors at Large:** Stacey, Jason, and Lisa will remain in their current roles 2025-2026
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Agenda Item: -Architectural Application Process

- Applications are now submitted through the HOA website for review.
- **Process Established:**
 - Karen will notify the board by text or email when new applications are received.
 - Board members will review and respond by **reply-all email** within 10 business days-
 - A vote will then be taken following the review period.
- **Clarifications:**
 - John mentioned If a homeowner is making *the exact same change* (e.g., repainting with existing color), no application is required. Applications are required only for changes.
 - Fence applications must still go to the architectural committee unless the fence remains at its original height.
- **Forwarding Applications:** Brenda noted that all applications currently route to the Master HOA, which causes confusion. Recommendation: Forward applications to the appropriate gated boards (Villas or Cottages) for review as needed.

Covenant Violations / Process

- **Yard & Trash Cans:** Karen raised concern over trash cans being left out, un-kept grass & flower beds. (City ordinance limits visibility to 12 inches). Board agreed this needs to be addressed with homeowners in next newsletter.
- **Homeowner Contact:** Jason suggested that before a warning letter is sent, a board member should first speak with the homeowner directly. Jason volunteered to handle this.
- **Communication Method:** Brenda recommended notices be sent by text or email for quicker communication.

- **Violation Process/Conclusion:** 3 Days to talk to resident – 5 Days to remedy violation – Letter to Homeowner

Repairs - Bidding - Fences & Landscaping

- **Cottages Fences:** Still broken; Master HOA responsible for repairs.
 - Southside fence along Elm has been repaired previously but now requires full replacement.
 - Jason suggested getting three estimates.
 - Brenda suggested continuing with existing vendors as a show of support if quality is good.
 - Lisa identified cross rails and posts needing repair; Brenda recommended contacting Massey. Karen will follow up with Massey to repair.
 - **Bidding Guidelines:** Large trimming jobs will require competitive bids.
 - Under \$4,000 may not require quotes.
 - Brenda suggested allowing spending under 10% of budget without further board approval.
 - **Landscaping:** Overall performance of Gomer Landscaping noted as good with a few exceptions.
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Water System

- Karen reported **water leaks** in cottage flowerbeds at the north entrance, resulting in high bills. Massey was contacted for immediate repair.
 - Jason raised whether the irrigation system (installed 2002) should be replaced. Brenda noted minimal issues over last four years.
 - Decision: Continue to monitor and reassess if further repairs escalate.
 - Karen stated that in future, she will email the board to confirm approval of emergency water system repairs and maintain proper HOA documentation.
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Homeowner Participation in Meetings

- Brenda raised concern about homeowner misrepresentation of board discussions.
 - Conclusion;
 - Homeowners may attend but do not have the right to speak unless on the agenda.
 - A 5-minute open forum will be scheduled at the beginning of meetings for homeowners on the agenda.
 - Board meetings otherwise remain closed to homeowner participation.
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