

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

July 17, 2025

Called to Order: 6:03 p.m.

Adjourned 7:05 p.m.

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

Not Attending: Jason Evans

Location: Broken Arrow Library 300 W. Broadway Ave.

Next meeting: TBD by incoming Board

I. Meeting Minutes & Treasurer Report – Brenda Urner

June 4th meeting minutes were emailed to all board members, no changes were requested. Lisa motioned to accept June 4th minutes as written, E'Lisa 2nd and all approved. May 28th minutes were never approved last month. Brenda read the brief summary of those May 28th meeting minutes. No changes were requested. Larry motion to accept the May minutes, Lisa 2nd and all approved. June financial statement presented with extra ordinary expenses of newsletter, TruGreen and Sprinkler repair. June 30th bank account balances were \$3,568 in checking and \$40,842 in money market. Brenda motioned to accept financial report with posting to website, Larry 2nd and all approved. Preliminary Budget discussion of dues at \$300 vs \$315 and possible future expenses the HOA may face. Discussion about saving our reserve budget item for the future fencing requirements and possible legal expenses. \$1,000 Termite Treatment requested to be added to the budget. Concern also stated we should increase our Insurance Expense. Larry motioned to raise the dues, Mike 2nd all approved. Updates on the one outstanding (Master) home that remains unpaid from last year. Our Certified mail alerting owner of lien process was returned for not being picked up. Brenda was able to make contact with the renter at the home and provided past due statement and discussed the lien was going to be filed if the balance wasn't paid. Upon the renter giving the information to the owner he discovered per his lease the HOA dues were his responsibility. He is asking if he paid the \$300 due from last year and prepaid this year dues would the board agree to waive the late fees. He even submitted 2 money orders for \$300 each that Brenda brought to the meeting. The outstanding balance including late fees and mailing fee was \$534.68. Brenda recommended waiving the late fees with the exception of the certified mailing fee since we are not a for profit company. Waiving fees to help renter in exchange for homeowner contact information since we have no official address for owner was also discussed. Discussion about we had no rights to discuss this matter with the renter since they are not the actual homeowner, and the agreement was between the owner and the renter, therefor the fees should remain on the account. Payments made on the account on behalf of the homeowner were all agreed could be accepted and deposited. Brenda will update the renter and ask if they will provide for the owner information. Brenda also stated the Villa's had one home that remain unpaid and that a lien had been filed by the Villa's.

II. President/Landscaping - Karen Lowen-Ames

Karen brought up we don't have anyone elected as Vice President and should have going into the annual meeting. Lisa was asked if she would fill the position for the next month until the new board is elected on August 12th, confirming Lisa is still continuing for one more year on the next board. Lisa agreed for the next month only, due to her increased demands on her Cottages board with Rich leaving. Brenda motioned to elect Lisa as Vice President, Mike 2nd and all approved.

Sprinkler system update since our last meeting, 51st St entrance required a new back flow preventer on New Haven just outside the Cottages gates due to being cracked, couple control valves replaced and the South Villa's gates have been repaired. Total costs were close to \$1,000 with \$400 for the back flow preventer and \$600 for digging to search for why we had no water. After the City was called out it was determined the construction crew across the street had turned off a valve on the other side and it was strange only our meter was affected. Lisa raised a question about the meter cover that had been sunken in and repaired by the city could have been the reason the

water was turned off or if the water was really turned off by the developer as the City stated. Lisa is going to check a few things to see if we have any recourse to collect the \$600 costs of trying to locate our water source problem. Karen will follow up with the City to see if she can find out any additional information as well.

Annual Meeting preparations were presented: 2026 Preliminary Budget, Mailing Package, three open board positions, list of things we've accomplished this year which include, landscaping at front entry, sprinkler system fixes, cleaning of L shaped pond and removal of trees there, ponds still being maintained as well as possible, volunteers cleaned pumps but already need it again. Brenda asked for volunteers for check in process at our meeting on August 12th. Villa's and Cottage's will be invoicing their own homeowners but the Master will still mail their meeting package to all 164 homes. Architectural Applications will be discussed at the annual meeting to remind homeowners they need to submit Applications before making changes to the outside of their homes. Larry suggested a volunteer signup sheet be at the meeting. Stacy Brown has agreed to help seek possible nominees and Lisa will ask someone from the Cottages. Covenant Violations will also be discussed at the annual meeting.

III. Old Business

- Pond Maintenance still has no solution. Karen treated L-shaped pond after the last pump cleaning and it didn't seem to do any good. Retention ponds have always been a problem since inception of our neighborhood.

IV. New Business

- Webworms starting in our neighborhood. Larry will seek bids for treatment for Elm corridor trees affected, but stated there is no guarantee they won't migrate to another tree.
- Karen & Lisa will watch the new plantings at 51st to make sure we don't get the bagworms in our new junipers.
- Lori Gracey asked the wood being piled up behind her fence, by our landscape crew, the last few weeks be removed.
- Mike submitted an Architectural Application for concrete expansion. E'Lisa scanned and emailed to Board members for a vote, Mike removed himself from the vote. Approval by email for documentation was agreed, as well as discussion we still need work on getting Committee set up with Villa's and Cottage's homeowners for reviewing future applications.

V. Next Meeting Date

- Date and Time – To be determined by next Board
- Location –

VI. Adjournment

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