

## THE RESERVE AT BATTLE CREEK – Master HOA Board

### Meeting Minutes

December 4, 2024

**Called to Order:** 6:02 p.m. **Adjourned** 7:42 p.m.

**Present:** David Oldham – President, Karen Lowen-Ames – Vice President, Brenda Urner – Treasurer, Jason Evans – Director at Large, Elisa Campbell – Director at Large, Mike Love – Director at Large (remotely), Lori Gracey – resident & secretary

**Not Attending:** Larry Mudd – Director at Large

**Location:** Stone Mill BBQ, Broken Arrow

**Next meeting:** Wednesday, January 15<sup>th</sup>, 2025 at 6:00 p.m.

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#### I. Minutes

Minutes from October meeting were emailed to board members prior to the meeting for review and approval. No changes were submitted prior to the meeting.

Changes noted at the meeting were made by Brenda, Karen, and David.

David moved to approve, and Jason seconded. The updated Minutes were approved unanimously.

#### II. Treasurer's Report – Brenda Urner

- Financial Reports
  - Account Balances
    - Checking - \$25,961.97 as of 10/31/24
    - Money Market - \$27,970.35 as of 11/14/24
- Receipt of annual dues – Option of paying dues monthly rather than in one lump sum was discussed.
  - 7 Master households have not paid
  - 6 Master households have outstanding balances
  - 6 Villas households have not paid
  - Question was asked about letters being sent and late fees assessed. All agreed to table this issue until after first of the year.
- Three homes have sold recently in the neighborhood. Payment of dues has been resolved for these at closing.
- SLK contract – there was no payment made for November. Karen believes the contract requires SLK to be out bi-weekly October through November. They were out only once in October and not at all in November. They appear to be coming out once a month instead. Mike moved to withhold payment until service agreement is met. Jason seconded and all agreed to withhold payment. Karen will confirm dates of service and whether SLK owes us for a lawn spraying treatment. Karen, Mike, and David will work on letter to SLK regarding contract.
- Lights on 51<sup>st</sup> St. for the sign – This was brought to the board's attention by a resident. Larry inspected the lights and Brenda ordered replacement two bulbs at \$29 for the pair. Larry has also requested a replacement spray head be ordered for the fountain at \$49.
- Insurance was \$400 more this year than last year.
- Update on PMI, especially status of documents and records owed to the HOA Board. – December 1<sup>st</sup> Brenda delivered their final payment for the contract which ends all connection to PMI. Some records were not provided but these were considered minor as all the major transactional records had been provided.
- Payment plan for dues – resident requested to pay monthly. Brenda requests that payment plans be paid by credit card online and the resident will pay the credit card fee. After discussion, Mike moved to offer residents the option of paying quarterly, and David seconded. All agreed to this process. Failure to meet this schedule will result in the customary late fees being assessed.
- Hess Law Firm document sent by email – not all had seen this document prior to the board meeting. A public meeting regarding the issue is being held on December 16. Board members were encouraged to attend.

#### III. President's Report – David Oldham

- Fountains and electrical – all 3 electrical boxes, panels, and outlets have been repaired and all 3 fountains are working. Two fountains need new spray heads. David repaired the conduit and electric line for the small pond behind Karen's. Due to the conduit being plugged with "great stuff", the electric cord could not be removed and had been cut and spliced multiple times causing grounding issues.

- Lighting at north entrance to neighborhood – when the bulbs were removed from the spotlights, the electrical panel was left open and exposed which could result in damage or harm to personnel. David requested that communication regarding such work take place with him to assure management of these things does not overlap or expose anyone to potential injury.
- Input from city worker Tom Tolbert regarding pond maintenance – While he was working on small pond between Villas gates, David met Tom Tolbert with the City of Broken Arrow who is in charge of erosion management in the City. Tom was of the opinion that our 3 ponds actually look good given the lack of rain this season. He believed the problems with the ponds are more the result of silt rather than muck and algae build-up.
- New development changes – Karen learned that the new development is going to drain their pond into the dry retention area south of the Cottages. This raises concerns for impact on the common areas and for adjacent homeowners. David agreed to contact the City of Broken Arrow this week to learn more about the project and report back to the board members.
- Holiday light display – The topic was re-discussed noting that it was agreed by the previous Master Board and the current board that the HOA is not paying for the installation of holiday lights. Brenda noted that the SLK contract required the HOA to pay for 5 years of installation in order to own the lights, and only 3 years were paid. Lights and decorations donated by residents to the Master HOA are stored at the Corbitt's residence in the Villas, and the Oldhams accepted an additional donation of lights. Volunteers from the community are welcome to install the lights and decorations that are property of the HOA. One resident has volunteered to install lights for the Cottages, and David will attempt to contact them. Karen suggested that going forward, each gated area be responsible for doing their own decorations.
- Increasing communication with homeowners – website, social media, print communications need to be utilized more. The board needs to inform residents of accomplishments and on-going projects. The board is actually running out of things to do. It was noted that there are technical problems with the HOA Facebook page and the GoDaddy website. Mike and Brenda will look into possible solutions.
- Business conducted outside meetings – By-Laws require that any business conducted outside meeting be agreed to in writing by all board members (By-Laws Art. III, Sect. 5). The decision about letters sent to residents regarding political yard signs and trash cans was not communicated with all board members and proper approval to send such letters was not obtained. Brenda noted that she believes that 4 of 7 board members approved enforcing the covenants and sending the letters. This is why she believed those 4 board members were within their rights to send enforcement letters without notifying the other board members until the covenants are changed. David stated that even with PMI, the board required board and approval and oversight of violation letters. Mike suggested that legal council be consulted to resolve these issues concerning violation of covenants. There was disagreement over whether or not board members are or have been patrolling the neighborhood for covenant violations. Discussion continued regarding trash cans being visible and enforcing that particular covenant. It was suggested that covenants be changed and updated, especially regarding trash cans, as the City's requirement of trash bins didn't exist when the covenants were written. Regarding the letters addressing political signs, David reiterated that no board members be cut out of such discussions.

#### **IV. Landscaping Report – Karen Lowen Ames**

- Has obtained one bid for maintaining the front entry off of 51<sup>st</sup>. Has also asked for a bid from a second recommended vendor. Has another bid for all landscaping for \$2700. Karen is still pursuing additional bids so a decision can be made about the vendor and contract by the spring.
- Tulips and daffodils have been planted and will be coming up in the spring. These were planted in mid-October in place of fall color as those plants tend to be eaten by wildlife.
- Irrigation issues, repairs, watering – have been managed for the winter season.
- Planting of fall color – because wildlife tends to eat pansies and other fall color plantings, daffodils were opted for which will bloom in the spring.
- Leaf clean-up – SLK did this at end of October.

#### **V. Old Business**

- Brush clearing on East end of L-shaped pond – final report. Consensus from board and compliments from residents that it all looks great. Cattails have been dying back with the change in the weather.
- Fencing repairs on 51st and Elm – final report. Fencing looks great and Mike's new gate is working well.

- Consult with attorney about fencing on Elm by Villas. – The fencing in question has now fallen down and is lying on the ground. The Villas is pursuing a replacement fence but persist that the Master should make partial payment for the Villas fence. The Master board has not been able to secure an attorney to work with regarding this issue.

#### **VI. New Business**

- Updating form letters to residents – Form letters to residents need to be reviewed and revised rather than using those previously sent by PMI. It was suggested to begin this project by compiling a list of letters that could potentially be sent. Brenda will provide copies of the letters previously sent for the board to review. Plan to address this further at next board meeting.
- Architectural Committee and Arch App procedures – Committee consists of Jason, Mike, and David. These requests should be sent to this subcommittee for their decision on submitted requests. Brenda reminded that the Villas and Cottages boards requested to be informed of such applications. Mike and David discussed the By-Laws requirements for how these requests are decided. There was further discussion, and it was suggested that the board begin the process of updating the Covenants and By-Laws to be more up-to-date rather than 20+ years old.
- Any other projects that should be addressed?
  - Spotlights on 51<sup>st</sup> at entrance. (See above.)
  - Replace light or repair light pole on 51<sup>st</sup> center island.
  - Brenda noted that at the Villas' center island there are electrical issues with the control panel and timer, with the light at south gate on Helena, and with the spot light on the north gate. It was unclear whether these are responsibility of Villas or Master. David will look into these repairs and which board is the responsible party.
  - Jason was upset over Larry's attempt to cause dissension amongst board members by questioning their qualifications. There was brief discussion about this, but since Larry was not in attendance, the issue was tabled.

#### **VII. Next meeting date**

- Date and Time – Wednesday, January 15<sup>th</sup> at 6:00 p.m.
- Location – Stone Mill BBQ

#### **VIII. Adjournment**

All business being concluded, the meeting was adjourned by David at 7:42 p.m.