

Reserve at Battle Creek Master

Board of Directors HOA Meeting Minutes

Date: January 13, 2026

Location: Stone Mill Barbecue, Broken Arrow, Oklahoma

Time: 5:31 p.m.

Call to Order: The meeting was called to order at 5:31 p.m. by **President Karen Ames**.

2. Roll Call and Quorum

Board Members Present:

- Karen Ames – President
 - John Pearson – Vice President
 - Brenda Urner – Treasurer
 - Lisa Neal – Director-at-Large
 - Jason Evans – Director-at-Large
 - Stacey Brown – Director-at-Large
 - **Absent:**
 - ELisa Campbell, Secretary
 - A **full quorum** was declared present.
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3. Approval of Previous Minutes

Minutes from the **November 2025 Board Meeting** were presented.

Motion: Brenda Urner moved to approve the November meeting minutes.

Second: John Pearson seconded the motion.

Vote: All in favor.

Motion carried.

4. Treasurer's Report

Treasurer **Brenda Urner** presented the financials for **November and December 2025**.

Account Balances as of December 31, 2025:

- Operating (Checking) Account: **\$12,107**
- Money Market Account: **\$51,148**

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Financial Highlights & Expenses:

- No unusual expenses noted.
- Water bill reflected **two months of billing**; no January water bill expected.
- Insurance premium paid in December: **\$3,031**
- Fence repairs: **\$650**
- Tree removal/maintenance: **\$500**

Delinquencies:

- Seven (7) homes in the Villas
- Two (2) homes in the Master
- Total of nine (9) homes unpaid at year-end
- Some balances remain due to late fees or credit card fees
- No explanations received from delinquent homeowners

Budget Review & Discussion:

- Jason Evans asked if the 2025 budget had been finalized; Treasurer confirmed it was presented.
- Overall, the Association finished **approximately \$2,800 over budget in revenue** due to late fees/payments.

1099s:

- Brenda prepared year-end **1099s for four vendors**.
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5. New Business – Treasurer / Financial Administration

A. 2026 Budget Adjustments

Brenda presented the proposed budget, noting the following increases:

- **Water:** Increased to reflect 2025 actuals (~\$4,200 vs. \$3,800 budgeted)
- **Insurance:** Increased by approximately **\$500**, with total adjusted to accommodate a projected **\$3,800 increase** next year
- **Bookkeeping / Accounting Services**

Brenda proposed engaging **Integrity Bookkeeping**, in conjunction with **Abbott Tax**, to manage HOA bookkeeping for the Reserve BattleCreek Master Homes.

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Proposed Fees and Options:

- \$250 one-time setup
- \$200 per month ongoing
- \$250 additional for billing months (August and September only)
- \$50 additional charge during billing months only
- Paying and keeping the PO Box was discussed till May
- Instead of continuing PO Box giving the new address to New Bookkeeping Service for future HOA Mail

Integrity is **bonded and insured**. No long-term contract is required (pending confirmation by Treasurer).

Motion: Lisa Neal moved to approve the bookkeeping service.

Second: John Pearson seconded.

Vote: All approved.

Motion carried.

C. Treasurer Succession

Brenda announced she will be **stepping down as Treasurer** soon new Treasurer search is located

- Brenda will approach Julie Carter
- John will speak with potential candidates in Villas
- Karen will reach out to another potential candidate

*The Board agreed a replacement Treasurer should be identified **Soon**.*

6. Landscaping and Grounds

A. TruGreen Contract

Karen reported TruGreen's proposal:

- \$675.35 per month
- Five applications
- Total annual cost: **\$3,376.75**
- Start date: February 2026
- Increase of approximately **2% from last year**

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- Service includes grass treatment only (no tree spraying)
- Karen obtained multiple competing bids, all significantly higher.

B. Flower Beds & Trees

- Spring landscaping planning for February–March
 - Replacement tree needed at the **51st Street entrance**
 - Crape myrtles suggested; emphasis on selecting a tree less likely to be stolen
 - Villas gate flower beds lack sufficient sunlight
 - Recommendation: shift to **ornamental grasses and greenery**
 - Bulbs previously planted (approx. 1,200) did not perform well; no additional bulbs planned this year
 - Lantanas will be used again this year
 - Board encouraged to consider perennial options for future years
 - Jason ask if TruGreen treated webworms; Karen agreed to follow up with TruGreen
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7. Ponds & Retention System

Karen reported:

- All ponds are currently low
- Pumps will require cleaning this year
- Gumer Landscaping can clean pumps and fountains but cannot apply chemicals due to licensing restrictions
- Pond chemical treatment is expensive; Board discussed increased use of blue dye
- Monthly maintenance at \$200 was declined as unnecessary - Jason Evans offered to assist by **pressure washing fountains and motors** to reduce costs.

It was noted and confirmed that:

- Ponds are required for the development and **cannot be removed**, filling in these ponds would **not be allowed or permitted by BA City Ordinance**
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8. Guest Presentation – City of Broken Arrow / Ironwood Development

Guest Speaker: Kenny Schwab, Assistant City Manager, City of Broken Arrow
(Oversight: Operations, Engineering, Construction, Stormwater, Utilities, Parks, and Solid Waste)

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Mr. Schwab was invited by Lisa Neal to address concerns regarding the Ironwood Development Group, LLC and its impact on Battle Creek's **north retention pond**, located downhill and west of the new Ironwood Development.

Key Points Discussed:

- The Ironwood Development Group, LLC tied additional stormwater runoff into Battle Creek's retention pond **without notification or approval** from the Battle Creek HOA Master Board.
- This connection has increased water runoff and debris entering the pond from new streets, sidewalks, roofs, and driveways.
- Engineering standards require calculation of **before-and-after cubic feet per second (CFS)** to confirm that peak stormwater flow has not increased.
- A preliminary review by Mr. Schwab indicates that peak flow **may have increased**, which again was **not approved or permitted**.
- The cul-de-sac spillway elevation was found to be approximately **6–8 inches lower than approved plans**, raising potential concerns.
- The pond, cul-de-sac, and stormwater flow paths will be **resurveyed by the Ironwood Development team**.
- Mr. Schwab has met with the developer, **Ironwood Property Group LLC. (Oklahoma Homes / Capital Homes / Oklahoma Land Trust)**, who acknowledged the issue and agreed to cooperate and remedy any confirmed deficiencies.
- Trash accumulation in the pond is a **code enforcement issue**; the developer has been notified, and the matter has been addressed.
- The Ironwood Development did **not have the legal right** to increase stormwater runoff into the Battle Creek retention pond.
- If increased flow is confirmed, the developer will be required to **correct the issue**.
- The HOA may have **legal recourse** if impacts are not fully resolved.
- On-Going Maintenance concerns of new Water Levels, Mowing, Trash, Debris and Pond Dams, Standing Water was also discussed and pointed out for a resolution.

Update provided Feb 3, 2026 by: Lisa Neal, Director-at-Large

Based on the most recent update from Kenny Schwab with the City of Broken Arrow, progress is moving forward in a productive direction. The engineering firm responsible for the Ironwood detention facility has a clear understanding of the HOA's concerns and has committed to completing the requested modeling within approximately 30 days. This analysis will determine whether the existing system functions adequately or if additional improvements are necessary, with the understanding that the substantial volume of the subdivision pond cannot be adversely impacted.

Additionally, it has been acknowledged that the developer must engage directly with the HOA regarding long-term maintenance and care responsibilities. While this falls outside the engineering firm's scope, the importance of that communication has been clearly conveyed. The

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developer has since reached out, and further discussion is anticipated once schedules align. The HOA will continue to monitor this matter closely and remain engaged to ensure the subdivision's interests are protected.

9. Adjournment

There being no further business, the meeting was adjourned at 7:07 PM

10. Next Meeting

The next regular Board meeting will be scheduled for Feb. 17, 2026 5:30 PM

Location StoneMill BBQ at 5:30 PM

Motion to adjourn Brenda Urner, Second by Jason Evans

Submitted by:

Elisa Campbell, Secretary
Battle Creek Master Homeowners Association