

## THE RESERVE AT BATTLE CREEK – Master HOA Board Meeting Minutes

December 14, 2023

Called to Order: 7:07 p.m. Adjourned 9:04 p.m.

Present: Stacy Brown – President, Richie Strain – Vice President, Brenda Urner – Treasurer, David Oldham – Member at Large, Mike Love – Member at Large, Representative, Lori Gracey, Resident

Not Attending Sean Cunningham – Member at Large, Renne Bowman – Member at Large

Location Tulsa Technology Center, Lemley Campus

Next meeting: February 7<sup>th</sup>, 2024, at Tulsa Technology Center, Lemley Campus 6:00 pm

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### I. Position of Secretary

No one volunteered to fulfill the role of Secretary from among board members. Lori Gracey, homeowner, and former board member, volunteered.

Board members in attendance discussed options and noted that appointment of a volunteer is allowed per By Laws Art. 7, Section 4. It was specifically noted that the position of Secretary is a non-voting role when fulfilled by a volunteer.

Stacy called for a vote of board members. All present voted in favor. Approved unanimously.

### II. Minutes

Minutes taken by PMI from the previous meeting held on October 25, 2023, were distributed by email, and approved unanimously by the Board Members. These Minutes are posted on the website, battlecreekreserve.com and the PMI Portal.

- Discussion: Distribute Minutes in the future prior to meetings to allow for any needed changes. Post as “Draft – Pending Approval” on website prior to next meeting. Post “Final” once approved by the board.
- Presented and reviewed for approval: Minutes from Lorelei and from Lori G. were reviewed by the board members for the October 25<sup>th</sup> meeting.
- Changes: No changes to Lorelei’s minutes.
- Approval: David moved to accept Lorelei’s. Brenda seconded. Unanimous approval of Lorelei’s minutes.

### III. Treasurer’s Report

Brenda gave the Treasurer’s report.

- Proposed Budget
  - Based on the new calendar year and with the current \$315 per homeowner. Would result in being \$4,634 under budget given the changes made to the budget provided by the previous board.
    - Discussed over charges from PMI, such as mailing charges and printing fees.
    - Discussed options of replacing PMI with a bookkeeper, someone else to do mailings, etc.
    - Discussed changing landscaper and potential impact to budget.
    - Discussed several line items including water bills, pond maintenance, trees spraying, rental unit.
    - Pond maintenance was of particular concern as it is charged monthly, but services are not provided monthly. **Stacy will contact PMI** to provide details on what services are being provided. **Mike will contact the vendor** to discuss services provided and how charges are being assessed. The board will discuss further at next meeting.
  - A budget based on a reduced dues amount of \$300 per homeowner would result in being \$2,174 under budget.
  - Board members agreed to wait to approve the budget until after details of the pond maintenance are provided.
    - Brenda has not been given the previous boards’ complete financial details to review for the 2023/2024 budget.
    - The new budget is based on a calendar year and is presented in a simplified budget report.
- Water Bills: Anticipate that the water charges in 2024 will be less than budgeted since the water leaks have been dealt with. Water bills will be addressed in spring before the sprinklers are turned on.

- Cash Flow
  - Checking Account Balance \$6,050.18
  - Savings Account Balance \$35,591.05
  - Operating Expenses for September through November were \$13,267.85.
- Delinquent Accounts: 2 delinquencies in the Villas; 8 delinquencies and 2 partial delinquencies in the Master Association. Once paid, these dues will make up for the shortage in assessed dues. Mike asked if liens have been filed against past due accounts. Brenda was not certain about liens but did say that fines have been assessed.
- Mailing Fees: concerns were expressed about excessive fees from PMI for mailing and printing fees.
- Bank Signatures: PMI has communicated with Stacy and Brenda about getting the signatures on the account updated. Brenda proposed that both she and Stacy have online access to the accounts especially since physical checks are not written.
- Insurance Coverage: Current provider has given a proposal that would lower premium of \$3956 to \$3441.
  - \$60,000 for Villas, \$35,000 for Cottages, and \$35,000 for Master; changes would only result in \$500 savings.
  - Working get quotes on Villas and Master. Cottages would not provide financial info requested by Insurance provider.
  - 2024 Premium was paid in November to current provider, State Farm.
  - **Stacy will request additional bids** from other providers.
  - Former board president, Karen Lowe, is the address on record for the HOA insurance. This information needs to be updated.
- Christmas lights: Christmas lights are currently on the balance sheet as an asset of \$1500. Consulted a CPA to determine how to remove the asset entry since the lights are not actually owned by the HOA. Unanimous agreement to do so.
- Fencing: Confirmed with CPA that fencing is a depreciable item despite what the PMI agent stated at the July meeting. Recommendation is to remove fencing as an asset from the Balance Sheet. David asked for clarification on who or which HOA owns each identified section of fencing. All fencing around the Villas is currently included in the Master's assets which factors into insurance costs. **Brenda will look into how to properly depreciate the fencing** and make the correct entry for accounting and insurance. Mike is also requesting replacement of the fencing on the Elm Pl. side of his property.
- PMI Portal Reports: **Brenda will forward financials to board members** rather than rely on members to obtain the reports from the PMI Portal.
- HOA Website reserveatbattlecreek.com: Matt Graham (former resident) has been identified as owner of the HOA website. Richie believes that Jean Holcomb (former president) and Dorothy have access to post to the website. Mike previously was an administrator on the site. Brenda is concerned that access needs to be given to current board members so that financials be maintained accurately and up to date. **Brenda will reach out to Matt Graham. Mike will reach out Jean and Dorothy as needed.**
- Historic HOA Board Records: Brenda requested that Stacy get the thumb drive from Jean and the other historic information including financials. **Stacy agreed to request the thumb drive from Jean.** The concern is that historic information be maintained for continuity between boards. To date, PMI has only provided information for 5 years of tax returns and 2 years of accounting records. It is unknown whether or not the full history of the HOA has been retained and is available. **Mike also has some historic documents** in the "Blue Binders" which have been shared with Brenda. **Lori will provide electronically the records she has.**
- Reimbursement: Brenda requested reimbursement for certified letter sent to previous Treasurer in the amount of \$8.55. David moved to reimburse. Seconded by Stacy. Approval unanimous.

Approval of Treasurer's Report – It was determined that the proposed budget will not be finalized and submitted for approval until next meeting.

#### IV. Landscaping Report

Board Member(s) gave the Landscaping report.

- Stumps ground: Work has been completed. David asked how approval came about for the work. Stacy stated that it was all part of the work related to the June windstorm. PMI sent Stacy request for approving \$800 for

grinding 6 stumps. General discussion expressed consensus that such expenses be presented to the board prior to approval. Advance notice, discussion by board members, and appropriate approval is needed for any unbudgeted expenditures.

- Sprinkler system: water leaks have been addressed as the units have been winterized and the water turned off. Leaks will need to be addressed again in the spring when the system is turned on. SLK is still being paid for sprinkler repairs even though SLK has not made any repairs.
- Contract and Services from Landscaper SLK: Stacy has requested an in-person meeting with Luke (SLK owner), but he has so far not been available. There was consensus that bids need to be taken from other vendors to consider replacing SLK as the landscape provider. To date under the new board, only PMI has had direct contact with Luke. **Richie said he will contact Luke** and set up a meeting since PMI has not scheduled a meeting with SLK. Richie suggested retaining SLK for only lawn mowing services and budget to have full repair of the sprinkler system performed by another contractor.
- Ryan Lawn and Tree Services: Richie has severed the agreement with them based on October board meeting.

#### V. HOA Report

- PMI was not in attendance at this meeting. Board members discussed their services.
- Brenda noted that PMI failed to notify the board prior to sending out 2 violations since the October 25<sup>th</sup> board meeting.
- Richie showed an email that was sent from PMI that only he, Mike, and David received from the PMI compliance officer. Apparently, PMI does not have all board members' current email addresses which needs to be corrected. The email cited 4 violations. No violations were approved by board members. PMI works on the assumption that no response from the board within 2 days equates to approval of the violations. David moved that PMI only send violation notices only if the board explicitly approves such. Stacy seconded the motion. Discussion ensued. PMI needs to first of all use boards correct email addresses. Motion regarding PMI notification amended to require PMI give the board 5 business days to review violations identified by PMI and only then go forward if no response within that time is received. Approved 3 to 2.

#### VI. Old Business

- Storage Unit – has been released.
- Christmas lights – installed by homeowner volunteers.
- Water Retention Ponds – brief discussion concerning options for managing water retention areas. Tabled for further discussion at next meeting.

#### VII. New Business

- Potentially replace PMI: Discussion considered who will perform the various services provided by PMI, whether volunteers or other professional services. Mike suggested that alternatives to PMI be considered, and bids be requested. David suggested talking Timberbrook HOA board president to learn how they facilitate their HOA without a professional service. Further discussion will be undertaken at the next meeting.
  - Replacing PMI, without using a new HOA meeting, would require:
    - Identify potential bookkeeping services.
    - Identify potential local bank.
    - Identify potential legal services.
    - Identify potential collection services.
- Community Newsletter: new secretary has offered to facilitate.
- Board member attendance was discussed.

#### VIII. Adjournment

All business being concluded, David moved that the meeting be adjourned. Mike seconded the motion. All being in agreement, the meeting was adjourned by Stacy at 9:04