

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

July 16, 2024

Called to Order: 6:02 p.m. **Adjourned** 7:36 p.m.

Present: Stacy Brown – President, Karen Lowen Ames – Vice President, Brenda Urner – Treasurer, David Oldham – Member at Large, Larry Mudd – Member at Large, Justin Sparr – Member at Large, Lori Gracey – Resident & Secretary

Not Attending: Mike Love – Member at Large

Residents Attending: Lisa Neal, Cottages

Location: Battle Creek Golf Club Grill

Next meeting: August 13th Annual Homeowners Meeting at Battle Creek Golf Club Meeting Room, 7:00 pm

I. Introductions:

- A sign-in sheet was circulated for residents to sign with the option of providing an email address.

II. Minutes – Secretary

- Presented and reviewed for approval by email following the June meeting.
- Changes: Provided in writing by Brenda prior to the meeting.
- Approval: Stacy moved to approve; Brenda seconded; unanimous approval. Will be submitted for posting to the website.

III. Treasurer's Report – Brenda Urner

- Financial Reports
 - Admin fees are higher this month because of postage and mailbox rental.
 - Management fees include the travel costs for making changes to Florida accounts.
 - Additional landscape repairs, replacement of fountain pumps, electric repair, and pond chemicals.
 - Fees for sprinkler repairs with new vendor were split between June and July.
 - Removal of 3 trees will be a one-time expense in July.
 - 2 water bills came in during the month because of billing cycle.
 - Currently the budget is \$21,000 under budget.
- Financial Reports
 - Arvest Checking – \$3,103.93
 - Arvest Money Market – \$35,728.75
 - Larry suggested setting up a line-item for the money set aside for fencing.
 - Motion to accept the Financial Reports by Stacy; second by David; unanimously approved.
- PMI paid themselves in May and have since billed \$750 for the severance period of June. The \$750 will not be paid until all records are returned from PMI. In addition, they have assessed a mailing charge of \$3.20. Discussion ensued whether this charge for service after severance is legitimate. If it is determined to have occurred prior to May 2nd it will be paid, but if after May 2nd it will not be paid.
- Villas Fencing and Request for \$250 per month so that they can retain PMI.
 - Villas board is asking for a credit of \$250 per month through December to cover their cost for continuing to use PMI. The Master board discussed and concluded that a reasonable request would have been to ask for a credit only through August which would only amount to a one credit for one month.
 - Stacy stated that any credits provided because of releasing PMI will be distributed to all residents, not just the Villas. If the Villas were granted their request, it would not be possible to extend the credit in dues for the rest of the residents of The Reserve.
 - David suggested only entertaining the request by the Villas once they present a legitimate request. Currently, they have an illegitimately assembled board which includes a member who had resigned and

then was reelected without any vote. Additionally, a vote was not taken to increase their board from 5 members to 6 members. The Villas board has not shown a legitimate election of those they currently recognize as officers, nor a legitimate vote to change their number. Consequently, the Master Board should not respond to this request.

- David moved to not entertain their request. Stacy seconded, and there was unanimous agreement. The issue will not be reconsidered until a legitimate request is presented by a legitimate Villas board.
- Repair of Villas fencing – the Villas board is requesting that the fencing on the Indianapolis gate be paid for by the Master board. The Master board has historically, and by Covenant, only paid for the wood fencing owned by the Master Association along 51st and Elm. The request to repair the Villas fencing is denied by acclamation.
- Bonding for Board Members – the Officers & Directors Insurance policy is equivalent to bonding. The policy is in the amount of \$1million.
- One house has sold recently in the neighborhood and Brenda has filed the appropriate paperwork.
- Two budgets have been proposed for the upcoming year. One is for 5% reduction equating to \$300 per home per year, or a 10% reduction in dues making the annual dues \$283.50 per home per year. If PMI had not been released, the dues would have raised to \$330.75. **After discussion, the board unanimously agreed to the 5% reduction with dues of \$300 per home per year for the 2025 budget.**
- Debit Card, PayPal, CashApp –
 - Debit card was issued in Brenda’s name instead of Stacy’s. Both Stacy and Brenda are on the account. After discussion, the board unanimously agreed to just keep the one card.
 - Still need an email for setting up PayPal. Discussed whether it needs to be tied to the new website and the new domain. Mike is working on acquiring a new domain. Stacy suggested using a Gmail address to be used until the new website is established. David will acquire the Gmail and work with Mike on the new website. The PO box address will also be provided to Homeowners as an option for making payment of annual dues.

IV. President’s Report – Stacy Brown

- Golden Arbor Tree Service will be out this week to remove 3 trees. Homeowners should be notified prior to work being done. Stacy will meet with the vendor to coordinate. Will also ask about removal of downed branch on the L-shaped pond.
- Regarding the Cottage Gates, PMI has told the Cottages board that the gate repair vendor (not PMI) has the requested information. In actuality, PMI has not provided the Cottages Board with the software with login and password information for the Cottages to manage their gates. Stacy will follow up with PMI to verify that the requested information is provided to the Presidents of the Cottages and Villas. Lisa Neal from the Cottages said she will follow up with the Cottages President to determine exactly what PMI has provided.
- Update on PMI, especially status of documents and records owed to the HOA Board.
 - Records have been returned to the Board. Brenda is auditing them to determine if all records have been provided either as hardcopy or electronically. Payment will only be made after this is verified.
 - Cottages verified that they have been provided with their gate software and Lisa is verifying if the login information has also been provided. Brenda will check with Villas.

V. Landscaping Report – Board Member(s) TBD

- Fence repairs on 51st and Elm – This is the fencing traditionally owned by the Master Board. It was suggested that estimates for the repairs be acquired. Board members will evaluate to determine what the damage is and what repairs are needed. Stacy and David will look at fencing on Elm on East side of Cottages on Saturday, July 20th.
- Irrigation issues, repairs, contract – resident reported on 7/8 a broken sprinkler head near gate at Helena & Elm. The repairs noted have been repaired by Seth. David will meet with homeowner to verify that what was reported has been repaired.
- Update on ponds and fountains – The L-shaped pond has been treated successfully. Until there is sufficient water levels in each pond, only the L-shaped will be treated. The pump on the pond between the Villas gates is

sitting in mud. Discussed whether or not to leave or remove that fountain pump out of the pond. Agreed to remove it while the pond is dry and store it. Board will ask resident to store.

- Tree removal and spraying – bag worms are beginning to appear in trees. Ryan Lawn and Tree will be contacted to spray the trees. Brenda has the contact info and Stacy will contact them for service.
- SLK Landscaping update – they will no longer be doing the irrigation service and repair.

VI. Old Business

- August Homeowners meeting – August 13th at 7:00 at Battle Creek Golf Course Clubhouse.
- Annual Meeting Announcement – Announcement must be postmarked to homeowners by July 30th. Lori will draft a letter with following info and provide the draft to the Master Board by email for their review and input. Once finalized, letter will be printed and mailed no later than July 30th. Brenda and Karen will assist with putting the mailing together.
 - Date and Time
 - Location
 - Meeting Agenda
 - Invoice for Annual Dues
 - Contact information card so homeowners can provide their contact info
 - Ballot for Election of Master Board Members – this will include a list of which board members are retained this year and which are up for election
 - Ballot nomination form
 - Proxy
- Organization of the Homeowners meeting. – Lori will assist with the logistics for the meeting. Board members will arrive early to set up for the meeting.
- Walking the Neighborhood to Announce the Meeting and Collect Proxies – Board will meet to walk on Saturday, August 3rd at 11:00. Meet at Villas gates. Purpose is to visit each house, remind residents of Annual Meeting, ask for nominations, and collect any proxies.
- Website and Social Media – updates and options. The unofficial FB Page is making statements indicating that it is not the official page. A new website, email, and official presence on social media is in the works.

VII. New Business

- Creation of homeowner contact information – will create from PMI documentation and information provided at the Annual meeting.
- Issue with Villas Gates – addressed above.
- Larry Mudd has chosen not to seek reelection to the Board and tendered his resignation, effective immediately. The Board accepted his resignation and thanked him for his many years of volunteer service to our neighborhood.

VIII. Next meeting date

- Date and Time: No meeting in August. The Annual Meeting will suffice.
- Location: Battle Creek Clubhouse Grill

IX. Adjourn

- Move to adjourn and Second: David moved to adjourn; Larry seconded. Unanimous approval.
- Adjourned at: 7:36 p.m.