

The Reserve at Battle Creek Master

Homeowners Association **Master Board of Directors Meeting Minutes**

Meeting Information

Date: February 17, 2026

Location: Stone Mill Barbecue – Broken Arrow, Oklahoma

Meeting Called to Order: 5:35 PM by President Karen Ames

Roll Call

President – Karen Ames

Vice President – John Pierson

Treasurer – Brenda Urner

Director at Large – Lisa Neal

Director at Large – John Pierson

Absent – Secretary ELisa Campbell

Absent – Director at Large Stacy Brown

Approval of Previous Minutes

- Motion by Lisa Neal to approve prior meeting minutes.
- Second by John Pierson.
- Vote: Approved unanimously. Motion carried.

Treasurer Report – Brenda Urner

- No extraordinary expenses reported.
- Routine expenses included electric, water, and landscaping.
- One home sold within the Master Association and ownership records were updated.
- Total outstanding dues: \$1,672.
- One homeowner with partial payment now owing \$212.
- Six homeowners currently have partial balances due to late fees or partial online payments.

Online Payment Processing

- Payments are processed through GoDaddy.
- Mike Love will redirect payment notifications from Brenda's email to a board email account.
- Until the change is completed, Brenda will forward payment notifications to the board.
- Brenda currently accesses this email only from her phone and not from her home computer.

Approval of February Financials

- Motion made by Treasurer Brenda Urener to approve February financial report.
- Seconded by Jason.
- Vote: Approved unanimously. Motion carried.
- Financial reports and meeting minutes will continue to be forwarded to Mike Love monthly for website posting.

Budget Update

- Master HOA budget updated to reflect actual 2025 expenses.
- Fence depreciation removed.
- Insurance expense increased.
- Water and electric costs adjusted based on prior year usage.

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- Bookkeeping services added to projected expenses.
- Overall totals remain consistent with previously approved budget.

Accounting and Bookkeeping Transition

- New bookkeeping services arranged through office associated with Jack Abbott Tax Service.
- Initial setup fee: \$250.
- Additional \$250 billing expected during August and September for annual dues processing.
- Annual 1099 preparation: \$75 plus \$7 per form.
- Invoices will be provided electronically to reduce postage and printing expenses.
- Board may invite the bookkeeper to a future meeting for introduction and discussion.

Banking Procedures

- HOA funds will remain with Arvest Bank.
- Bank allows only one authorized check signature.
- Lisa Neal suggested the signer should be either the Treasurer or the President.
- Brenda Urener will return the HOA debit card to President Karen Ames.
- A new bank signature card must be completed once the new Treasurer is appointed.

Treasurer Transition

- Brenda Urener will step down from Treasurer following this meeting.
- All HOA passwords and administrative access information will be transferred to President Karen Ames.
- Randy Cherry mentioned as a possible candidate for the Treasurer position.
- Board agreed position should be filled prior to the August annual meeting.

HOA Records and Document Retention

- Approximately eight boxes of HOA documents dating back to 2008 remain in storage.
- HOA policy requires retention of records for seven years.
- Shredders Inc. offers free document destruction.
- Lisa Neal volunteered to review boxes and shred records that exceed retention requirements.

Landscaping and Grounds Maintenance

- Bagworm/webworm treatment options discussed with estimated cost of \$75–\$100 per tree.
- Treatments limited to trees up to approximately 20–25 feet.
- Board consensus that HOA is not responsible for treating trees located on private property.
- Karen Ames discussed improving entrance landscaping similar to nearby Ironwood development.
- Suggested additions include junipers, decorative rock, and perennial plantings.
- Estimated improvement budget: approximately \$4,000.
- Final landscaping decisions tabled until next meeting for further ideas and design review.

Pond Maintenance

- Ongoing algae concerns anticipated for upcoming season.
- Possible consultation with Turn Pro Aquatics from Edmond.
- Ponds cannot be filled due to drainage requirements within HOA covenants.

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Covenant Enforcement and Property Maintenance

- Trash cans remaining visible at 903 Indianapolis despite prior notices.
- Holiday decorations remaining beyond normal seasonal timeframe.
- Covenants require properties remain free of rubbish, debris, and weeds.
- Lisa Neal suggested possible covenant revision regarding trash can storage.
- Recommendation to present covenant clarification at the annual meeting.
- Karen Ames suggested including reminders about yard maintenance and debris removal in the upcoming spring HOA newsletter.

Updated Topics Tabled & On-Going

- HOA Newsletter – Suggestions requested by the Board (Every Quarter)
- **City of Broken Arrow/Ironwood Developer Update by Lisa Neal –**

“Per Kenneth Schwab”

- **Recent Communications**
- Per conversation on March 18, 2026, during which we learned that they have completed their re-design phase. This week, they are scheduled to meet with the Developer to review the outcomes of their work.
- **Upcoming Meeting**
- The City will be arranging a meeting with the project team next week to observe the results of the re-design firsthand. At this point, the City has not yet been informed of, nor has it seen, the results of the project.

Adjournment

- Motion to adjourn made by Lisa Neal.
- Seconded by John Pierson.
- Vote: Unanimous approval.
- Meeting adjourned at 7:01 PM.

Next Meeting

- March 24, 2026
- 5:30 PM
- Stone Mill BBQ – Broken Arrow, Oklahoma