

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

September 11, 2024

Called to Order: 6:10 p.m. **Adjourned** 7:35 p.m.

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

Not Attending: N/A

Location: The Grill at Battle Creek Golf Course

Next meeting: October 16, 2024, at 6:00 p.m., at The Grill at Battle Creek Golf Course

I. Minutes

Minutes from the Annual Homeowners meeting and the Re-Organization meeting were emailed to board members prior to the meeting for review and approval. Changes were submitted by Brenda and Mike.

The updated Minutes for the Annual Homeowners meeting and the Re-Organization meeting approved unanimously.

II. Treasurer's Report – Brenda Urner

- Account Balances as of 8/31/2024
 - Checking - \$12,591.38
 - Money Market - \$27,835.53
- Receipt of annual dues from 56 of 95 homeowners have paid.
- One home closed escrow this past month. Suggested sending a Welcome Letter to new homeowners along with the link to the most current By-Laws and Covenants (2007 version that was filed in 2010). Alternatively, have board members take a welcome packet to the door to meet the new homeowners. Board members were willing to take turns to do this. Brenda and Lori will work on the letter. Three additional homes are in the closing process.
- Reviewed monthly expenses. Water bills are higher than budgeted for previous month because of billing dates and the current dry spell.
- The official address for the Master HOA will be updated with the Secretary of State, Internal Revenue Service, and Oklahoma Tax Commission.
- Discussed requests to replace perimeter fencing north of Villas north gate. Board discussed options for how to respond and reviewed property plats for the neighborhood, considered prior precedents regarding such requests, and examined the pertinent sections of the Covenants. It was agreed that the issue be tabled until further research could be done, and legal counsel consulted.
- PMI is working on providing the last of the documents that have been requested. Proposed that the last payment of \$750 be paid and no additional payment be made until PMI completes the audit of mailing expenses. The board unanimously agreed to make the payment of \$750 upon receipt of the requested items.

III. President's Report – David Oldham

- Objectives for the coming year
 - Asked for board's input on goals and objectives.
 - Noted that with the cost savings achieved thus far, there are discretionary funds available to be used for fixing various on-going projects such as cleaning up around the L-shaped pond.
 - Expressed desire to foster better working relationships with the two sub-HOAs.
 - Discussed working together with residents to make the neighborhood friendlier and more welcoming as was championed by residents at the Annual meeting.
 - Discussed the need to repair the damaged fencing on East side of the Cottages along Elm. Bids will be sought from several fencing companies and the fencing will be marked by board members so that comparable bids are obtained.
- Filling open position – Stacy resigned following the Annual Homeowners meeting for personal and health reasons. Karen moved to reinstate Larry Mudd as a Director at Large based on his prior service to the Board. Brenda seconded the motion. There was unanimous agreement to reinstate Larry to the Board.

- Capitalizing on opportunities to make neighborhood improvements such as dealing with the brush at the end of the L-shaped pond. Board agreed to move forward with this work being done. Quotes will be obtained for brush-hogging the area. Bids will be obtained for removing all brush including the trees and removing the brush without the trees. Board members will walk the area to determine exactly what needs to be cleared.

IV. Landscaping Report – Karen Lowen Ames

- Irrigation issues, repairs, watering
 - The meter or check valve at the South Villas gate had not been running. After the City came out to inspect the meter, the sprinklers in the area are working now. Karen will continue to monitor it.
 - Sprinkler repair was \$220 for replacing 2 heads and trying to troubleshoot meter issues.
- Update on ponds, fountains, and timers
 - David was able to obtain 2 new timers at a discount off eBay and install them once received.
- Fall color options and flower beds
 - Would like to re-do the center island on 51st. Shrubberies are dead and trees have died leaving stumps to be removed.
 - Spoke with former vendors who will provide bids for doing the project.
 - Irrigation system in that area will also be inspected to assure it is working when new plants are put in.
 - Discussed option of planting perennials, bulbs, and shrubberies in the spring.
 - Discussed contract with SLK and options for their services if another vendor is used to do re-planting, for instance having them mulch the trees and then put in spring bulbs. Board does not want pansies planted.
 - Karen will reach out to neighbors who have expressed interest in assisting with landscaping.
- Spraying for bag worms and service proposal from Ryan Lawn and Trees – They have been contacted and will come out to spray the 2 pecans by the L-shaped pond for \$120. The vendor also provided a bid to do all HOA trees in the neighborhood for \$500 in the fall and again for \$500 in the spring. Board agreed to the \$120 treatment and then use their services as needed.

V. Old Business

- Website and Social Media – Facebook needs to be made Public so it can be accessed via the Go-Daddy website. Mike is working on that. Mike will manage loading documents and posts to the website. Brenda will make Board members admins on the website. She also reported that the online website payments are working.
- Newsletter for fall – Lori has begun drafting and asked for input from the Board members. Reminder about trash cans and assistance from City of Broken Arrow, not parking across the driveway because of pedestrian traffic and city code, importance of edging along the sidewalks of residents' yards. Brenda will provide a bar graph of how funds are being spent. Goal is to have the Newsletter out by October 1st.
- Fall workday was discussed. Tentatively will schedule for Saturday October 5th at 10:00 a.m. Meet by the L-shaped pond. Also discussed what and when City or County have special disposal or pickup.
- Discussed needed repairs to the fence and gate behind Mike Love's house (owned by the HOA), and repairs to the HOA owned fencing at the Cottages on Elm Pl. Estimates will be sought and discussed further by the Board.

VI. New Business

- Creation of homeowner contact information – tabled until next meeting. Brenda and Lori will work on this project in the meantime.
- Architectural reviews/requests – Mike, Jason, and David will serve on the committee to receive and review requests.

VII. Next meeting date

- Date and Time – Wednesday, October 16th at 6:00
- Location – The Grill at Battle Creek Golf Course

VIII. Adjournment

All business being concluded, the meeting was adjourned by David at 7:35.