

THE RESERVE AT BATTLE CREEK

HOMEOWNERS ASSOCIATION

SPECIAL BOARD OF DIRECTORS MEETING MINUTES

Date: July 7, 2026

Time: 5:34 PM

Location: Battle Creek Golf Club

BOARD MEMBERS

Karen Lowen, President • John Pierson, Vice President • E'Lisa Campbell, Secretary • Lisa Neal, Treasurer • Jason Evans, Director

CALL TO ORDER

President Karen Lowen called the Special Board Meeting to order at **5:34 p.m.**

TREASURER TRANSITION & FINANCIAL SERVICES

Lisa Neal presented the Board's findings after discussions with **Integrity Bookkeeping Services** regarding management of the Association's bookkeeping. The proposed services included owner invoicing and monthly financial reporting for **\$200 per month**; however, the proposal did not include attending annual meetings, presenting financial reports, or assuming full Treasurer responsibilities.

After discussion, the Board agreed the Association could more effectively manage these responsibilities internally. Lisa Neal volunteered to serve as Treasurer, organize the financial records, prepare invoices, process delinquent accounts, and oversee the Association's bookkeeping until a future Treasurer is appointed.

The Board also discussed creating a shared Gmail account for Association business, reopening the Association Post Office Box, and implementing **Square** to provide homeowners with a convenient credit card payment option. Any processing fees associated with Square will be paid by the homeowner, not the Association.

Motion: E'Lisa Campbell moved to establish a Square account for homeowner dues payments. John Pierson seconded. **Motion carried unanimously.**

Motion: E'Lisa Campbell moved to establish a dedicated Association Gmail account for invoicing and payment requests. **Motion carried unanimously.**

Motion: Karen Lowen moved to reopen the Association Post Office Box for all official correspondence and dues payments. John Pierson seconded. **Motion carried unanimously.**

Motion: Lisa Neal moved to terminate the March 2026 proposal with Integrity Bookkeeping Services, saving the Association approximately **\$200 per month**. John Pierson seconded. **Motion carried unanimously.**

CITY DRAINAGE PROJECT UPDATE

Lisa Neal reported that Kenny with the City met with representatives of Ironwood/Capital Homes regarding improvements to the north retention pond. Updated engineering plans are being prepared to enlarge the pond and install additional drainage improvements at the developer's expense.

ANNUAL MEETING PREPARATION

The Board reviewed preparations for the **August 4, 2026 Annual Meeting**, including agendas, proxy forms, homeowner mailing labels, meeting packets, and neighborhood signage. Signs will be placed at neighborhood entrances and near the clubhouse.

The Board also agreed to provide homeowners with a summary of accomplishments during the past year and encourage volunteers to fill up the upcoming Board vacancies.

WEBBWORM TREATMENT DISCUSSION

The Board reviewed proposals from **Rines** and **Arbor Masters** to treat Webworms affecting common-area pecan trees following a homeowner concern. Discussion included treatment costs, HOA responsibility for common areas, and avoiding precedent for treating privately owned trees.

Following the meeting, Board members conducted a site inspection of the affected trees.

Motion: Lisa Neal moved to table the bagworm discussion until the next Board meeting following additional review of the trees. John Pierson seconded. **Motion carried unanimously.**

NEXT MEETING

The next Board meeting will be held July 13, **Monday at 6:34 p.m.** at Battle Creek Golf Club.

ADJOURNMENT

Motion: Lisa Neal moved to adjourn the meeting. John Pierson seconded. **Motion carried unanimously.**

There being no further business, President Karen Lowen adjourned the meeting at **6:34 p.m.**