

Reserve at Battle Creek Master HOA

Board Meeting Minutes

Date: Tuesday, October 14, 2025

Location: Battle Creek Country Club

Time Called to Order: 6:04 p.m.

I. Call to Order

The meeting was called to order at 6:04 p.m. by **President Karen Lowen**.

II. Roll Call / Attendance

Present:

- Karen Lowen, President
- John Pierson, Vice President
- Brenda Urner, Treasurer
- E’Lisa Campbell, Secretary
- Jason Evans, Director
- Lisa Neal, Director

Absent: Stacey Brown, Director

A quorum was established.

III. Approval of Previous Minutes

Minutes from the **September 15, 2025** meeting were reviewed.

Motion: John Pierson moved to approve the September minutes as presented and to forward a copy to **Mike Love** for posting on the HOA website.

Second: Lisa Neal.

Vote: All approved.

The Secretary will forward the approved minutes to Mike Love for website posting.

IV. Treasurer’s Report

Treasurer Brenda Urner presented the financial report:

- **Checking Account:** \$24,721.62
- **Money Market Account:** \$35,991.32

Motion: Brenda suggested transferring **\$15,000** from checking into the Arvest Money Market to earn additional interest.

Second: E’Lisa Campbell.

Vote: All approved.

Brenda also noted issues with homeowner **overpayments and underpayments**, creating accounting complications.

To simplify online and credit card payments, it was **motioned** that beginning with the **2026 dues schedule**, a **flat \$10.00 convenience fee** will be added to offset processing variances.

Consensus: Approved to implement starting with the 2026 billing cycle.

V. Landscaping and Maintenance

Karen reported that **Gumer** had begun cleaning the ponds prior to formal approval.

Although unauthorized, the work was completed to satisfaction, including algae removal and pond cleanup.

Karen reminded Gumer that all future work must have **written board authorization** before proceeding.

Motion: To approve payment of **\$1,500.00** to Gumer for pond maintenance work completed.

Made by: John Pierson.

Seconded by: E’Lisa Campbell.

Vote: All approved.

Additional Maintenance Notes:

- **Broken fence post in The Villas:** To be repaired by **Massey**.
 - **Tree fallen on fence in The Cottages:** Lisa Neal will inspect and report back.
 - **Fence projects:** Massey to continue work as scheduled.
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VI. Covenant Review Committee

The **Covenant Review Committee**, led by **Lisa Neal**, will meet **Monday at 6:00 p.m. at Battle Creek Club House**.

VII. Metronet Discussion

Metronet requested **access to private streets** behind the gates only.

- Within the Master HOA, access does not require specific permission.
 - However, for gated (private) communities (**The Villas** and **The Cottages**), formal board authorization is required before Metronet can access entry
 - No executions were made and Brenda to have further discussion with Metronet Tabled for another time.
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VIII. L-Shaped Pond / Erosion Control

The **L-shaped pond** requires reinforcement with concrete and chicken wire to prevent erosion.

- **Jason Evans** volunteered to help with the concrete.
 - **Karen Lowen** will obtain the chicken wire.
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IX. Vendor and Maintenance Directory

A **vendor list** (mowers, contractors, etc.) will be compiled and added to the HOA website for resident reference.

X. Covenant Enforcement

Homeowners not maintaining their yards as required have been given **verbal warnings**.
Ongoing or repeat offenders will receive **written notices**, followed by **finances** if noncompliance continues.

XI. HOA Newsletter

Karen Lowen and E’Lisa Campbell will collaborate to produce a **November HOA newsletter** summarizing community highlights and updates.

XII. Holiday Decorations

Motion: E’Lisa Campbell moved that each community—**The Cottages, The Villas, and The Master HOA**—handle its own **Christmas entry decorations**.

Seconded: John Pierson.

Vote: All approved.

XIII. Final Note

Brenda Urner, Treasurer, announced she will be **stepping down from the board** following the sale of her home. She plans to **list her property in December** and will be moving thereafter.

Brenda stated she is willing to **continue handling bookkeeping** for the HOA after her departure for a **fee of \$300.00 per month**.

Lisa Neal suggested that the board consider **hiring a bookkeeping service** to handle financial operations as an backup plan/option.

Further discussion and decision to be scheduled later.

XIV. Adjournment

Motion: To adjourn at **7:09 p.m.**

Made by: John Pierson.

Seconded by: Karen Lowen.

Vote: All approved.

Meeting adjourned at 7:09 p.m.

Next Meeting

Date: Tuesday, November 11, 2025

Time: 5:30 p.m.

Location: Battle Creek Golf Club

Respectfully submitted by E’Lisa Campbell, Secretary