



The Reserves at Battle Creek HOA

Master Board/Meeting Minutes

Date: September 15, 2025

Meeting called to order at 6:06 PM

Location: Battle Creek Golf Course

Presiding Officer: Karen Lowen

I. Call to Order

The meeting was called to order at 6:06 PM by Karen.

II. Roll Call / Attendance

Present:

- Karen Lowen President
- John Pierson Vice President
- Brenda Urner, Treasury
- Elisa Campbell, Secretary
- Lisa Neil Director at Large
- Jason Evans, Director at Large
- Stacey Brown Director at Large

A quorum was present.

III. Approval of Previous Minutes

Brenda motioned to approve the minutes from the August 18 meeting.

- Motion: Brenda
- Second: John
- Vote: All approved
- Motion passed

IV. Discretionary Spending Guidelines

Brenda proposed guidelines for discretionary spending: any expense under 10% of the annual budget (approx. \$4,500) will not require going out for bids if we use previous vendors who have worked with The Reserves at Battle Creek HOA in the past.

- Motion: Brenda
- Second: John
- Vote: All approved
- Motion passed

V. Treasurer's Report

Brenda reviewed the Treasurer's report:

- Additional costs \$800.00 incurred for Termite Treatment
- Water bill was \$170 higher than usual.
- Ending balance for August: \$12,119.
- Color Copy Reimbursement: Brenda requested reimbursement of \$80 payable to her company for color copies provided for the annual meeting.
- August ending balances of the Money Market account \$35,945.00

- Motion: Elisa
- Second: Stacey
- Vote: All approved
- Motion passed

VI. Architectural Approvals

Two architectural requests were approved outside of the meeting for:

- Shingles
- Home extensions

Vote: All approved (previously via emails)

VII. Landscaping Report (Karen)

- The fence behind the cottages was repaired by Masey without issues cost was: \$150.00
- Positive feedback received about the new landscapers
- Trash can, lawn compliance is still an issue for a few homes.
 - Reminder: trash cans must be brought in within 24 hours as per Broken Arrow covenants.
 - Jason offered to speak with neighbors.
 - L-shaped fencing is allowed to conceal trash bins.

VIII. Covenant Review Committee

- Goal: Review and suggest changes to specific covenants:
 - Trash cans
 - Lighting
 - Fencing
 - Signs
 - Center islands
- Lisa: Suggest we Focus only on covenants needing updates, not a full review or rewrite of the covenants
- Representation:
 - 2 members each from Master, Cottages and Villages
 - Randy Cherry & Mike Love have volunteered
 - Lisa to lead the committee in start up and ask Oscar

- Mike to be verified for participation.
- Karen and John to ask neighbors to participate; may require door to door approach

Covenant Change Requirements:

- Lisa cited: bylaws may be amended by board of directors on a annual or special meeting at members or association by vote the majority or a quorum of membership present or with the proxy
- Jason cited: Section 5, Paragraph C of covenants: Requires written consent from 65% of homeowners for amendments.
- Brenda stated that changes can also be made with a majority vote at an annual meeting with quorum.
- Karen suggested door-to-door outreach to increase participation.
- Brenda has a copy of the last homeowner survey (2007), could be used as example if needed

IX. Violations / Compliance

- John noted ongoing violations:
 - Unmowed lawns
 - Overgrown flower beds
 - Sidewalk encroachments
- Jason has previously approached homeowners before escalating, process is as follows:
 1. Verbal reminder
 2. Letter
 3. Fines if noncompliance continues

X. Landscaping Projects

Karen spoke with landscaper Gumer:

- Two trees to be removed
- 3 Previous tree stumps need to be removed
- Grass has grown over near and around the pond between The Villas gates.
- Gumer has a chipper available and equipment to do the job
- Quote from Gumer: \$4,000

Includes:

- Tree trimming
- Tree removal (2 trees)
- 3 previous tree stumps to be removed
- Motion to hire Gumer: Karen
- Second: Stacey
- Vote: All approved
- Motion passed

XI. Adjournment

- Motion to Adjourn: Brenda
- Time: 7:04 PM
- Meeting Adjourned
- Next meeting: October 14, 6:00 pm Battle Creek Club House
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Action Items:

- Lisa to begin organizing the Covenant Review Committee
 - Jason, Lisa, Karen and John to confirm participation from owners
 - Outreach to be done for additional committee members
 - Brenda to process \$80 reimbursement
 - Gumer to begin landscaping work per approved quote
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Meeting Minutes

Battle Creek Golf Course Board Meeting – September 15, 2025