

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

February 18, 2016

Called to Order: 7:00 p.m. **Adjourned** 7:50 p.m.

Present: Janet Bassett, Donna Metcalf, Larry Falgiani, Lori Gracey
Alinda Jones for HOA Management

Location Communication Credit Union

Next meeting: March, 17, 2016 at Communication Credit Union

I. Minutes

Minutes for the previous meeting held on January 21, 2016 were distributed by email and approved unanimously by the Board Members.

II. Treasurer's Report

As Dorothy DeBorde was not in attendance, Alinda gave the Treasurer's report. Dorothy had approved the reports prior to the meeting and Alinda distributed the reports by email to the Board.

Discussion:

- *Budget Shortfall*
 - Discussion primarily concerned the \$5,887.91 budget shortfall. This was primarily the result of a shortfall resulting from a water meter leak (which has been corrected and resolved with the City), and additional repair and maintenance work.
- *Liens for Failure to Pay HOA Dues*
 - Four residents will be served with liens for failure to pay their HOA dues.
- *Taxes*
 - The necessary documents for filing the Master Association 2015 tax return have been given to the Association's account and the return will be filed by the deadline of March 15.

Approval

Larry moved to approve the Treasurer's report.

Donna seconded the motion.

The report was approved unanimously.

Having been approved the Treasurer's report will be posted on the Association website.

III. Landscaping Report

Donna and Larry gave the Landscaping report.

- *Conversation with Olen – Donna*
 - Donna spoke with Olen and verified that he will be trimming the boxwood hedges and attending to other landscaping as is appropriate given the springtime weather. His crews are busy cleaning out planting beds prior to planting spring color and adding new mulch as the weather permits. The reserve areas will also be treated with spring pre-emergent lawn treatment. It was additionally noted that 2016 is the start of the 2nd year of the contract with Olen.
- *Irrigation System – Larry*
 - Larry will repair a broken sprinkler head before turning on the sprinkler systems in the reserve areas.
- *Lighting – Larry*
 - Lights on the North and South Villas gates are now working after Larry made repairs. The lights on the North Villas exit gate are not working and have no power. Alinda arranged for repairs to the South entrance Villas gate where a power board had gone out. She will contact the same repairman to repair the North Villas exit gate as it appears the problem with power may be the same issue.
- *Tree Service – Larry*
 - Trees in Reserve J are in need of pruning. A Homeowner turned in a quote for the work from a local contractor for \$1,375. Larry obtained a quote from Ryan Lawn and Tree for \$780. Based on the price and the Board's satisfaction with Ryan Lawn and Tree's work around the L-shaped pond, the Board

approved having Ryan Lawn and Tree's to do the work. Larry will notify the Homeowner of the decision.

- *Fence Posts – Larry*
 - Larry has purchased 8 fence posts that will be used to replace damaged ones around the Villas and Cottages in areas that fall under the responsibility of the Master HOA.

IV. HOA Report

- *Insurance*
 - Alinda has not yet been able to make contact with the alternate State Farm agent from whom the HOA has requested quotes. She has left messages and will continue to follow up with the agent.
 - The new policy for the Villas with Directors and Officers coverage is now in place.
 - Does not yet have new policies with Directors and Officers coverage for Cottages and Master HOA. The current policy for the Master HOA does have D&O coverage.
 - A quote has not yet been received from Philadelphia Insurance for new policies and coverage. Alinda will continue to follow up on these quotes.

V. Old Business

- *Open Master Board Positions*
 - Positions are now open for Secretary (following Bill Martin's move to Kansas), and one Member at Large. Current Board members will continue to recruit Homeowners to join the Board.
- *Website*
 - Janet will request that Mike Love make the following updates to the HOA Website:
 - Janet Basset should be *President* rather than *Interim-President*.
 - Lori Gracey should be *Vice President* rather than *Member*.
 - The font on Dorothy DeBorde's position of Secretary should be corrected.
- *Meeting Management*
 - Send agenda items to Janet before each Board meeting as she is preparing the Meeting Agenda.
 - Lori will prepare the Meeting Minutes until the position of Secretary is filled.
- *Street Lighting at Elm Pl. and Elm Ave.*
 - Janet has continued her follow-ups with the City of Broken Arrow concerning our request for a street light at the intersection of Elm Pl. and Elm Ave. The City has been in communication with PSO and has indicated their agreement to install such a light fixture. They anticipate that it will be installed sometime in the next 3-4 weeks.

VI. New Business

- *Tree Planting*
 - A Homeowner in the Villas has offered to have a tree planted on Reserve H. Janet will follow up with the Homeowner to determine what type of tree they would like to plant and when that may be done.
 - The HOA will coordinate with Ryan Lawn and Trees to have two trees replaced around the L-shaped pond.
- *City HOA Workshop*
 - The City of Broken Arrow is hosting a Homeowners Association Workshop on February 27th. Janet and Lori plan to attend.
- *Newsletter*
 - A spring newsletter will be drafted and sent to Homeowners in April to announce the May garage sale and to keep Homeowners up-to-date on neighborhood news.

VII. Adjournment

All business being concluded, the meeting was adjourned by Janet at 7:50.