

## THE RESERVE AT BATTLE CREEK – Master HOA Board

### Meeting Minutes

March 17, 2016

**Called to Order:** 7:05 p.m. **Adjourned** 8:55 p.m.  
**Present:** Janet Bassett, Dorothy DeBorde, Donna Metcalf, Larry Falgiani, Lori Gracey  
Alinda Jones for HOA Management  
**Location** Communication Credit Union  
**Next meeting:** April 21, 2016 at Communication Credit Union

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#### I. Minutes

Minutes for the previous meeting held on February 18, 2016 were distributed by email and approved unanimously by the Board Members.

#### II. Treasurer's Report

Dorothy gave the Treasurer's report. She had approved the reports prior to the meeting and Alinda distributed the reports to the Board by email.

##### Discussion:

- *Budget Status*
  - At the midpoint of the fiscal year, the budget shows a \$4,191.60 shortfall.
  - Expenses were rather low for the month of February, down about 50% from January when a number of repairs were made.
- *Taxes*
  - The Master Association 2015 tax returns were filed by the deadline of March 15. The cost for tax preparation was \$150.

##### Approval

- Dorothy moved to approve the Treasurer's report.
- Larry 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.

- *Fertilizer & Weed Control – Donna*
  - Donna will review the Reserve Map with OT Landscaping to assure that all reserve areas are being treated with fertilizer and weed control. Because OT Landscaping does not always use a chemical dye in their product, it may not be apparent to homeowners that reserve areas have been treated.
- *Shrubbery – Donna*
  - The shrubbery on 51<sup>st</sup> Street by the neighborhood sign will be trimmed as will the boxwoods by the Villas. Trimming the shrubbery will allow the azaleas to be seen better when they bloom this spring.
- *Spring Plantings – Donna*
  - It was agreed that OT Landscaping should be given approval to move forward with mulching, fertilizing, and planting of spring flowers as soon as the weather allows. Donna will ask that a variety of Periwinkles be planted this year. \$1000 was approved for the purchase of spring flowers.
- *Fencing on Reserve D – Larry*
  - Larry reported that the 8 fence posts on the north side of Reserve D have been replaced by Ideal Fencing and that the fencing is no longer sagging.
- *Sprinklers – Larry*
  - Larry has turned on the sprinklers in the reserve areas and set them to run at 6:00 a.m. on Sundays and Wednesdays. Broken sprinkler heads have been replaced and the system is in working order. Therefore, the repair to the Villas irrigation system will be postponed.

- *Lighting – Larry*
  - Lighting repairs will be coordinated between Larry and an electrician referred by Alinda. Larry will replace lights where practical. Other areas require an electrician to replace lighting fixtures or outlets.
    - 6 of 8 lights are working outside the Cottage gates and the 51<sup>st</sup> Street entry to the neighborhood.
    - Both lights at the North Villas gates are out.
    - Lights at the South Villas gates are working.
    - An electric eye on some fixtures seems to be causing problems and will be replaced.

#### IV. HOA Report

- *Insurance*
  - The revised Villas policy is now in place with D&O coverage.
  - Alinda has not yet received an updated policy for the Cottages board, but will follow up with the agent.
  - Alinda reported on her discussion with State Farm agent, Janine Morales. After discussion with the board members, Janet moved that the board change insurance agents from Mark Musser to Janine Morales. Lori seconded the motion. All board members were in favor and approved the motion. Alinda will proceed with moving the policies.

#### V. Old Business

- *Street Lighting at Elm Pl. and Elm Ave.*
  - Janet is continuing to follow-up with PSO about the request for a street light at the intersection of Elm Pl. and Elm Ave. It may take several more months before the light is installed.
  - Lori will follow-up with Ryan Lawn and Trees and will arrange for replacing 3 trees in the reserve areas. Two trees will be planted around the L-shaped pond. One tree, preferably a conifer (possibly a Spruce), will be planted on Reserve H in the Villas. Janet will ask a resident near Reserve H to water the new tree. A spigot will be installed on a sprinkler head to allow watering of the new trees by the pond.
- *Newsletter*
  - A spring newsletter will be drafted and sent to Homeowners in April to announce the May 21st garage sale, recycling opportunities in the city, signage to indicate a residence has pets (Fire Department), maintenance of landscaping and yards, leashing pets and picking up after them, and other such useful news items.

#### VI. New Business

- *City HOA Workshop*
  - Lori attended the meeting and provided the board with a summary. She will address some of the points in an upcoming neighborhood newsletter. She will also follow-up with the City to have storm drains marked to discourage dumping and runoff of contaminants into the ponds and drains.
- *Architectural Applications*
  - Two residents submitted Architectural Applications (Arch Apps) for new roofs; all were approved by unanimous vote of the board through email communication as each application was in compliance with Covenants.
  - An Arch App was submitted by a resident requesting permission to construct a garden shed.
    - Larry moved to decline the application per Covenants which state that all outbuildings are prohibited (§ III, Art. J).
      - Per § III, Art. J, an “outbuilding” had previously been determined by the board to be an enclosed structure separate from the main residence, having a floor and ceiling, and being of such a height that an adult person of average stature is able to enter therein and stand upright.
    - Janet seconded the motion.
    - The application was declined unanimously.
    - Alinda will communicate the board’s decision to the requesting resident.

- An Arch App was submitted by a resident requesting permission to replace a wooden overhead garage door with an aluminum overhead garage door with windows, and to replace window shutters on the house. Covenants state in § III Art. C that glass, i.e. windows, are prohibited in garage doors.
  - Donna moved that the application be approved with the condition that the replaced garage door not have windows.
  - Dorothy seconded the motion.
  - The application was unanimously approved with condition.
  - Alinda will communicate the board's decision to the requesting resident.
- Lori will work with Mike Love to create an Arch App that can be accessed and submitted electronically through the Reserve's website.
- Correspondence was received from a concerned resident about a vehicle parked in front of another residence that is leaking a noticeable amount of oil onto the pavement which has caused a large stain. The board determined that a letter will be sent to the resident where the vehicle is being parked requesting that the oil stain be cleaned, and that the vehicle be maintained in such a way that the problem does not continue.

## **VII. Adjournment**

All business being concluded, the meeting was adjourned by Janet at 8:55.