

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

April 19, 2016

Called to Order: 7:05 p.m. **Adjourned** 9:23 p.m.

Present: Janet Bassett, Dorothy DeBorde, Larry Falgiani, Lori Gracey
Alinda Jones for HOA Management

Location Janet Bassett's home

Next meeting: April 19, 2016 at Communication Credit Union

I. Minutes

Minutes for the previous meeting held on March 17, 2016 were distributed by email and approved unanimously by the Board Members.

II. Treasurer's Report

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

Discussion:

- *Budget Status*
 - For the current month we are under budget by \$682.17.
 - Overall, we are over budget by \$3,509 YTD mostly due to repairs and maintenance.

Approval

- Lori 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

Larry gave the Landscaping report.

- *Fertilizer & Weed Control*
 - Donna has reviewed the Reserve Map with OTL Landscaping (OTL) to assure that all reserve areas are being treated with fertilizer and weed control.
 - There was discussion concerning a resident's complaint that Reserve J had not been treated for weeds.
 - Having reviewed the service agreement with OTL, it was determined that Reserves J, D & G were not included in the areas to be sprayed as they are not meant to be kept as park-like areas although they are included in the regular mowing, provided the retention areas are not too wet to mow.
 - It was agreed that the services provide by OTL in Reserves J, D & G is satisfactory and no further action was needed. The resident who had expressed concerns will be notified.
- *Tree Planting*
 - Lori will coordinate the planting of three new trees with Ryan Lawn and Trees. Two Chinese Pistache will be planted on the north end of the L-shaped pond in Reserve G, and an Oklahoma Redbud will be planted on Reserve H in the Villas.
 - Larry will verify the faucet on Reserve G is operational and a garden hose is purchased to facilitate watering of the new trees in that area.
 - A resident by Reserve H has agreed to facilitate the watering of the new tree planted there.
- *Spring Projects*
 - It is anticipated that spring flowers will be planted soon.
 - The boxwoods still need to be trimmed and OTL will be notified of this.
 - OTL will also be notified to leave the Cattails at the east end of the L-shaped pond.

IV. HOA Report

- *Covenant Enforcement*
 - Alinda will follow-up with the resident who submitted an Architectural Application to build a Pergola and reiterate that the Pergola is approved provided the condition stipulated concerning the resident's unapproved outbuilding is met.
 - A letter will be sent to a resident who has parked a boat in their driveway which is in violation of Covenants.
 - An issue concerning a large oil stain on the pavement in front of a resident's home in the non-gated part of the neighborhood will be referred to City Code Enforcement. The resident who notified the Board of the issue will be advised of this response.
 - A letter will be sent to a resident in the Villas that because their backyard is visible to the street and common areas, it must be maintained to the same standard as the Covenants stipulate for residents' front yards.
- *Insurance*
 - Alinda will draft letters to Janine Morales and Mark Musser stating the Association's decision to move coverage to Ms. Morales' office.
- *Liens*
 - Liens for failure to pay annual dues are being prepared for three residents.
 - A letter assessing late fees will be sent to one resident who is delinquent in paying annual dues.

V. Old Business

- *Street Lighting at Elm Pl. and Elm Ave.*
 - The light pole and light have been installed at the intersection of Elm Pl. and Elm Ave. although the light has not yet been turned on. It appears it has been connected to a power source.
- *Architectural Application*
 - Lori is working on a new Architectural Application and has spoken with Mike Love about how to format it so that residents can fill it out and submit it through the website. The ability to attach photos or other documentation is also needed.
 - The new application will be provided to Alinda so she can include it in welcome packets to new residents.

VI. New Business

- *Confidentiality of Subcontractors*
 - A resident had contacted the Board with concerns about subcontractors working with OTL.
 - After discussion, it was determined that since general contractors are responsible for verifying the certification and licensure of their subcontractors that the insurance and general liability coverage of the general contractor is sufficient.
 - It was unanimously agreed that no further inquiry into the records of the subcontractors was needed. The concerned resident will be notified of this decision.
- *Youth Fishing Day*
 - A resident has volunteered to coordinate a youth fishing day for Saturday, May 14th and has requested a budget of \$100 to cover the cost of refreshments, bait, and flyers promoting the event.
 - The Board agreed this was an excellent idea but agreed to a budget of \$75 since promotion of the event can be taken care of in the May newsletter. (see below)
 - The resident will be notified of the Board's approval of the event and the approved budget.
- *Architectural Application*
 - A resident has submitted an application with photos of the new paint color for the exterior of their home.
 - The Board unanimously approved the application.

- *Neighborhood Garage Sale*
 - Magnolia Ridge HOA is responsible for coordinating this year's neighborhood garage sale that is scheduled for Saturday, May 21st.
 - Alan Spears, from Magnolia Ridge who is the coordinating this year's garage sale, emailed Janet stating they would "place and pay for the Tulsa World ad," post signs, and arrange for curb-side pickup by a local charity in the late afternoon following the sale.
 - Larry will take care of posting signs a week in advance for our neighborhood.
 - Next year (2017) The Reserve at Battle Creek Master HOA is responsible for coordination of the neighborhood garage sale. This will be discussed further at either the May or June Board meeting.
- *Newsletter*
 - Lori provided a draft of the spring newsletter which the Board members reviewed together, making suggestions and edits as needed.
 - The newsletter will include promotion of the youth fishing event on May 14th. Janet will confirm the time and exact location of the event with the resident coordinating the event.
 - Alinda will check on the cost of printing the newsletter in color rather than grayscale.
 - Lori will email the final draft to Alinda no later than Tuesday, April 26th for distribution to residents no later than Monday, May 2nd.
- *Financial Reports*
 - In order to allow the Treasurer, Dorothy DeBorde, sufficient time to review financial reports prior to Board meetings, the following schedule was agreed to by both Dorothy and Alinda:
 - Financials for the Master Association will be emailed to Dorothy by Alinda no later than Noon on the Wednesday a week prior to the scheduled Board meeting, provided the meeting is scheduled on the third Thursday of the month.
 - If the Board meeting is scheduled for a day other than the third Thursday of the month, Alinda and Dorothy will agree on a suitable day and time for the financials to be submitted.

VII. Adjournment

All business being concluded, the meeting was adjourned by Janet at 9:23.