

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

May 19, 2016

Called to Order: 7:05 p.m. **Adjourned** 8:50 p.m.

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

Location Communication Credit Union

Next meeting: June 16, 2016 at Communication Credit Union

I. Minutes

Minutes from the previous meeting held on April 19, 2016 were distributed by email and approved unanimously by the Board Members. They are posted on the website, battlecreekreserve.com.

II. Treasurer's Report

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

Discussion:

- *Water Bill*
 - The water bill for the month of April was roughly \$95 over budget, possibly due to the City averaging the water usage.
 - Alinda will scan prior months' water bills and provide to the board members by email for their review.
 - Alinda will also contact the City to ask if the credit on one of the meters could be refunded. The credit is for roughly \$1,200.
- *Budget Status*
 - For the current month we are under budget by \$1,264.
 - Overall, we are over budget by \$2,245 YTD mostly due to repairs and maintenance.

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

Larry gave the Landscaping report.

- *New Trees*
 - Larry installed a hose rack and garden hoses for watering the 2 new trees planted by the Villas south gate.
 - Lori has been watering these two trees; Jama Rush has been watering the new tree on Reserve H.
 - One of the two trees by the gate has died. Lori is in contact with Ryan Lawn & Trees to have it replaced.
- *Tree Maintenance*
 - Trent with Ryan Lawn and Trees provided a proposal for maintaining the 120 trees in the reserve areas.
 - The first year the service would be \$1,677 which includes onetime fees of roughly \$1,000 for iron injections for 5 yellow oak trees and treatment for scale on 11 oaks and 4 redbuds.
 - After discussion, Janet moved to accept the proposal. Dorothy seconded the motion. The proposal was approved unanimously.
 - Lori will contact Trent to schedule the service.
- *Spring Projects – Donna is following up on these projects*
 - OTL will be planting Periwinkles in the coming week (first week of June), weather permitting.
 - The boxwoods still need to be trimmed by OTL, as well as shrubs inside the Villas south gate.

- It was requested that a 2nd rosebush be planted by the Villas south gate to balance out the existing one.
- Donna is requesting that OTL mow the utility ROW to the east and south of Reserve G (L-shaped pond) as residents have seen a bobcat and coyotes in that area.
- *Other*
 - Alinda will have an electrician contact Larry to coordinate maintenance on a light on the north side of the Villas gates.
 - Janet will check with the City of Broken Arrow to report that the new street light at Elm Pl. and Elm Ave. is not working.

IV. HOA Report

- *Liens*
 - Alinda will check this week on all current liens. She will also determine if a new resident who recently closed on a property with outstanding dues has paid the dues through the closing process.
- *Closing Info for New Homeowners*
 - A closing agency had contacted Lori for the HOA information packet to provide to new owners. Lori forwarded this request to Alinda. There was a delay in filling the request.
 - In the future, such requests should be directed to the attention of Debbie Jones at HOA Management. She is responsible for fulfilling all such requests.
- *Miscellaneous*
 - Bobcat reported by resident. Alinda forwarded this notification and request for mowing to the Board.
 - A resident inquired if they required approval from the board to have a garage sale. The Board agreed they did not need approval.
 - Letters for transferring insurance coverage to the new agent were distributed and signed by Janet and Larry.
 - Open House in the Villas on Sunday, May 29th; Realtor requested gates be left open. Janet will notify Matt.
 - Gates in the Villas and Cottages will be open on Saturday May 21st for the neighborhood garage sale from 7:00-3:00. Janet and Larry will coordinate.
 - Letter re: unkempt backyard visible to common areas has not yet been sent. Alinda will send within the next week.
 - Reserves D, J and G appear to no longer be a problem as to weeds and mowing.
 - The oil stain on pavement in front of home on N. Ironwood is still visible although it is uncertain as to which resident is responsible for the issue.
 - The boat that was parked in a resident's driveway for a period longer than allowed by Covenant has been moved.
 - The covenant enforcement process will advance for the resident with the garden shed which is still in place and visible from the street.

V. Old Business

- *Newsletter*
 - The newsletter was printed in color at Office Depot for a total cost of \$234.60 and distributed to residents by mail.
 - The Board was pleased with this and will print future newsletters in color provided the cost is comparable. (69¢ per side printed in color)
- *Architectural Application*
 - Lori will ask Mike Love to post the new application on the website and verify that the ability to attach photos or other documentation is also available.
 - The new application will be provided to Alinda so she can include it in welcome packets to new residents.

VI. New Business

- *Board Positions*
 - The two open positions on the Board were discussed.
 - After discussion, Janet moved that Lori Gracey, who is Vice President and acting Secretary, accept the position of Secretary and Larry Falgiani accept the position of Vice President.
 - The motion was seconded by Lori and approved unanimously.
 - The two remaining positions are for Members at Large. The Board is hopeful at least one of these may be filled before the August general meeting.
 - Lori will ask Mike to update the positions on the website.
- *Rabbit Issue*
 - An issue concerning a loose domestic rabbit was brought to Janet's attention by a resident who rescued the loose rabbit and attempted to return it to the owner.
 - It was determined that the rabbit had been kept as a pet as are the resident's remaining rabbit.
 - No further action was required from the board since it was determined the animals are domestic pets and therefore are in compliance with the Covenants.
- *Neighborhood Garage Sale*
 - Magnolia Ridge HOA is responsible for coordinating this year's neighborhood garage sale that is scheduled for Saturday, May 21st.
 - Larry and Bill Waldorf have posted signs for our neighborhood and will remove them afterwards.
 - Next year (2017) The Reserve at Battle Creek Master HOA is responsible for coordination of the neighborhood garage sale. These responsibilities include: placing advertisements in the Tulsa World and Broken Arrow Ledger; arranging for a charity to pick up at curbside after the sale; notification of all 9 HOAs in our area participating in the sale; notifying the next HOA on the list of their responsibility for the 2018 sale.
 - The Board will create a checklist to assist with coordinating the event and will share this with the other HOAs.
- *Other*
 - Next Newsletter – will include information on how the Neighborhood Garage sale is coordinated between the different HOAs; ongoing tree maintenance; summary of website resources; helpful info for residents who are selling or purchasing a home in The Reserve (closing process, dues, HOA info, etc.)
 - August Annual Meeting – the meeting is scheduled for Tuesday August 9th at 7:00 p.m. – 9:00 p.m. Donna will reserve the large meeting room at the Battle Creek Clubhouse.

VII. Adjournment

All business being concluded, Larry moved that the meeting be adjourned. Janet seconded the motion. All being in agreement, the meeting was adjourned by Janet at 8:50.