

# THE RESERVE AT BATTLE CREEK – Master HOA Board

## Meeting Minutes

June 23, 2016

**Called to Order:** 7:05 p.m. **Adjourned** 10:15 p.m.

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

**Guests:** Chris Donald, Karlie Pagano, Larry Mudd, Mike Love

**Location** Communication Credit Union

**Next meeting:** July 21, 2016 at Communication Credit Union

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### I. Residents

Prior to beginning the regular agenda, the Board heard from new residents Chris Donald and Karlie Pagano. As new homeowners in the neighborhood, Karlie expressed interest in joining the Board as a Member at Large and shared ideas she had for organizing community activities and launching a Reserve at Battle Creek Facebook page.

Larry Mudd and Mike Love also attended. Larry M. shared a number of concerns he had noted about landscaping and covenant issues throughout the neighborhood. As the majority of these issues were already included on the agenda, the Board expressed their appreciation for Larry and Mike's input and tabled further discussion until later in the meeting.

The guest residents left at roughly 8:00 and the meeting proceeded to cover the prepared agenda.

**NOTE:** If any residents would like to attend a Board Meeting, please let a member of the Board know in advance so that time can be allowed for your input. We welcome the involvement of all homeowners in our neighborhood.

### II. Minutes

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

### III. 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:

- *Increases*
  - *Landscaping expenses were up for the month as annuals were purchased and planted*
  - *Office expenses were up to cover the cost of the newsletter printing and mailing*
  - *Electric bill was higher as it was paid for two months' service*
- *Water Bill*
  - Because of an overpayment on a water bill earlier in the year, a significant increase in usage was not discovered until this month when a water leak was found and repaired at the Villas south gate. (The leak was found by Lori and Larry who shut the meter off until the repair could be made that same week.)
  - Upon a detailed review of the past 3 bills, Dorothy discovered that usage for that meter was extremely high, resulting in much higher-than-usual bills.
  - Alinda will work with the City of Broken Arrow to see if a credit can be given to off-set the cost of the water leak.
  - Dorothy will now be reviewing the monthly water bill from the City to determine if the volume of usage is consistent with normal usage amounts.
  - Alinda will have the HOA Mgmt. admin scan and email the water bills to Dorothy as soon as they are received. Dorothy will then respond to Alinda with instructions to pay or make inquiry concerning the bills.
  - Alinda also agreed to credit the Master Association's account for the \$44.72 in late fees charged by the City.

- *Budget Status*
  - For the current month we are over budget by \$562.
  - Overall, we are over budget by \$2,807 YTD mostly due to repairs and maintenance.

Approval

- Dorothy moved to approve the Treasurer's report. Lori seconded the motion. The report was approved unanimously.
- Having been approved, the May financials will be posted on the Association website.

**IV. Landscaping Report**

Larry & Donna gave the Landscaping report.

- *Leak*
  - The leak was found by Lori and Larry who shut the meter off until the repair could be made that same week.
- *Trees*
  - Larry installed the hose rack for watering the trees by the L-shaped pond; Lori is watering them regularly.
  - Ryan Lawn & Trees completed their treatment of trees throughout the neighborhood.
  - The dead tree at the north end of the L-shaped pond will be replaced by Ryan Lawn & Trees this fall.
  - Larry will remove a dead branch from a tree along 51<sup>st</sup> & Elm Pl.
  - Trees throughout the reserve areas need to be mulched. According to the contract with OT Landscaping, the Association buys the mulch and the OT crew installs it.
  - Larry &/or Donna will purchase mulch and provide to OT Landscaping for placement around trees.
- *General Plantings*
  - Many of the annuals planted by OT have died from the excessive rains followed by high temperatures.
  - Where such plants have died, the beds will be mulched and flowers will not be replanted due to the heat.
  - Larry &/or Donna will purchase mulch and provide to OT Landscaping for placement in the flower beds.
- *OT Landscaping*
  - The OT crew cut down all the cattails at the east end of the L-shaped pond. Board members have and will continue to speak with the crews to clarify this is not to be done; the cattails are not to be cut.
  - Alinda will make arrangements for the board sit down with Olen (via contact with Olen's wife) to address a number of concerns about the quality of work being done. These include, but are not necessarily limited to:
    - Excessive weeds in common areas in the Villas (Reserves H & K and elsewhere)
    - Continuous cutting of cattails at the end of the L-shaped pond
    - Status of rose bushes in front of Villas south gate; it's anticipated this will be planted in the spring
    - Trimming of boxwoods in anticipation of next years' azalea bloom
    - The need to once again clarify, with the help of laminated maps, which areas the crew is supposed to mow and which areas they are not to mow; in particular, the triangle shaped area to the south of the 700 block of Granger St has not been mowed and the resident who lives adjacent to that reserve area has filed a complaint.
    - Larry will have several 11x17 copies of the neighborhood map made with reserve areas marked

**V. HOA Report**

- *Letters*
  - A courtesy letter will be sent to the resident at 821 W Granger reminding them that trailers may not be kept in front of a residence beyond the allowance in the Covenants.
  - The Covenant Violation process will proceed for the resident in the Villas with the outbuilding in violation of Covenants.

- *Payment to Ryan Lawn & Trees*
  - Clarification and approval of charges from Ryan Lawn and Trees was made so that the outstanding balance and current balance can be paid.
- *Miscellaneous*
  - A landscaper, Ray Walters, has requested to bid the next time the Association puts out an RFP.
  - Insurance policies have now been transferred to the new State Farm agent.
  - Alinda will review all outstanding liens at the next board meeting in preparation for the Annual Homeowners Meeting in August.

## **VI. Old Business**

- *Community Cleanup*
  - The date set for the cleanup fell on the weekend of Father's Day and was therefore not well attended.
  - More thought will be put into scheduling such events in the future.
- *Neighborhood Garage Sale*
  - Board members spoke with a number of residents who participated in the garage sale to determine if the selected charity picked-up left-over items; it appears they may not have.
  - This issue and others will be discussed in more detail after the first of the year when planning for the 2017 garage sale begins.

## **VII. New Business**

- *Board Positions*
  - Two residents have agreed to join the board upon approval: Karlie Pagano and Ty Frederick. Following discussion, Dorothy made a motion to accept both Karlie and Ty onto the board. Larry seconded the motion. Both volunteers were approved unanimously.
  - With the addition of these two new board members, the rotation of positions will be as follows:
    - Expiring in 2016: Janet Basset, Donna Metcalf, Larry Falgiani, Lori Gracey
    - Expiring in 2017: Dorothy DeBorde, Ty Frederick, Karlie Pagano
  - Janet will send emails to welcome the new board members and will provide their information to Mike so that the website can be updated.
- *Annual August Homeowners Meeting*
  - The meeting is scheduled for August 9<sup>th</sup> at 7:00 in the clubhouse at Battle Creek Golf Course.
  - Board members and HOA Management will arrive no later than 6:15 to set up for the meeting.
  - The meeting notice and supplemental documents will be mailed NO LATER THAN July 25<sup>th</sup> in order to be in compliance with the By Laws. The handouts will include:
    - Accomplishments from the past year (Lori will compile)
    - Balance Sheet and Profit and Loss Statement (Dorothy will approve)
    - Proxy Statement for those unable to attend the meeting
  - Invoices to residents will be mailed by August 1<sup>st</sup>.
- *Other*
  - A complaint has been made concerning a resident who is not removing pet waste regularly from their yard which has resulted in offensive odors and flies affecting neighboring properties; Alinda will send a letter to the offending resident.
  - Alinda will contact the appropriate authority to request the neighborhood be sprayed for mosquitoes.
  - A tarp or some such material is visible in the L-shaped pond; Janet has provided Lori with a tool to help in removing it; Larry F. will assist.

## **VIII. Adjournment**

All business being concluded, Lori moved that the meeting be adjourned. Donna seconded the motion. All being in agreement, the meeting was adjourned by Janet at 10:15.