

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

July 21, 2016

Called to Order: 7:03 p.m. **Adjourned** 9:15 p.m.

Present: Larry Falgiani, Dorothy DeBorde, Donna Metcalf, Lori Gracey, Karlie Pagano, Ty Frederick
Kim Justilian & Alinda Jones with HOA Management

Location Communication Credit Union

Next meeting: August 18, 2016 at Communication Credit Union

I. Minutes

Minutes from the previous meeting held on June 23, 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:

- *Landscaping*
 - *Landscaping expenses were much higher than usual primarily because mowing was paid for 2 months and the cost of the new trees and maintenance on the HOA's 120 trees was paid this month.*
- *Water Bill*
 - Alinda was able to arrange for a refund of \$1,117 from the City of Broken Arrow for the leak at the Villas south gate.
 - Dorothy is now reviewing the water bills once they are scanned and emailed to her so that any major changes in usage can be noted in order to avoid such issues in the future.
 - Alinda has also arranged for the water bill to be paid automatically to avoid late charges. This still allows Dorothy time to review the usage before payment is made.
 - HOA Management has assigned the duty of managing these HOA's financial obligations to Robin DeArmon.
- *Budget Status*
 - For the current month we are over budget by \$3,303.
 - Overall, we are over budget by \$6,110 YTD mostly due to water leaks, general maintenance and repairs, and tree replacement and maintenance.

Approval

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

III. HOA Report

- *Documents for Annual Meeting*
 - HOA Management will mail each resident the following materials by Monday July 25 in preparation for the Annual Meeting:
 - Invoice for dues
 - Notice of Annual Meeting of Homeowners Association Members
 - Proxy Ballot
 - Balance Sheet with totals as of June 30, 2016
- *Kim's Report*
 - Kim proposed that Robin DeArmon take over the responsibility for the Associations financials; the Board agreed to this proposal.

- Alinda will continue to attend monthly meetings, respond to residents via the contact page on the website, draft letters to homeowners when such need arises, manage the Covenant Enforcement process, and file all relevant liens.
- *Liens*
 - A lien for a resident with multiple years of unpaid dues has been filed.
 - A lien for a resident with unpaid dues has been drafted but not yet filed; Alinda will see to this right away.
 - The Covenant Enforcement process is advancing for the resident who is in violation due to the construction of an outbuilding.
- *Letters*
 - A letter will again be drafted to a resident in the Villas with a visible and unkempt yard.
 - A letter will be drafted to a resident who has been reported as having more than the allowable number of outside pets, and who has failed to properly dispose of pet waste which has created a nuisance to neighbors due to the odor and insects attracted by the waste.
 - **Letters for these issues are to be drafted within the week following the Board Meeting.**

IV. Landscaping Report

Larry & Donna gave the Landscaping report.

- *Trees*
 - Larry removed the dead branch from a tree along 51st & Elm Pl.
 - Trees throughout the reserve areas have been mulched with the exception of a few on the south end of the L-shaped pond; Donna is looking into this.
- *General Issues*
 - Larry will make adjustments to the sprinklers so that the flower beds are watered daily.
 - All electrical at the gates and lighted areas is now repaired and working.
 - Larry will coordinate cleaning and maintenance of pond fountains with Jason Friedrich.
- *OT Landscaping*
 - Donna reported that the trimming of shrubs along 51st Street is still not satisfactory; she will address with Olen.
 - Larry had several 11x17 copies of the neighborhood map made with reserve areas marked and provided these to the OT Lawn crews.
 - Donna reports that all areas are now being properly mowed and maintained by the OT Lawn crews.

V. Old Business

- The trailer has been removed from the home of the Villas resident who has completed repairs to their deck.
- Mosquito spraying – Alinda provided the contact number of 918-595-4219 if we need to call for spraying. The City can also be contacted at 918-258-3857.
- The tarp in the L-shaped pond has not been removed as the recent rain storm filled the pond and covered the tarp.

VI. New Business

- Storm debris pickup – some residents may need to place this on the cul-de-sac islands.
- Facebook Page – Karlie has created a Facebook page for the neighborhood using the name “The Reserve at Battle Creek.” Residents are encouraged to join this Closed Group and use it to communicate with neighbors about such things as garage sales, missing pets, items of interest, or to share pictures of our neighborhood community.
- Complaints have been received about the neighborhood children riding dirt bikes and a small motorcycle in the neighborhood. After discussion, the Board determined that this issue is a matter for City Code Enforcement.
- Annual Master Board Meeting
 - Board Members and HOA Management representatives should arrive at the Clubhouse by 6:15
 - Documents sent to residents on July 25:
 - Invoice for dues

- Notice of Annual Meeting of Homeowners Association Members
- Proxy Ballot
- Balance Sheet with totals as of June 30, 2016
- Copies at meeting to be picked up at registration table (HOA Management will provide these copies.)
 - Sign-in Sheet
 - Ballot for Board Members
 - Minutes from August 2015,
 - Accomplishments for the 2015-2016 year (Lori has drafted and will bring copies)
 - Financials from Aug. 2015 – July 2016,
 - Profit & Loss Statement
 - Proposed Annual Budget
- The board members to be presented at the Annual meeting and their rotation of positions is as follows:
 - Expiring in 2016: Janet Basset, Donna Metcalf, Larry Falgiani, Lori Gracey
 - Expiring in 2017: Dorothy DeBorde, Ty Frederick, Karlie Pagano

VII. 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 Larry at 9:15.