

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

March 16, 2017

Called to Order: 7:05 p.m.

Adjourned: 8:45 p.m.

Present: Janet Bassett, Dorothy DeBorde, Ty Frederick, Larry Falgiani, Karlie Pagano, Lori Gracey, Donna Metcalf, and Robin DeArmon with HOA Management

Location Communication Credit Union

Next meeting: April 20, 2017 at Communication Credit Union

I. Minutes

Minutes from the previous meeting held on February 23, 2017 were distributed by email and approved unanimously by the Board Members. The Minutes 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 Robin prior to the meeting and distributed the reports to the Board by email.

Discussion:

- Administrative fees were higher than usual due to the number of liens filed.
- Water bills appeared high because they represented two months of charges; this should no longer be a problem as the bills have now been placed on auto-draft.
- A leaking sprinkler head was also identified near the South Villas gate which contributed to the higher usage.
- Taxes for the Master Association and for the Villas is due by April 18 this year. The Master Association owes \$1 to the State of Oklahoma this year.
- The Association is \$8,169 under budget for fiscal year 2017.

Approval

- Larry moved to accept the Treasurer's Report; Ty seconded the motion and the report was unanimously approved.

III. Landscaping Report

Larry, Ty and Donna provided the Landscaping report.

- Donna spoke with the OT Landscaping crew concerning the shrubberies near the Cottages and discussed how to trim them.
- Ty spoke with the OT Landscaping crew concerning the shrubberies near the Villas and discussed how to trim them.
- OT Landscaping noted that the boxwoods in the neighborhood would require more than one trimming to get them to an optimal height that will allow the azaleas to be seen from the street.
- OT Landscaping will spray for weeds and fertilize the common areas in the coming week.
- HOA Management will contact OT Landscaping concerning our contract with them to determine if they will renew it at the same rate or if there will be changes. The Association is open to receiving bids from other landscaping contractors.
- It was reported that the mowing crew has already begun mowing and cleaning flower beds as the season is early this year.
- Larry, Ty and Donna will work with the crew to improve the uniformity of plantings (both shrubberies and flowers) throughout the reserve areas.

IV. HOA Report

- Five liens have been filed for residents who are either out of compliance with covenants or are delinquent on their dues.
- One resident who was delinquent on dues has made payment arrangements to pay the balance.
- Late fees have been assessed for two additional residents, and one other resident has been sent a final notice prior to filing a lien if no response or arrangements are made.

- It was requested that HOA Management send a letter to residents of a home on N Ironwood Ave. that has an unsightly yard.
- It was requested that HOA Management send a letter to residents on N Granger St. concerning the safety of a vehicle parked by the residence on N Elm Pl.

V. Old Business

- Ideal Fencing completed replacement of fence posts in the reserve areas; Larry verified with HOA Management that the invoice will be paid.
- Ryan Lawn and Tree made repairs to the broken sprinkler head; Larry verified with HOA Management that the invoice will be paid.
- Villas resident, Everette Enkey, completed the welding repair to the iron fencing at the Villas south gate. The Board is grateful to Everette for volunteering his time and expertise.
- A resident planning to paint their home will submit an Architectural Application in the fall for approval of the new paint color.

VI. New Business

- Annual Neighborhood Garage Sale
 - This year our Association is responsible for coordinating the neighborhood garage sale. This responsibility rotates between participating HOAs in the area so that each association is in charge of promotion and communication roughly once every nine years.
 - The garage sale is scheduled for Saturday May 20th, 8:00-2:00.
 - Janet will update the Garage Sale coordination information that she will then share with the other HOAs.
 - Karlie will coordinate the post-sale charity pickup of leftover items. Because of so many neighborhoods participating, she may coordinate this with more than one charity.
 - Gates at the Cottages and Villas will be open from 8:00 until 3:00 to allow for the charities to pick-up items.
 - Donna will submit the advertisement of the sale to the Tulsa World so that it is in the paper that Thursday – Saturday.
 - Karlie will post an advertisement about the sale on Craig’s List and the Association’s Facebook page.
 - Lori will post advertisement on the Broken Arrow Garage Sale Facebook page.
 - Ty and Larry will take care of putting up the Garage Sale banners the week before the sale.
 - Janet will contact the Green Briar HOA and provide them with all the information we have as they are in charge of the sale next year.
- Newsletter
 - The board reviewed last year’s spring newsletter and made suggestions for changes.
 - Lori will draft the newsletter which will be distributed to the board for review before sending it to residents the first week of May.
 - Some of the changes suggested include: an emphasis on neighborhood safety; spotlighting the new Facebook page; the new City of Broken Arrow Action Line application.
- Foreclosure – Janet and Kim will attend the upcoming hearing to determine if the Association can recoup any of the outstanding dues and fines.
- City HOA Workshop – Janet and Lori attended the workshop. They gained valuable insight concerning how associations handle foreclosures, safety related matters, and the launch of the new Action Line app.
- Annual Meeting – Karlie suggested having door prizes to local Broken Arrow restaurants, and doing an ice breaker with those attending would be good ways to help encourage attendance. Distributing flyers to residents in addition to the mailing announcing the meeting was also suggested.

VII. Adjournment

All business being concluded, Janet adjourned the meeting at 8:45.