

## THE RESERVE AT BATTLE CREEK – Master HOA Board

### Meeting Minutes

June 15, 2017

**Called to Order:** 7:10 p.m.

**Adjourned:** 9:40 p.m.

**Present:** Janet Bassett, Dorothy DeBorde, Ty Frederick, Karlie Pagano, Lori Gracey, and Kim Justilian & Amy Wade with HOA Management

**Location** Communication Credit Union

**Next meeting:** July 21, 2017 at Communication Credit Union

---

#### I. Minutes

Minutes from the previous meeting held on May 18, 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 Amy prior to the meeting and distributed the reports to the Board by email.

##### Discussion:

- Landscaping expenses were up due to an invoice being paid twice by mistake. The difference will balance out in July.
- Lien filing fees amounted to \$111 this month.
- The Master Association is \$7,572.33 under budget for fiscal year 2017.

##### Approval

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

##### Budget for Annual Homeowners Meeting

- Discussed modification to the proposed budget for fiscal year 2017/2018 as submitted by Dorothy.
- A revised version of the budget will be reviewed at the July board meeting.
- The finalized budget will be presented to homeowners at the annual meeting in August.

#### III. Landscaping Report

- The board members were sad to accept the resignation of Donna Metcalf who has served our community so faithfully, especially regarding the coordination of landscaping projects. **Thank you Donna** for all you have done.
- Ty Frederick, who has been working on a variety of landscaping projects with Donna and Larry Falgiani, agreed to step into the role of landscaping liaison.
- The state of the flowers planted this spring was discussed. Rather than replant those that have died, it was decided to have the bed mulched.
- Additional discussion about landscaping contractors was tabled until the Old Business agenda item.

#### IV. HOA Report

- Kim Justilian introduced Amy Wade who will now be working with the board and handling the items previously taken care of by Robin DeArmon who is no longer with HOA Management.
- Documents typically provided for each monthly meeting were reviewed.
- Discussed current liens and the process for managing these.
- The board requested that Amy or Kim provide the latest roster of homeowners with available contact info.

#### V. Old Business

- Landscaping Contractors
  - Bid proposals from landscaping contractors were reviewed and discussed.
  - The difference between the monthly fee from current contractor, OT Lawns, and Edelman Properties is \$175.
  - Kim understood that Edelman's bid includes the cost of bedding plants. The cost of bedding plants is additional to OT Lawns monthly fee.

- Ty will contact Edelman to verify and share what he finds with the board by email. The board will then vote by email to either stay with OT Lawns or switch to Edelman.
- Neighborhood Signage Covenant
  - The board continued its discussion concerning the neighborhood signage covenant.
  - Options of making no change to the covenant or proposing modifications to the homeowners for consideration were discussed.
  - A vote was taken and it was decided that no change would be proposed and that the covenant would remain as it has been.
- Neighborhood Garage Sale Re-cap
  - The annual garage sale seemed to be a success, and information has been given to the next HOA on the list to coordinate next year's sale.
  - Only one homeowner complained that there was not a charity available to pick up leftover items.

#### **VI. New Business**

- Annual Homeowners Meeting
  - Documents to be sent to homeowners prior to the August 22<sup>nd</sup> meeting will include: Meeting Notice, Proxy Vote, and Meeting Agenda.
  - The proposed budget will be distributed at the meeting.
  - The board will determine which positions are open and/or due to be voted on before the August meeting.
  - Karlie has arranged for a wide variety of door prizes to be given away to homeowners attending the August meeting. Local Broken Arrow restaurants and retailers are providing the prizes.
- Neighborhood Block Party
  - Karlie will check on venue options, including the Clubhouse at Battle Creek Golf Course.
  - Ty, Karlie, and Lori will check on options for potential bands to book for the event.
  - Possible dates for the event are: September 16<sup>th</sup> or 23<sup>rd</sup>.
  - Karlie is also checking on food trucks and whether permits are required from the City of Broken Arrow.

#### **VII. Adjournment**

All business being concluded, Janet adjourned the meeting at 9:40.