

## THE RESERVE AT BATTLE CREEK – Master HOA Board

### Meeting Minutes

September 15, 2016

**Called to Order:** 7:05 p.m.

**Adjourned:** 8:35 p.m.

**Present:** Janet Bassett, Dorothy DeBorde, Donna Metcalf, Lori Gracey, Ty Frederick, Robin DeArmon with HOA Management

**Location** Communication Credit Union

**Next meeting:** October 20, 2016 at Communication Credit Union

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#### I. Minutes

Minutes from the previous meeting held on August 18, 2016 were distributed by email and approved unanimously by the Board Members. They are posted on the website, battlecreekreserve.com. Thank you Karlie for taking the Minutes in Lori's absence.

#### 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:

- *End of Fiscal Year, August 31, 2016*
  - The fiscal year ended \$5,007.41 over the projected budget.
  - The overage was primarily the result of water leaks, tree maintenance, and other landscaping expenses including sprinkler repair.
  - HOA Management has agreed to share responsibility for the excessive water bills and has credited two months of management fees to offset the cost of the leak (\$1,230).
  - Additional credits from the City of Broken Arrow will offset the cost of the leaks by approximately \$1,200.
- *Review of Future Bills*
  - Bills for seasonal color and similar non-recurring landscaping services will be reviewed by Donna before being paid by HOA Management.
  - Bills for tree services provided by Ryan Lawn and Tree will be reviewed by Lori before being paid by HOA Management.
  - Non-recurring office expenses, such as for mailings, will be reviewed by Dorothy before being paid by HOA Management.
  - Additionally, Dorothy is now reviewing the City of Broken Arrow water bills each month.

##### Approval

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

#### III. Landscaping Report

Donna gave the Landscaping report.

- 51<sup>st</sup> Street hedges have not yet been trimmed nor have the boxwoods by the Azaleas at the Cottages and Villas gates; Donna will follow up with OTL in February to have these taken care of.
- Fall color – Donna will direct OTL to plant multi-colored pansies as soon as the plants are available; Ty offered to assist with also planting mums in several of the flowerbeds.
- Fountains are working well and look the best they have in a while after Larry and Ty made repairs.
- No additional mosquito dunks will be placed in the ponds at this time as the problem seems to have been resolved.
- Trees – Ryan Lawn & Tree recently sprayed for fall web worms.

#### IV. HOA Report

- Robin DeArmon will now be attending the Board's monthly meetings and handling bill payment and reconciliation of financials.
- Alinda will not be staying involved with our HOA. HOA Management will assign our letters, liens, etc. to someone other than Alinda.
- 3009 N Ironwood has been mowed; a follow-up letter is not required at this time.
- 813 W Helena will be sent a letter concerning the need for lawn maintenance.
- 709 W Helena sent a letter stating they will not remove their outbuilding. The next letter in the Covenant Compliance process will be sent to the resident.

#### V. Old Business

- *Neighborhood Signage*
  - Alinda determined that Roland Investments Ltd. owns the parcel of land south of the 700 block of W Granger St. where the Association would like to install a Reserve at Battle Creek sign.
  - After discussion, it was decided that the easement and right-of-way need to be assessed with the City of Broken Arrow and a cost assessment done before contacting Roland about the possibility of purchasing a small parcel of land for the signage.
  - Larry Falgiani will be asked to contact the City and roughly determine the cost of such an installation.
- *FAA Towers at Elm Ave. and Elm Pl.*
  - Janet is in the process of submitting a formal complaint to the City of Broken Arrow concerning this unsightly corner.

#### VI. New Business

- *New HOA Management Contract*
  - The Board agreed to renew the contract with HOA Management Services; the new contract includes waiver of monthly fees for 2 months to offset the cost of the water leaks; otherwise, the fees and services remain the same.
  - Officers will sign the contract and submit it.
- *Architectural Applications*
  - A new resident on W Indianapolis Pl. has requested to paint their home after closing and to replace a low picket fence with a 6' privacy fence. The resident also proposed building a "privacy fence/wall within the interior of the backyard."
  - The Board approved the request to paint and to install the 6' fence but requested a formal Architectural Application be submitted for the interior fence/wall.
- *Facebook Flyers for Cottages and Villas*
  - Ty will deliver the Facebook flyers to the Cottages and Villas.
  - Karlie and Chris delivered the flyers to residents in the ungated areas of the neighborhood.
- *Community Activities*
  - In an email sent to the Board prior to the meeting, Karlie suggested several ideas for neighborhood involvement for the Fall and Winter months.
  - The Board thought the idea of a competition for best decorated fall yard/porch be announced for October and awarded in early November.
  - For December, the Board especially liked the suggestion to organize a night for caroling and determined that a date for the event could be set at the October Board meeting.
  - All neighborhood events will be promoted and shared via the new Facebook page, The Reserve at Battle Creek.

#### VII. Adjournment

All business being concluded, Janet moved that the meeting be adjourned. Donna seconded the motion. All being in agreement, the meeting was adjourned by Janet at 8:35.