

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

October 20, 2016

Called to Order: 7:00 p.m.

Adjourned: 8:00 p.m.

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

Location Communication Credit Union

Next meeting: November 17, 2016 at Communication Credit Union

I. Minutes

Minutes from the previous meeting held on September 15, 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 Robin prior to the meeting and distributed the reports to the Board by email.

Discussion:

- September was the first month in the 2016-2017 fiscal year.
- As previously agreed to, HOA Management is not charging the monthly service fee for October and November as partial compensation for an earlier oversight concerning water bills.
- The Association is \$1,174.74 under budget for the month of September. This is partially the result of credits from the City of Broken Arrow for the water leaks earlier this year.
- The Board agreed to move forward with completing repairs to the Villas sprinkler system before the end of the year. This should assure that the bid for \$1,720.99 obtained earlier this year will be honored.
- Late fees were reviewed and approved for residents who are delinquent in paying their annual Association dues. There are delinquencies in the Master Association, The Villas, and The Cottages.

Approval

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

III. Landscaping Report

Donna gave the Landscaping report.

- Donna will follow up with OT Landscaping to make sure the planting of fall color takes place soon.
- Trimming of various hedges and shrubbery throughout the reserve areas will take place once the temperature cools off a bit more.
- Lori will contact Ryan Lawn and Trees to arrange for planting the replacement tree in a new location by the L-shaped pond.

IV. HOA Report

- Robin DeArmon provided the report for HOA Management.
- Correspondence to homeowners concerning lawn maintenance has resolved the issues.
- Correspondence to the homeowner with the unsanctioned outbuilding has not resolved the issue. Consequently, the Covenant Enforcement process will proceed to the next level.

V. Old Business

- *Neighborhood Signage*
 - Lori provided a draft letter to the owner of the parcel of land on the southern end of the neighborhood requesting use of a small section on which the Association wishes to construct a neighborhood sign.
 - Board members suggested edits to the letter which Lori will make and re-distribute by email to all board members for their input.

- *FAA Towers at Elm Ave. and Elm Pl.*
 - Janet was successful in contacting the City of Broken Arrow concerning the weeds on the corner of Elm Pl. and Elm Ave.
 - Since then, the City crew has mowed the area and sprayed it with weed killer.
 - The City stated they only mow and spray the area for weeds a couple times a year but would attempt to keep it tidier as resources allow.

VI. New Business

- *New HOA Management Contract*
 - HOA Management Services provided the new contracts which include a waiver of monthly fees for 2 months to offset the cost of the water leaks; otherwise, the fees and services remain the same.
 - Officers signed the contracts and submitted them to Robin.
- *Community Activities*
 - Lori will follow-up with Karlie concerning the fall decorating competition. It was suggested that photos be taken of the most festive displays. The photos could then be emailed to board members and voted on. Prizes also need to be purchased and then distributed.
 - Larry will put up signs for the fall neighborhood garage sale on the Sunday prior to the sale. It was noted that in 2017 our Association needs to make plans to facilitate both the spring and fall neighborhood garage sales.
 - December 3rd was chosen as the tentative date for decorating the Villas gates. Janet will confirm this date with Matt Graham. New decorations need to be purchased before that date.
 - The date for neighborhood caroling was tabled until Karlie is available. The idea of gathering to sing throughout the neighborhood on the various cul-de-sac islands and reserve areas was discussed.

VII. Adjournment

All business being concluded, Janet moved that the meeting be adjourned. Dorothy seconded the motion. All being in agreement, the meeting was adjourned by Janet at 8:00.