



**Battle Creek Reserve Master Board Meeting  
Minutes for December 1, 2020  
Zoom meeting began at 7:02 and adjourned at 8:15 p.m.  
Next Meeting: January 14, 2020**

**Present at meeting via Zoom: Janet, Altugh, Dorothy, Jene, Karlie, Ty, Tammy and Amy with HOA Management**

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**Minutes – Tammy Talbot**

- The minutes for the Oct.15 Master Board meeting were approved by email responses and sent to be posted on the website by Alex at HOA Management, Inc.

**Treasurer’s Report – Dorothy DeBorde**

- Dorothy presented the Treasurer’s report and shared that the association is \$580 under budget for the month.
- The annual State Farm insurance bill increased significantly. Dorothy has requested to review the policy to see if we can reduce costs.
- Dorothy motioned to approve the Treasurer’s report, second by Ty. Motion passed.

**Landscaping Report – Ty Frederick**

- Pond treatment – The treatment on the North pond is improving the primrose and algae build up. The primrose that was growing on top of the pond is now under control and now treating for algae.
- The landscaping company cleaned up the pine needles.

**Community Service**

- A request was received from resident for advertising business on Reserve private Facebook page. Research will be conducted to determine best practices and if any liability.

**HOA Report – HOA Management Representative (Amy Wade)**

- Amy provided an update on the collection of annual dues. There are 4 residents with outstanding dues and final notices have been sent.
- We were notified that the HOA management expenses will remain the same. The HOA Board is appreciative as the management company has taken on the additional responsibilities of gate maintenance and website maintenance.

**Old Business –**

- Christmas lights installed by SLK landscaping before Thanksgiving holiday.
- Homeowners with trash receptacles still in view have been notified by a courtesy letter that this is a violation of the Restrictive Covenants.

**New Business –**

- There are 4 posts on the perimeter fence that need to be replaced. The replacement will take place the first week of December.
- The HOA received a request from Amazon to install “key for business” for The Cottages and The Villas due to increase in deliveries. (See attached document). This is a free installation that would benefit residents and Amazon due to the increase in deliveries. We will research and talk to HOA management who handles the gates to determine if approval for this installation should be given.



# open for delivery

Key for Business is a more convenient, efficient way for multi-family buildings to receive Amazon deliveries. It eliminates the need for building managers to provide driver entry and receive Amazon packages.



## The four A's of Amazon Key for Business

### Authorized

Multi-step authentication confirms the driver's ID, delivery route, location, and time of access request via the secure Amazon cloud before granting entry.

### Accuracy

Step-by-step delivery instructions - including pictures - guide drivers to the delivery location preferred by property management and improve delivery accuracy.

### Accountability

Drivers' access time logs are reported to existing access control devices, so property management always knows when and where drivers enter and exit the building.

### At no charge

Installation and maintenance are free. Plus, Key for Business eliminates the need for staff to manage Amazon deliveries, helping you save on operating costs.

"Key for Business benefits our residents and our bottom line... (and) creates time efficiencies for our on-site property staff."

Cindy Fisher  
President **K**  
**ettler**

For more information, please email:

[oneclickaccess@amazon.com](mailto:oneclickaccess@amazon.com)

Or visit: [www.amazon.com/keyforbusiness](http://www.amazon.com/keyforbusiness)

Or Call: **833-774-2845**.

### Streamlined delivery

Amazon drivers get one-time building access, via the Amazon cloud, and deliver packages without the need to be buzzed in. Building staff spends less time managing deliveries and more time keeping residents happy.



### Smart and secure

Multi-factor authentication via the Amazon cloud ensures delivery drivers are verified in real time and can only access buildings when delivering Amazon packages.



### More control

You can manage and track driver access to buildings, set delivery windows, and grant access at select entry points via your existing access system.



### Free of charge

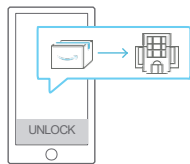
The Key for Business device integrates seamlessly with your existing access system. Plus, the device, installation, and maintenance are provided free of charge.

## How it works

Amazon installs a smart device that seamlessly integrates your building's existing access system with the Amazon delivery app. Once installed, Amazon delivery drivers press the Key for Business access button on their delivery app to gain authorized, time-limited building entry, and deliver packages to your desired location using step-by-step instructions and photos.

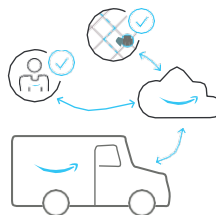
## What to expect on delivery day

1



Amazon drivers request building access through the Amazon delivery app.

2



Amazon confirms the driver's ID, route, location, and time of the request.

3



Once verified, the driver receives time-limited access to the building.

4



The driver delivers packages to your desired location and exits the building.