



**Battle Creek Reserve
Master Board Meeting Minutes
Feb. 17, 2022**

The Zoom meeting was called to order at 7:04 and adjourned at 8:38 p.m.

Present at Meeting: Janet Bassett, Sean Cunningham, Dorothy DeBorde, Larry Falgiani, Ty Frederick, Jene Holcolm, and Amy Wade (PMI Representative)

HOA Board Appointments:

Two homeowners were appointed by a unanimous vote to the HOA Master Board to fill existing positions.

- Larry Falgiani (Returning Board Member, Pres. of Cottages HOA Board) will complete the term of Karlie Pagano Madden from the Reserve (expires Aug. 2023).
- Sean Cunningham (Member- at-Large on Villas HOA Board) will complete the term of Tammy Talbot from the Villas (expires Aug. 2022).

Minutes:

- Minutes for the Jan. 20, 2022 Master Board meeting were provided by Amy Wade from PMI Property Management and were approved by email responses and posted on the Reserve website.
- The Board position for Secretary is open at this time.

Treasurer's Report:

- The financial documents were sent to the Board by Dorothy DeBorde prior to meeting.
- Review of the financials by Dorothy showed the accounts to be \$6, 687.76 over budget for the 2021 – 2022 year-to-date.
- Dorothy suggested that the final column on the Budget sheet each month show the fiscal year expenses (Jan. 1, 2022 – Dec. 31, 2022) rather than the year-to-date balance from S. Sept 1, 2021 – Aug 31, 2022 to align with calculations for taxes and recordkeeping purposes. This was agreed upon.
- Taxes will begin to be prepared in March.
- Dorothy made a motion to approve the Treasurer's Report. This was seconded by Ty and approved unanimously.

Landscaping :

- Ty Frederick gave the landscaping report and noted that the crepe myrtle on the island in his cul-de-sac had been trimmed back nicely by an unknown person.
- It was decided that the sprinkler leak near the 51st St. entrance, which is currently turned off, will be fixed when the weather is better. Larry F. suggested having the same

company both locate and repair the leak. Williams Plumbing and Murray Electric & Plumbing will be considered for this.

- Flowers for the beds will be decided at our April 7 Board meeting.
- An electrical outlet is available on the central island at the 51st St. entrance and another one behind the fence to the right of that entrance. These may be used at Christmas to add more lighting from Christmas lights stored by HOA to reduce costs in Dec. 2022.

Community Service:

- Karlie Madden will help with scheduling a food truck in the spring.
- Jene and Garon will continue to monitor the Reserve Facebook for anything posted that is inappropriate for our site. No issues were reported this month.
- Homeowners are grateful for updates on trash/recycle container pick-up when holidays and bad weather days occur.

HOA Report:

- Amy Wade, our HOA Property Management Representative, reported there is only one homeowner with outstanding dues. All others have either been paid or are being paid through a payment plan.
- Due to confusion over trash collection days during/after the snow days, no violation letters were sent out.
- New violations are being investigated and a friendly reminder will be sent to homeowners after verification.

Old Business:

- Board positions vacated by Tammy Talbot (remaining on Villas Board) and Karlie Madden (continuing to help with community activities) were successfully filled.
- The By-laws Article X dues fine process will be implemented in Sept. 2022.
- A visit by two Board members was made to a homeowner to resolve non-payment of dues. A generous Board member covered the dues after it was learned that the homeowner had been ill and was unable to pay. This act of kindness brought tears of gratitude to the homeowner.
- Issues of concern during the transition from HOA Management, Inc. to PMI Property Management continue to be resolved by our hardworking PMI representative.

New Business:

- HOA Master Board Meetings will now be held every other month. HOA business during unscheduled months will be handled through emails and phone calls. Monthly financials will also be approved by email and posted. Emergency meetings may be held, if needed. Any homeowner wishing to confirm a meeting date and/or location or Zoom link, please contact Amy Wade at PMI (amy@pmigreencountry.com or 918-940-8811 during business hours).

Meetings for the rest of 2022 are as follows: **April 7, June 16, July 21, Aug. 16** (Annual Meeting), **Sept. 15**, and **Nov. 17**. No regular HOA meetings will be held in March, May, August, October, and December.

- The Covenant Enforcement Process for violations (not dues) was discussed, as well as the three letter system used for violations by PMI. It was agreed that Amy would check into a possible merger of these two to create new letters for this three-step process. These revised letters will be sent to Board members for review and approved by email.
- Ty provided a picture of items in our rented storage building. After viewing this, it was decided that the expenditure for this storage facility was necessary.
- It was noted that changes were needed on the web portal and website regarding the appointment of new Board members. This will need to be done by PMI. Other changes will be discussed on April 7.
- The next HOA Master Board Meeting will be on **Thursday, April 7, 2022 at 7:00 p.m.**