

## THE RESERVE AT BATTLE CREEK – Master HOA Board

### Meeting Minutes

February 7, 2024

**Called to Order:** 6:00 p.m. **Adjourned** 7:22 p.m.

**Present:** Stacy Brown – President, Brenda Urner – Treasurer, David Oldham – Member at Large, Mike Love – Member at Large, Representative, Lori Gracey – Resident

**Not Attending:** Sean Cunningham – Member at Large, Richie Strain – Vice President, Renne Bowman – who resigned in January from the Board

**Location:** Tulsa Technology Center, Lemley Campus

**Next meeting:** April 17<sup>th</sup>, 2024, at Tulsa Technology Center, Lemley Campus 6:00 pm

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#### I. Minutes – Secretary

- Presented and reviewed for approval.
- Changes: none
- Approval: David moved to approve; Mike seconded; unanimous approval. Will be submitted for posting to the website.

#### II. Treasurer’s Report – Brenda Urner

- Reports:
  - Checking balance as of 12/31/23: \$22,088.38
  - Savings balance as of 12/31/23a: \$35,609.43
  - September 2023 – December 2023 budget shortfall: \$28,195.14
- 2024 Calendar Year Proposed Budget presented for discussion. The budget as presented projects to end the year with a surplus of \$3,014.00.
- Changed fencing amount based on depreciable amount. If the pond maintenance contract is cancelled, the budget would essentially be balanced for the year.
- Agreed to cancel pond maintenance.
- Budget Approval: David moved to approve. Mike made second. Unanimously approved.

#### III. Landscaping Report – Board Member(s) TBD

- Luke with SLK:
  - Sprinkler head replacement: Nozzles are included but not sprinkler heads. Explained charge for head and pipe replacement is \$60 each.
  - System audits: Luke’s crew regularly checks every zone for heads, leaks, water flow, etc. They perform audits seasonally and adjust flow accordingly.
  - Discussed possible leak in system currently based on end of summer water bills. Luke said that the \$1000 of repairs done should have remediated any leaks. His crews have looked for leaks since making their repairs and have not noted any.
  - Reviewed contract. Confirmed insurance coverage. \$2m in liability. 28 employees. Subcontract chemical treatment to TruGreen. Mowes roughly 7 acres weekly through season, 28-32 cuts generally, and leaf cleanup during off season, flowers, tree mulching. Brenda has contract for further review.
  - Contract renewal in May. Expectation is that Luke’s fee will not be raised.
  - Reserve J issues: Cannot mow when it gets too wet from runoff. Cleanup with weed eaters and mowing once it’s dry enough. Reserve J is not sprayed because of the amount of drainage impacting it. Luke will look into possible means of improving care in this area.
  - Rough area East of L-shaped pond: Erosion has made it impossible to mow. Proposed remediating with rip-wrap limestone boulders to deter erosion. Board will need to inspect further and determine best means of remediation and consider costs.

- Flowers and irrigation discussed. SLK will be making repairs to assure that the summer flowers survive. Suggested opting for tulips instead of pansies during winter or changing to perennials.

#### **IV. HOA Report – PMI Representative or Other’s Report**

- A member of PMI was not in attendance to give a report.
- Violations: emails were sent from PMI about violations asking for approval, but apparently not all board members received notification. It is unclear if messages are going to all board members. Some email notifications do not contain pertinent information for board members to respond to.
- PMI Portal issues. Some board members do not have “board” access, only “resident” access. Appear to be discrepancies between email notifications and Portal notices.

#### **V. Old Business**

- Cost Cutting Measures:
  - Pond maintenance service \$145 per month for 9 months of the year. Mike moved to cancel contract. David made second. Unanimous agreement. Also discussed replacing the pump in the L-shaped pond.
- PMI Contract: Continued discussion of what would be involved to replace PMI or assume their responsibilities without a management company. David will arrange meeting with Keith Deaver from the Timberbrook HOA to discuss options. David will arrange meeting with Keith and the board and Mike will arrange for meeting at TTC.
- Website and Social Media: Brenda reported that Matt Graham is still managing the website and will provide support for how to make updates. At this time an unknown resident has been making updates.
- Old HOA Records: Karen Ames, resident and former Board member, spoke with Kim from HOA Management (former management firm) and discovered that Kim still has our historic records. PMI refused to acquire them upon purchasing HOA Management. Brenda will acquire the records for the Board.

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

- Sean Cunningham board member’s attendance. Mike moved to remove for failure to attend meetings. Sean has missed 3 regular consecutive meetings and based on the By Laws this is the basis for his dismissal. Second by Brenda. Unanimously approved.
- Resignation of Renne Bowman:
  - Brenda nominated Larry Mudd. David seconded. Unanimous approval to have Larry on the board.
  - The board will seek a replacement for the position vacated by Sean’s removal.
- Community Newsletter: delayed for now.

#### **VII. Next meeting date**

- Date and Time: April 17 at 6pm at TTC.
- Location: TTC

#### **VIII. Adjourn**

- Move to adjourn and Second: David moved to adjourn; Stacy seconded. Unanimous approval.
- Time: 7:22pm