

THE RESERVE AT BATTLE CREEK – Master HOA Board

Meeting Minutes

April 17, 2024

Called to Order: 6:07 p.m. **Adjourned** 7:28 p.m.

Present: Stacy Brown – President, Brenda Urner – Treasurer, David Oldham – Member at Large, Mike Love – Member at Large, Larry Mudd – Member at Large, Lori Gracey – Resident & Secretary, Chase Cox with PMI

Not Attending: N/A

Location: Tulsa Technology Center, Lemley Campus

Next meeting: May 6th, 2024, at Battle Creek Clubhouse Grill, 6:00 pm

I. Minutes – Secretary

- Presented and reviewed for approval.
- Changes: No changes were made.
- Approval: Mike moved to approve; Brenda seconded; unanimous approval. Will be submitted for posting to the website.

II. Treasurer’s Report – Brenda Urner

- Reports:
 - Checking balance as of 3/31/24: \$13,378.
 - Savings balance as of 3/31/24: \$35,667.
 - Only one account past due for multiple years, and 3 that are delinquent for one year.
 - Brenda will check to see if there are any liens against properties undergoing sale or foreclosure.
- PMI has still not posted the approved budget for 2024.
- Contract change by PMI has been corrected and the \$800 they erroneously charged the HOA will be refunded in April.
- Brenda has obtained online banking access to the PMI Florida bank account.

III. Landscaping Report – Board Member(s) TBD

- Luke (SLK) provided a Certificate of Liability Insurance to Stacy. Still needs to have his insurance carrier provide the verification of coverage directly with The Reserve at Battle Creek listed as a Certificate Holder. Mike noted that the contract with SLK needs to be revised to state that insurance is required. Stacy will contact Luke. Mike will work on drafting a new contract. SLK contract comes up for renewal in May.
- Update on fountain repairs. Larry and David installed new pump on L-shaped pond fountain. Roughly \$55 in parts to be reimbursed to David for repairs on electrical associated with the upper and L-shaped ponds. Has not yet worked on the little pond on the west side of Elm Pl.
- Discussion of pond treatment options to abate the algae issue. Options include copper sulfate to deal with algae, or raking the string algae to remove. Also need to remediate the sludge on the bottom of the pond that is contributing to algae bloom. David has contacted both the City of Broken Arrow and the OSU Extension and is waiting on responses. Mike will contact a resource he has to assist and will provide the binder with info on the ponds that was assembled under Roger Finn’s time on the HOA board.

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

- Chase Cox with PMI was in attendance to give a report.
- Dues – total arrearages are \$2,799.49 with no accounts in collections.
- Violations – reported 2 violations that were noted on 3/27/24. Board expressed dissatisfaction with how Abraham (PMI rep) is evaluating and reporting “violations”.
- David asked for clarification about emails and increase in monthly fee changing from \$750 to \$950. The increase was in error, and the additional \$200 charged Jan.-April will be refunded. Brenda specified that it be refunded in the month of April for bookkeeping continuity.

- Brenda noted that covenant violations be sent through the board and 5 days given for board members to approve. Board members noted that it was not appropriate for former board member, Richie Strain (who has resigned in March), to approve a violation as it has been agreed that a single board member cannot represent the board unilaterally. Chase suggested clarifying with Abraham as to what the board considers and does not consider a violation.
- David requested that Master’s documents on file with PMI be provided to the board. Brenda specifically requested that copies of all the tax returns be provided. An up-to-date homeowner address list was also requested as notices have been sent out erroneously to homeowners who no longer owned property in the neighborhood.

V. Old Business

- PMI Contract was discussed.
- Website – Brenda will provide Mike with access as admin on the website that Matt Graham set up for the HOA.
- Social Media – Facebook page is being run as representing the HOA which is a cause for concern. It was suggested that the resident operating the page be requested to change the name of the page.

VI. New Business

- Resignation of Richie Strain was received and accepted by the board.
- Replacement of Renne’s and Richie’s positions with Justin Sparr and Karen Lowe was proposed. Nominations were made by Mike and seconded by David with approval by all.
- Community Volunteer Spring Clean-up – May 11th at 9:00 by the L-shaped pond.
- Community Newsletter, including notice of Neighborhood Garage Sale (Saturday, May 18) - emphasis on what the board has accomplished. Board members will distribute the newsletters.

VII. Next meeting date

- Date and Time: May 6th at 6pm.
- Location: TTC Tentative

VIII. Adjourn

- Move to adjourn and Second: Larry moved to adjourn; Stacy seconded. Unanimous approval.
- Adjourned at: 7:28 p.m.