

## THE RESERVE AT BATTLE CREEK – Master HOA Board

### Meeting Minutes

June 12, 2024

**Called to Order:** 6:03 p.m. **Adjourned** 7:21 p.m.

**Present:** Stacy Brown – President, Karen Lowen Ames – Vice President, Brenda Urner – Treasurer, David Oldham – Member at Large, Mike Love – Member at Large, Larry Mudd – Member at Large, Justin Sparr – Member at Large, Lori Gracey – Resident & Secretary

**Not Attending:** N/A

**Residents Attending:** Rich Strain, Rennie Bowman, Andy Bowman, Lisa Neal, Cindy Roop, John Roop

**Location:** Battle Creek Golf Club Grill

**Next meeting:** July 10<sup>th</sup>, 2024, at Battle Creek Golf Club Grill, 6:00 pm

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#### I. Introductions:

- A sign-in sheet was circulated for residents to sign with the option of providing an email address

#### II. Minutes – Secretary

- Presented and reviewed for approval by email following the May meeting.
- Changes: Updated the list of grievances and accepted other changes circulated before the meeting by email.
- Approval: Brenda moved to approve; Mike seconded; unanimous approval. Will be submitted for posting to the website.

#### III. Treasurer's Report – Brenda Urner

- Reports:
  - Expenses this month were for sprinkler heads, admin fees on the bank account, and PMI transacting the June management fee and mailing fees.
  - Utilities were drafted automatically. Billing cycle transacted 2 bills in one month. PMI incurred a late fee because of cancelling an auto payment. \$1.85 late charge was assessed on 3 utilities.
  - Brenda and Larry have confirmed the areas associated with each of the electric bills paid by the Master.
  - There is a \$24 per month deposit for delinquent income that PMI has not provided information on so that Brenda knows whose account to credit. PMI booked it as an assessment fee. The requested list of accounts payable has not been provided by PMI.
  - In order to have the current information on homeowners and dues, PMI must provide the requested information as requested in the termination letter. A certified letter will be drafted to request these and all other HOA documents from PMI.
  - Based on the current budget, the Master is \$6800.46 under budget.
  - Financial Reports
    - ARVEST Checking balance as of 5/31/24: \$6,506.27
    - ARVEST Money Market balance as of 5/16/24: \$35,674.02
- PayPal, CashApp – To receive homeowner payments for August dues, an electronic means of payment needs to be established. Options are being considered and it will be determined which is the most secure and assesses the least fees. Proposal is to connect these payments to the Checking Account as opposed to the Money Market account. A Gmail email will be established which will be associated with the payment option. Ownership of the website domain and adding the payment option was also discussed. Brenda and Mike will be in contact with Matt Graham to work details. Preference is to use PayPal and CashApp.
- Debit Card for Checking account – In order to facilitate incidental expenses, a debit card has become needful. Consensus is to have the card held by Stacy as he is a signer on the account along with Brenda. [Addendum: Subsequent to the June meeting the Debit Card was received from the bank in the name of the Treasurer, Brenda Urner. The board will discuss this at the July meeting.] Larry suggested putting a cap on how much can be spent on it. A cap of \$400 was suggested.

- Bonding of Board Members – This was suggested by a resident at the May meeting. In the past bonding was covered through the Board Member insurance. Brenda will check with State Farm to see if that is included or not. This will be discussed further at the July meeting.
- Informed Mail Delivery – David will be the designee for that notification. Brenda will provide the link for setting this up with the Post Office.

#### **IV. President's Report – Stacy Brown**

- Cancellation of PMI Contract – Since PMI has not responded to the previous letter demanding a return of documentation, another letter will be drafted allowing them 10 days to respond. Stacy, Brenda and Lori will work on the letter. Goal is to have it in the mail in the week following this board meeting.
- Management Plan –
  - All inquiries received by Master Board members regarding the gated areas will be referred to the Cottages and the Villas.
  - Luke and SLK will continue as the mowing vendor. Because SLK has damaged some elements of the irrigation system (primarily rotors), and their maintenance of the system has not been satisfactory, the board is in agreement to cancel having SLK manage and maintain the irrigation system including winterization. The board has already been managing irrigation and will continue to do so until, or if, another vendor is identified. At least 2 quotes will be sought from other vendors. Karen and Stacy will accompany vendors when they come to assess the system in order to make their bids.

#### **V. Landscaping Report – Board Member(s) TBD**

- Update on pond treatment – The board has acquired the needed chemicals for treating the ponds and have begun the treatments. It takes a full month for the process to take effect. The small west pond and the L-shaped pond have been treated. Dye has also been added. The west pond and north pond are both runoff/retention ponds and are not designed to hold water. When they have insufficient water, it is not cost effective to treat them. Consequently, the north pond is too low at this point to be treated. Fountains are also turned off when there is insufficient water. Instead of \$1500 to a vendor, the board has done the same thing for \$250.
- Update on fountain repairs – The fountains are repaired and are working in the west pond and L-shaped pond. The one on the north pond is turned off because of lack of water.
- Irrigation issues, repairs, contract –GFI outlets serving the pond fountains need to be brought up to code and timers replaced. Refer to additional notes above under Management Plan.
- Tree removal – David offered to remove the tree on Elm that is not near power lines. Brenda noted the ones on 51<sup>st</sup> are close to the power lines. Larry has a bid of \$800 per tree, including stump removal. Additional bids are needed. Tree trimming, especially near the Villas gates, may also need to be trimmed. Include these in the bids. Larry will get bids for tree removal and tree trimming.

#### **VI. Old Business**

- Website and Social Media – Mike addressed the argumentative posts on the unofficial Facebook page. The Facebook page is not an official page and does not represent the Master Association Board or HOA. Any issues that residents may have should be addressed to the board in order to be addressed. The Master Board does not monitor the unofficial Facebook page. Once the HOA official website is created, an official social media presence will be established.
- Newsletter – The next newsletter will be drafted and sent in July in advance of the August homeowners meeting.
- Architectural Applications – The form has been updated with new contact info and will be posted on the website. David, Mike and Brenda are on the Architectural Committee.
- August Homeowners meeting – August 13th at 7:00 at Battle Creek Golf Course Clubhouse

#### **VII. New Business**

- Issue with Villas Gates – Any issues with the gates for the Villas and Cottages will be referred to the Villas and Cottages board.
- Villas Fencing – Villas has requested the Master pay for 6 posts and 3 rails. The costs are estimated at \$1,020. Mike and Larry suggested that the issue be tabled until the fencing can be inspected. Will be addressed at next board meeting.

- Villas Management – Villas Board has requested supplemental funds be paid from the Master Board to the Villas because of the cancellation of the PMI contract. The Villas has specifically asked for \$250 per month from the Master Board. Board members agreed they need more time to review the details of the request and will make a decision at a later date.
- Cottages Parking Issue – A resident of the Cottages has an issue with a parking situation in their gated area. The resident has reported the issue to PMI and to the Cottages board for the past 2 years without resolution. City Code cannot intervene because the streets are on private property. Cottages president, Rich Strain who was in attendance, first stated he had not heard of the issue and then told the Master Board all that he had done to resolve the issue. The issue will be deferred to the Cottages.
- Creation of homeowner contact information – For HOA annual dues and general correspondence, a homeowner contact list will be established and updated once PMI provides the current list that is in their possession. To date, they have failed to provide this information to the Board. Homeowners will be asked to provide a current email at the August homeowners meeting.
- Reimbursement of board members – The Board agreed to set a limit on discretionary spending of a maximum of \$400 with the approval of at least the President and one other board member. All expenditures will be documented and discussed during the following month's meeting.

**VIII. Next meeting date**

- Date and Time: July 10<sup>th</sup> at 6pm.
- Location: Battle Creek Clubhouse Grill

**IX. Adjourn**

- Move to adjourn and Second: Brenda moved to adjourn; Larry seconded. Unanimous approval.
- Adjourned at: 7:21 p.m.