

THE RESERVE AT BATTLE CREEK – Annual Homeowners’ Meeting

Meeting Minutes

August 9, 2016

Called to Order:	7:00 p.m.	Adjourned	7:40 p.m.
Present:	Janet Bassett, Larry Falgiani, Dorothy DeBorde, Lori Gracey, Donna Metcalf, Karlie Pagano, Ty Frederick, and Alinda Jones & Kim Justilian with HOA Management		
Location	Meeting Room of the Clubhouse at Battle Creek Golf Course		

I. Call to Order and Proof of Meeting Notice

Janet Bassett called the meeting to order at 7:00 p.m. and welcomed the Homeowners in attendance.

Proof of Meeting Notice was verified as having been mailed to Homeowners on July 25th. In addition to the Meeting Notice and Agenda, the mailing included a Balance Sheet through June 30, 2016, a Proxy Ballot, and an Invoice for annual dues.

II. Introduction of Board Members

Janet introduced each of the seven Board members and their current positions. These were:

- Janet Bassett, President
- Larry Falgiani, Vice President
- Dorothy DeBorde, Treasurer
- Lori Gracey, Secretary
- Donna Metcalf, Landscaping Liaison
- Karlie Pagano, Member-at-Large
- Ty Frederick, new Member-at-Large

III. Determination of Quorum (1/10 of total lots = 17)

- Based on the number of Homeowners in attendance and those who submitted their Proxy, it was established by Alinda Jones with HOA Management that a quorum was established and the meeting could therefore continue with official business.

IV. Financial Report & Proposed Budget

- Balance Sheet

Dorothy DeBorde gave the financial report, reviewing the updated Balance Sheet through July 31st that showed a cash balance of \$23,357.74 on account. This amount included \$7,122 in checking and \$16,235.74 in savings.

Annual expenses for the Association require an operating budget of roughly \$43,000 per year. This amount is obtained through payment of Homeowners’ Association dues, payable September 1st of each year. Monthly financials are posted on the Association website, www.BattleCreekReserve.com.

- Profit and Loss Statement

Dorothy then reviewed the Profit and Loss Statement which showed that the Association took in \$42,522.88 for the stated period, and expenses totaling \$46,637.49. This resulted in a shortfall of \$4,114.61. In spite of a savings on landscaping fees, the overage in expenses resulted primarily from tree maintenance and replacement, irrigation system repairs, and two major water leaks. In spite of this shortfall, the Board determined it was not necessary to raise Homeowners’ dues.

- Proposed Budget

In order to cover the shortfall, the Proposed Budget included a reduction in the amount of funds transferred to savings each month. Other changes to the Proposed Budget included a slight increase in insurance premiums and a small increase allowed for community activities.

- Questions from Homeowners

The floor was then opened for questions from Homeowners.

- A Homeowner asked if all dues had been paid by all 164 residents.

Dorothy responded that all but four Homeowners were current with their payment of dues. There are currently two homeowners who are behind in paying their dues and for whom liens have been filed. Additionally, a third Homeowner has recently purchased a home in the neighborhood and it is anticipated those dues will be paid through the closing process. The fourth Homeowner had the sale of their property fall through and it is anticipated that the dues will either be paid in advance or be collected during closing when a new contract is obtained. The Board monitors these transactions monthly.

- Approval of Proposed Budget

There being no further questions or discussion, Dorothy moved that the Proposed Budget be accepted. Matt Graham seconded the motion. The motion to accept the Budget was unanimously approved with all in attendance responding Yea and no dissenting voices to the contrary.

V. Review of Accomplishments for 2015-2016

Janet reviewed the List of Accomplishments provided to attending Homeowners, and thanked Board members and residents for their contributions toward these accomplishments.

- Accomplishments highlighted by Janet included:
 - Completion of a “Tree Audit” by Larry Falgiani and Bill Martin which verified the Association is maintaining the required 120 trees.
 - Planting of 3 new trees and maintenance of all trees by Ryan Lawn & Trees. Lori, Larry and Jama Bush have taken care of watering the new trees.
 - Treatment of ponds and maintenance of fountains – Larry and Jason Friedrich have taken care of these tasks.
 - Sprinkler maintenance, gate and lighting repairs, landscaping tasks – Larry has kept things running smoothly.
 - Coordination and clarification of what areas are to be treated and mowed by the landscaping crew – Donna has taken care of this including diligent efforts to keep crews from cutting down cattails on the L-shaped pond.
 - Insurance coverage has been moved to a new agent – this was facilitated by Alinda.
 - The website is updated monthly with the current Board Meeting Minutes, Financials and other updates including a new Architectural Application – Mike Love does a terrific job as webmaster for the Association.
 - The launch of a neighborhood Facebook Page that new Board member Karlie Pagano has created. Homeowners can request to be added to The Reserve at Battle Creek through their Facebook accounts. The page is a “Closed Group” for privacy purposes, and will be used to communicate such things as lost pets, garage sales, community activities as well as sharing photos of our beautiful neighborhood.
 - New street light at the intersection of Elm Pl. and Elm Ave. – this was the result of diligent efforts working with the City of Broken Arrow and PSO. Janet was responsible for moving this project to completion.
- Questions from Homeowners
The floor was then opened for questions from Homeowners.
 - One Homeowner asked if there are plans to install neighborhood signage at the south entrance off Elm Ave. similar to the signage at the entrance off 51st Street.
Janet responded that options have been considered in the past but due to right-of-way and utility easements, a viable location for such signage has not been identified. It was agreed that the Board would take up the issue again at the next Board meeting.
- Looking Forward to 2017 – our Association will have the responsibility for coordinating the Neighborhood Garage Sale that takes place on the third Saturday in May. More information for this upcoming project will be shared with residents early in the new year.

VI. Nomination and Election of Board Members

Alinda opened the floor for nominations of Homeowners seeking to join the Association’s Master Board. No additional nominations were forthcoming. The four persons presented as nominees on the official Ballot were: Janet Bassett, Larry Falgiani, Lori Gracey, and Donna Metcalf.

Matt Graham moved to accept the proposed slate of four nominees. Sammi Alford seconded the motion. There being no other nominees, the Ballot was approved by Acclamation.

Having been approved, the newly re-elected Board members will serve terms of two years each.

VII. Comments from Attendees

Janet then opened the floor for any additional comments or questions.

- A Homeowner asked if the neighborhood had been sprayed for mosquitos.
Alinda provided a contact number to the City of Broken Arrow to request that spraying be done. Janet agreed to phone the City the following day to arrange for spraying.
- A Homeowner asked if some sort of irrigation or water audit could be done to avoid the cost of future leaks such as were experienced this past year.
Dorothy and Janet responded that the Board has put a procedure in place to monitor the water bills more closely from the City each month. By comparing each month’s usage to the preceding month and to the same month in the previous year, it is believed any such leaks will be identified and repaired quickly. Additionally, the City has agreed to refund the remaining credit balance they allowed for the two leaks once the Association shuts off the water meters for the winter. This should off-set the cost of the leaks by roughly \$2000.

VIII. Adjournment

There being no further questions or comments, and all business having been concluded, Janet thanked everyone for their attendance and participation, and adjourned the meeting at 7:40 p.m.