

## **Battlefield Estates HOA Board Meeting Minutes**

**Date:** March 19, 2026

**Location:** Frank and Melissa Newman's House, 123 General Nelson Drive

**Time:** 6 p.m.

### **1. Call to Order**

The meeting was called to order by **Frank Newman**.

### **2. Roll Call**

Board members present:

- Frank Newman
- Don Nunamaker
- Sue Ann James
- Arlene Wilson
- Addie Henry
- Beth Vincent
- Ken Lee
- Faye Gabbard
- Robert Tait – Confirmed in advance he could not attend meeting

### **3. Approval/Correction of Previous Minutes**

Frank Newman reviewed a correction to the prior meeting minutes regarding the approval of **\$55 to replace a damaged street sign**.

- **Motion:** Arlene Wilson
- **Second:** Don Nunamaker

Frank stated he would email the corrected minutes to the board.

### **4. Parliamentarian / Meeting Procedure Discussion**

Addie Henry raised two procedural issues for clarification:

#### **A. Distinction Between Board Meetings and Homeowners Meetings**

Discussion centered on whether a parliamentarian could make motions at a semi-annual homeowners meeting. It was clarified that:

- **A semi-annual homeowners meeting is not a board meeting.**

- At a homeowners meeting, **any homeowner may participate, make motions, second motions, and vote.**
- Addie Henry was both a **homeowner** and an **active board member**, and therefore had the right to make any motion at the semi-annual homeowners meeting.

Frank Newman emphasized that Addie's role as parliamentarian does not in any way remove her rights as a board member or homeowner.

## **B. Anonymous Complaints / Board Protocol**

Addie Henry also raised concern about board members bringing forward completely anonymous complaints or concerns from residents.

Discussion included:

- The HOA website includes a formal complaint/comment form.
- Residents may still raise any and all concerns informally to board members.
- Board members and residents will continue to report and act upon violations which are open and obvious to the community when necessary.
- However, the board generally agreed that it should **not take action on completely anonymous complaints** without supporting confirmation, evidence and reasonable investigation of the complaint(s).
- Residents with formal concerns should be prepared to confirm the following:
  - attend a board meeting to address any issues or concerns, or
  - provide their name and contact information for follow up, or
  - complete an online BEHOA complaint form with all relevant information.

Frank Newman summarized that the board will certainly listen to any and all concerns relayed by residents but will not necessary act on any completely anonymous complaints without reasonable confirmation and review. Violations which are open and obvious to the community will as always continue to be enforced.

## **5. Treasurer's Report / Financial Update**

Arlene Wilson provided a financial update:

- **\$10,000 CD** was opened, with funds taken from the checking account. (This includes a \$5.00 separate payment required to open a saving account with Park Community Credit Union.)
- **Checking Account Balance:** \$5,483.17
- **Savings Account Balance:** \$15,737.74

- Approximately **\$6,700 in HOA dues** had been received to date following placement of reminder signs at each entrance. (These signs provide savings of annual printing and postage costs for annual dues statements.)

Discussion followed regarding whether any funds should be transferred from savings to checking to cover utilities, but no motion was made at this time. Frank Newman suggested reviewing the need at the next meeting after additional dues are received.

## **6. Tax Filing / Annual Report / Insurance / PO Box**

Arlene Wilson reported that **Jaynes & Jaynes, CPA** had all materials needed to prepare the HOA annual tax filings.

Frank Newman provided the following additional financial information:

- **Tax preparation fee:** \$300
- **Kentucky annual report filing:** \$15 filing fee + \$75 CPA fee = **\$90**
- **State Farm Insurance invoice:** **\$1,377**
- **PO Box renewal fee:** approximately **\$188**

Prior authorization had already been given at the last meeting for the State Farm Insurance payment covering 2026.

### **Motion: Approve PO Box Renewal Fee**

A motion was made to approve payment of the PO Box renewal fee. (\$188.00, but noting this amount could be more due to increasing 2026 postal rates.)

- **Motion:** Arlene Wilson
- **Second:** Addie Henry
- **Outcome:** Approved

## **7. HOA Dues Collection Update**

The board reviewed dues collection progress.

Discussion included:

- Additional homeowner checks had been received.
- Hager Rental properties paid for all their properties with five separate checks.
- Don Nunamaker noting approximately **26 outstanding dues** at this point.
- Arlene Wilson offered to continue personal follow-up/door knocking before formal delinquency notices are mailed.

The board discussed obtaining a quote from **Jaynes & Jaynes CPAs** for overdue HOA fee notices, but no motion was made at this time. (CPA will prepare a price based on the number of collection letters or unpaid annual dues to be collected. Any collection fees may be a cost to pass on to each homeowner who has not paid their annual dues.)

## **8. Draft Notices / Violation Letters**

Frank Newman shared drafts of:

- overdue HOA reminder notices to be mailed before formal collection, and
- general violation notices for HOA concerns such as trash cans left out, street parking or other visible – open and obvious violations.

These were presented as working drafts and would be circulated by email for board review. No formal vote was taken.

## **9. Property / Eyesore Complaint on Battlefield Circle**

The board discussed an ongoing property concern on **Battlefield Circle**, described as including:

- an open and obvious wooden frame structure on the rear deck,
- clear plastic and what appears to be shower-curtain-like materials,
- a dead tree (creating an open and obvious fire and fall hazard)
- a fire pit which appears to be too close to the dead tree and wooden structures,
- possible lack of permits for the rear deck construction.
- All of the above issues and concerns can be seen from open public areas including the golf course.

Arlene Wilson explained that Madison County code enforcement previously reviewed the matter and determined it was an HOA issue rather than a county enforcement matter.

The board agreed that any notice sent to the homeowner should be **specific and itemized**, identifying the exact conditions needing to be corrected. Addie Henry suggested referencing the lack of any building permits on file with Madison County unless the homeowner could produce those permits.

### **Action Item**

Board members who have personally observed and photographed the violations will circulate emails to identify the specific issues to be listed in a letter to the homeowner.

## **10. Street Sign Replacement Discussion**

The board discussed the deteriorating condition of our community's unique street signs, including faded paint, rusting, weathering, and damaged or missing decorative metal elements.

Don Nunamaker and Ken Lee reported all street signs – up to **21 street signs** are damaged or needed replaced soon. Board suggestion was gathering pricing from **Signs and More**. Discussion included the following:

- replacing the black (metal) sign panels with the street names,
- installation services for street signs and decorative elements(12-16 feet),
- whether poles and decorative metalwork could be repaired, painted or refinished,
- signs should remain consistent with the subdivision's existing appearance.

### **Motion: Obtain Pricing Estimate for 21 Street Signs and Other Repairs**

A motion was made to obtain an estimate from Signs and More for replacement of **21 street signs**, to be brought back to the board at the next meeting for consideration.

- **Motion:** Arlene Wilson
- **Second:** Don Nunamaker
- **Outcome:** accepted for follow-up

### **11. Front Entrance / Landscaping / Architectural Planning**

Frank Newman stated that the board should arrange a meeting with the **Madison County Judge Executive** regarding the front entrance after the board and landscaping committee prepares an approved plan(s).

Discussion included:

- need for front sign and entrance BE and golf course brick painting and repair,
- painting of signs and guard shack building,
- landscaping around signs, front and back of building,
- Scheduling committee meeting, securing landscaping and painting estimates,
- participation from community members including John and Laura Wooten.

Addie was asked to help organize a landscaping committee meeting and gather any input or participation in the committee from any other interested residents.

### **12. Meeting Schedule Discussion**

Addie Henry reviewed prior board practice regarding the annual meeting schedule:

- Historically, the board did not meet in **January, February, July, August, and December**
- Regular meetings were generally held in:
  - March
  - April
  - May
  - June (semi-annual homeowners meeting)
  - September
  - October
  - November (semi-annual homeowners meeting)

Discussion that the board should begin pre-scheduling meeting dates, and utilization of the Madison County Library though no formal motion was needed at this time.

### **13. Additional Community Discussion**

The board briefly discussed:

- A temporary estate sale situation in the neighborhood,
- removal of a discarded couch, noting Madison County bulky-item pickup available i.e. appliances and mattresses (plastic wrapped)
- A recent neighborhood security incident involving an apparently intoxicated individual attempting to enter a resident's property while they were at home. (Law enforcement responded and the suspect was arrested.)

These items were discussed informally, and no board action was needed or taken.

### **14. Adjournment of the Meeting**

A motion to adjourn was made.

- **Motion:** Ken Lee
- **Outcome:** Meeting adjourned