

MEETING PACKET and COMMITTEE REPORTS



Battlecreek Commons Board Meeting
May 23, 2023

Meeting Agenda2

COMMITTEE REPORTS

1. Maintenance & Repair	3
2. Architectural	4-5
3. Planning and Projects	8
4. Orientation	6
5. Nominating	7
6. Emergency Preparedness	8
7. Neighborhood Watch	9
8. Finance	10
9. Grounds	11-12
10. Social	13
11. Newsletter	14
12. Documentation	15
13. Transfer Fee	16

BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda
May 23, 2023 – 6:00 pm

Executive Board Meeting

7:00 pm

WELCOME HOMEOWNERS:

Thank you to the homeowners for your attendance. Introduce new homeowners. *There is a two-minute limit per homeowner on discussions during the regular meeting time. If more time is needed on a topic, the discussion will be continued during the Good of the Order.*

QUORUM CALL:

- | | |
|--|--|
| <input type="checkbox"/> Sharon Grasseth (President) | <input type="checkbox"/> Sue Harris (Secretary) |
| <input type="checkbox"/> Nathan Goldberg (Vice President) | <input type="checkbox"/> Joan Bechtel (Director) |
| <input type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Jim Nixon (Director) |
| <input type="checkbox"/> Jeanne Dalton (Treasurer Backup & Director) | |

MINUTES OF PREVIOUS BOARD MEETINGS:

Correction or additions to the draft of the following minutes with Board edits applied: *Monthly Board Meeting on April 25, 2023, and Special Board Meeting on May 12, 2023.*

MANAGER REPORTS:

- Office Managers – Louise Kohut, Deanna Bontrager
- Grounds Foreman – Don Hiebenthal

COMMITTEE REPORTS:

- | | |
|---|---|
| <input type="checkbox"/> Maintenance/Repair – Jim Nixon | <input type="checkbox"/> Finance – Betty McKinney |
| <input type="checkbox"/> Architectural – Bill Burnside | <input type="checkbox"/> Grounds – Megan Trow/Virginia Ferguson |
| <input type="checkbox"/> Planning & Projects – Colleen Goldberg | <input type="checkbox"/> Social – Bonnie Shaughnessy-Smith |
| <input type="checkbox"/> Orientation – Mary Schroeder | <input type="checkbox"/> Newsletter – Aline Autenrieth |
| <input type="checkbox"/> Nominating – Betsy Hughes | <input type="checkbox"/> Documentation - Mary Schroeder |
| <input type="checkbox"/> Emergency Preparedness – Nathan Goldberg | <input type="checkbox"/> Transfer Fee – Betsy Hughes |
| <input type="checkbox"/> Neighborhood Watch – Jim Nixon | |

OLD BUSINESS:

1. Discussion: Dog issues, fine level, next steps

NEW BUSINESS:

1. Discussion: In-person meetings

CORRESPONDENCE:

1. VialFotheringham Attorney Transition Letter

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tues, June 27, at 6:00 pm, location TBD.**

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

REPORT

- **Sewer Update:** Spartan Environmental is working on our sewer repairs approximately three (3) days per week. The week of May 15th, Spartan started "process #2" which is the fabric liner repair system. This is the system we used for our Main Line repairs 2 years ago. It is being used for the more seriously damaged lines. Things are going well so far, no major problems.
- **Tree maintenance:** As we know, the Grounds Committee is digging into our tree issues to ensure our community receives an educated analysis for a long-term plan that is safe and enhances BCC. In the meantime, Don is in a wait mode for further instructions.

Caudle's tree service has recommended more tree removal due to their pine beetle analysis. Don wants to make sure that he is ready to comply with our direction, however, does not want to be held responsible if we have tree damage issues from not following Caudle's lead.

COMMITTEE PURPOSE

To develop and oversee the complete maintenance of our community from structures to grounds to utility systems. The properly executed maintenance of BCC will maintain (add) to our community's value both economically and physically, creating overall well-being for its residents.

R&RS RELATED TO THIS COMMITTEE

II.G. Exterior Alternations and Maintenance, R&Rs pg. 12

ADDENDUM: Policy for Building and Grounds Maintenance by Homeowners & Residents, R&Rs, pg. 25

COMMITTEE MEMBERS

Jim Nixon (Chair and Board Liaison), Bill Burnside, Tom Elliott.

ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- No resident architectural applications were received in May.
- During the first week in June, the Architectural Committee will conduct community walk-throughs.
- As recommended at the last Board meeting, the Committee gathered exterior paint samples and pictures to possibly expand the BCC building color-palette. The Committee will present these options to the board to review and decide if it's something the Committee should explore further.

COMMITTEE PURPOSE

Ensure owners comply with the BCC architectural standards as outlined in the Rules & Regulations and Bylaws.

R&RS RELATED TO THIS COMMITTEE

II.G. Exterior Alternations and Maintenance, R&Rs pg. 12
III.B. Notification of Infractions to Office Manager, R&Rs pg. 17

COMMITTEE MEMBERS

Bill Burnside (Chair), Jim Nixon (Board Liaison), Mike Campbell, John Morgan. Seeking 3-4 more members.

PLANNING & PROJECTS COMMITTEE

Committee Chair: Colleen Goldberg (Interim)

REPORT

- Nothing to report.

COMMITTEE PURPOSE

Develop plans/proposals to guide and assist the Board and Finance Committee with maintenance and replacement projects.

COMMITTEE MEMBERS

Colleen Goldberg (Chair), Bill Dalton, Bob Mason, Gayle Holland, Jim Nixon (Board Liaison)

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- Contacted a new but they are still remodeling the unit, and don't expect to move in for another month.
- No homeowner visits this month and no visits scheduled.
- Three homeowner visits are pending but none are ready for a visit yet due to moving and/or remodeling.
- The committee plans to assemble homeowner binders in June.

COMMITTEE PURPOSE

Welcome and provide needed information to new homeowners.

R&RS RELATED TO THIS COMMITTEE

VII. Welcoming new residents, R&Rs pg. 23

COMMITTEE MEMBERS

Mary Schroeder (Chair), Ruth Hewett, Sue Harris, and Jeanne Dalton (Board Liaison)

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Currently, nothing to report.
- No elections are in process.

COMMITTEE PURPOSE

Find candidates to run for the Board or to fill mid-term vacancies pending approval by the BCC Board.

R&RS RELATED TO THIS COMMITTEE

II.A. Nominating and Election of Board Members, R&Rs pg. 7

COMMITTEE MEMBERS

Betsy Hughes (Chair), Margaret Campbell, Gayle Holland, Terri Currin, Joan Bechtel (Board Liaison)

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- **Spring Prepare Fair Recap, April 29:** We had a wonderful display put on by most of the committee and with great refreshments. Seven (7) community members turned out to see the display and discuss being prepared for unexpected emergencies. Those who attended learned a lot!
- We still have no word from the City of Salem about our cache. No new City Emergency Manager has yet been appointed. Four (4) of our committee did go to the City's planned monthly CERT Council meeting on May 11 with the hope of meeting the new city emergency manager. Once we arrived, we learned the meeting had been canceled because a new appointment had NOT yet been made. We will go again to their June 8th Meeting.
- We discussed the need for everyone to keep current with vaccines. Some on the committee have recently been notified of the suggestion/opportunity to get yet another COVID vaccine shot. If you are consistent with where you get your shots, there may be a record of all the vaccines you've had and what you are due for. This will be a topic for the newsletter soon.
- We are working on an Emergency Binder which will give guidance for emergencies. We plan to put this binder in the hands of each home at Battlecreek Commons. There is no estimated time frame at this time.
- Our July meeting date falls on July 4th. We agreed to change our meeting to Tuesday, July 11th for this one month.
- The Emergency Preparedness Committee is in real need of adding 3-4 NEW committee members. Community members are encouraged to step up.

COMMITTEE PURPOSE

Coordinate the development of an "Emergency Response Plan" for formal adoption by the Board; and work with the Board and Owners to implement appropriate preparation steps (e.g., develop and train sub-neighborhood emergency teams'). Work with the Board and local authorities to develop an on-site (or nearby) cache of supplies for BCC.

ADDITIONAL INFO

Committee Minutes are attached, ATTACHMENT B, PG 31. No Board decision is requested at this time. Currently, there are no new members to present. Please see the monthly BCC newsletter for Committee meeting dates/times.

COMMITTEE MEMBERS

Nate Goldberg (Chair), Lynda Hunt, David Best, Aline Autenrieth, John Lewis, Jeanne Dalton, Bill Dalton, Mary Schroder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Sharon Grassetth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Jim Nixon

REPORT

Multiple issues that are of concern.

- Large dogs defecating around campus is still an issue.
- Homeowners have reported some intrusion issues.
- Committee is working on strategies in hopes of identifying the perpetrators to turn into to the police.

COMMITTEE PURPOSE

Develop and manage the annual budget for Battlecreek Commons (BCC).

R&RS RELATED TO THIS COMMITTEE

VI. Investment Objectives and Guidelines, R&Rs pg. 22

COMMITTEE MEMBERS

Jim Nixon (Chair), Nathan Goldberg, and more to be added...

FINANCE COMMITTEE

Committee Chair: Betty McKinney

REPORT

- Finance Committee has not met had since April. The next meeting will be June 7, 2023.
- **Adjustments for 2023 Budget:** We reviewed the financial status from the accounting firm and expense line items that may need to be adjusted in June or July.
- **Budget 2024:** Work on the 2024 Budget is starting this summer. We will connect with each Committee. If a committee is needing money for a project, they must submit a separate budget with the details.

COMMITTEE PURPOSE

Develop and manage the annual budget for Battlecreek Commons (BCC).

R&RS RELATED TO THIS COMMITTEE

VI. Investment Objectives and Guidelines, R&Rs pg. 22

COMMITTEE MEMBERS

Betty McKinney (Chair), Nancy Clark-Edwards, Terri Currin, Ruth Hewett, Kathie Forstrom, Dee Doyle, and Jeanne Dalton (Board Liaison).

GROUNDS COMMITTEE

Committee Chair: Megan Trow, Virginia Ferguson (Co-Chair)

Reporting: Megan Trow

REPORT

Releases for Spring Clean Up Day

- Approved by our insurance agent; we will continue to plan for an event.

Continental planting

- Virginia and Megan met with Bev Reding at her nursery in Lyons on May 7 about Continental plants. We will continue working with Bev regarding purchasing trees for replacing felled trees.
- Megan and Virginia visited Godfrey's Nursery May 7 for ground covers, purchasing the following: red thyme, ground phlox, lemon thyme, and germander. In addition, more oak leaf hydrangea shrubs were already planted, and a dry creek bed will be added to the hillside. We will plant the ground covers after the heat spell is over.
- We got free washed river rock for the creek bed through Bruce Schnieber who moved FOUR truckloads from the source to the hillside on Continental. THANK YOU, BRUCE!
- We want to thank Bob Mason, Mark Thimm, and Bernie Sims for watering the plants during hot spells. We will discuss with Don concerning restarting the irrigation system.

Board approved requested survey of our tree canopy

- On Friday May 12, 2023, the BCC Board approved our request for a tree survey to determine tree health, safety, and provide data to budget for ongoing tree care. The bid from Todd Prager & Associates in Lake Oswego (<https://toddprager.com/>) includes evaluating 300 trees in up to 3 site visits, tagging each tree for identification; noting species, size, conditions, structural conditions, and pest/disease issues; and providing prioritized treatment. Travel to and from BCC is extra. We compared this bid with Elwood's Tree Service bid which was \$10,000 to \$12,000. Todd Prager's resume (<https://toddprager.com/curriculum-vitae>) shows he is eminently qualified to do the work.
- Sharon signed the bid, replacing her name for Virginia's on the contract (see ATTACHMENTS Section).
- Megan and Virginia will meet with the ISA Certified Arborist/Tree Risk Assessment Specialist, Christine Johnson, on May 30 to start the process.
- The BCC Grounds Committee wishes to thank the BCC Board for expeditious approval of our request for the survey funding.

Pond rehabilitation

- Aren Jensen of Arne Jensen Landscaping is drawing plans for rehabilitation of the pond for Board review. His recommendation is to do the project in phases, starting this summer when pond is lower: remove the concrete and fence, add crushed gravel for the path, add more dirt along where houses are, place boulders along the path, and plant cat tails, sedges, and other water plants for naturalizing the pond. We want to add picnic areas so that ALL residents can enjoy the pond, not just those whose homes overlook it.
- Megan and Virginia met with Bev Reding at her nursery in Lyons on May 7 to look at trees suitable for the areas around the pond.

CONTINUED ON NEXT PAGE -

- We are still considering the best approach to deal with the ivy.
- The Committee will ask to meet with the Board to review the plans once completed.

Marion County Soil and Water Conservation District meeting

- On Monday, May 8, Virginia, Megan, and Jeanne met with two representatives of the MCSWCD. We walked most of BCC to look at sites where trees have been felled and/or where there are large grassy spaces that would benefit by having trees planted.
- We received information to help us select suitable native tree species.
- In addition, we learned about Marion County grant opportunities for planting native species hedges, shrubs, and trees and for installing bird houses to increase bird populations at \$7500 per grant for up to 5 years each.
- An extensive table of resources can be found at www.marionswcd.net.

FOR DISCUSSION

- **Budget needs:** The 2024 BCC Grounds Committee Budget request is due in July. We will work on this!

RECOGNITION

Betsy Hughes has handed in her resignation from the Grounds Committee after ten (10) years of participation. She expressed her appreciation for the efforts made to beautify the BCC grounds during that time. Committee members thanked her for her dedication and service to BCC and the group. She agreed to remain available to the Committee as historian and support.

COMMITTEE PURPOSE

Ensure the beauty and maintenance of the grounds in the BCC community.

R&RS RELATED TO THIS COMMITTEE

G.12. Landscaping, R&Rs pgs. 14-15, and II.G. Exterior Alternations and Maintenance, R&Rs pg. 12-14.

COMMITTEE MEMBERS

Megan Trow (Chair), Virginia Ferguson (Co-Chair), Bruce Schnieber (Master Gardener), Betsy Hughes, Bob Mason, Cindy Herremanns, Lori Pearson, Greg Melton, Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Smith

REPORT

- A BCC 'Sack-Lunch' gathering event is scheduled for June 24th. An article is in the June newsletter and flyers will be distributed to homeowners in June.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS

Bonnie Smith (Chair), Marilyn House, Pinkie Reynolds, Rosalind Helber, Vonda Zirbes, Sharon Grassetth (Board Liaison)

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The June BCC Newsletter is in progress. A couple of articles are yet to be written (as of 5/18/2023).
- The plan is to submit a draft to editors and the Board for review with a possible response by end of 5/19 or 5/20.
- Then, get hardcopies printed on Monday or Tuesday for distribution on Thursday, the 25th.

COMMITTEE PURPOSE

Develop a monthly newsletter to be distributed to all BCC residents.

COMMITTEE MEMBERS

Aline Autenrieth (Chair), Bob Mason, Katie Martin, Joan Bechtel (Board Liaison)

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- Nothing to report currently.
- Waiting on the results of the ballots. If enough support for the Buy-in Fee, a draft of the updated Covenants will be sent to the Board for review.

COMMITTEE PURPOSE

Develop and maintain BCC documents, including Rules and Regulations, Employee Handbook, Board Procedures, Committee Procedures, and any other documents deemed necessary to provide guidance, promote consistency, and ensure compliance with BCC's governing documents (CC&Rs, Bylaws).

COMMITTEE MEMBERS

Mary Schroeder (Chair), Margaret Campbell, Ruth Hewett.

TRANSFER FEE (AD-HOC) COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Ballots were delivered last week.
- Voting ends May 22, 2023, by 7:00 pm.
- We will monitor the ballot return frequently.
- If we see that we need to contact owners who haven't returned their ballot but had indicated that they would vote for the amendment, we will begin contacting those persons.
- We can extend the voting period if we do it PRIOR to the end date of May 22nd.
- We have an article in the May newsletter asking homeowners to return their ballots as soon as possible.

COMMITTEE PURPOSE

Educate BCC homeowners on the real estate transfer fee and how it can benefit them.

COMMITTEE MEMBERS

Betsy Hughes (Chair), Chris Stewart, Mary Schroeder, Jeanne Dalton, Sharon Grassetth, Ruth Hewett, Aline Autenrieth, Gayle Holland, Terri Curlin, Jim Nixon, Bev Marquardt, Bill Marquardt, Joan Bechtel (Board Liaison).