



BATTLECREEK COMMONS
Board of Directors Meeting Minutes
March 28, 2023 – 6:00 pm

WELCOME HOMEOWNERS: Twenty homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:01 pm. All Board members are present with one absent.

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

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for February 28, 2023, Regular Board meeting, and March 9, 2023, Edited Special Board meeting, were approved unanimously by the Board members present with one voter absent.

MANAGER REPORTS:

- Office Manager** – Louise Kohut / Deanna Bontrager – No report.
- Grounds Foreman** – Don Hiebenthal – Mowers have been taken in for maintenance and repairs. Four nutrias are in the pond. Last year, a professional trapped about four, and this year four more have appeared. The BCC Pond will likely continue to attract them. The cost for trapping was an initial \$250 and then \$60 for each one trapped. Don recently purchased a personal trap and will try to capture some. Just this afternoon I was able to put one down. Does the Board want to call the professional or see if we can eliminate some on our own? We can try this way for a while. The home at 6585 Fairway is being worked on this week to close out costs from the tree damage.

COMMITTEE REPORTS:

- Maintenance/Repair** – Jim Nixon – Jim provided an update on sewers. Due to the high-water table, the sewer crew can't proceed with work on the sewers for about a month. About 27 access lines are completed. Jim recommended Bill Burnside to join the Committee. Joan Bechtel, **made a motion**, seconded by Sharon Grassest to **approve Bill Burnside to be a committee member**. The motion passed unanimously, with one voter absent.
- Architectural** – Bill Burnside – Six architectural change applications are recommended for Board approval:
- 1- 6644 Huntington Circle | Install 5' fence, patch hold in the foundation
 - 2- 6674 Huntington Circle | Replace windows
 - 3- 6791 Huntington Circle | Install skylight
 - 4- 1827 Lexington Circle | Replace covered porch area screens
 - 5- 6630 Continental Circle | Replace front door
 - 6- 6675 Continental Circle | Move window location

Bill provided clarity to Board questions on each change request. For the 6791 Huntington Circle home, Winter Roofing will install a skylight and have a separate warranty with the homeowner on this work. This architectural application must document the extra work and be attached/filed with the homeowner's file in the office. Jeanne Dalton, **made a motion**, seconded by Jim Nixon to **approve the Architectural Requests presented at addresses listed above**. The motion passed unanimously, with one voter absent.

Bill gave an overview of how the committee reviews homeowner applications for non-structural types of requests (i.e., windows, doors, etc.), that do not require Board approval vs. structural change requests, as described in the R&Rs, see II.G. Exterior Alterations and Maintenance, R&Rs pg. 12. It was suggested to update II.G.1 with 'or' instead of 'and'. For example: G.1. *Alterations or construction of a fence, wall, patio, deck, or other exterior structure*

must have prior approval by the Architectural Committee **OR** the Board. SEE G.9 for more information. The Architectural Change Request form will be corrected (referencing 11.F) to be matched with updated R&Rs (II.G).

Planning & Projects – Colleen Goldberg – no report.

Orientation – Mary Schroeder – The office has received complaints from homeowners about renters not following the rules. It was agreed that the committee should provide a modified red binder to new renters with confidential information removed. The BCC homeowner is still responsible for HOA rule non-compliance but, the renters should have a binder with the BCC R&Rs and other pertinent information for their reference.

Nominating – Betsy Hughes – no report.

Emergency Preparedness (EP) – Nathan Goldberg – No word from Greg Walsh or the City of Salem Emergency Management Office on the emergency supplies cache or storage container. A “What is CERT?” informational factsheet will be distributed to all BCC homeowners. The Committee will host a “Spring Prepare Fair” on Saturday, April 29th, from 1-3 p.m. in the Clubhouse. Useful information will be shared, and refreshments provided.

Finance – Betty McKinney – Committee met in March and discussed the need to transfer the quarterly \$3,000 and continue to keep the reserves growing. Next Committee meeting will be on April 5, 2023, to review the 2023 budget and the changes that need to be considered regarding expenses budgeted in 2022 but were not paid by December 31, 2022.

Grounds – Megan Trow/Marcia Hogue

Huntington Planting Project: Trees, donated by Laska Reding, resident, were planted this past week under the supervision of Bev Reding who owns Fawn Meadow Farm. Committee recommends that the Board give official recognition and thanks to them for their generous time and donation. A thank you card will be sent to them from the Board for the plantings on Huntington.

Continental Hillside Project: During the last week, the Grounds Committee installed approximately forty plants, trees, and shrubs in the last week.

Committee recommends Jeanne Dalton as an alternate Liaison to the Grounds staff in Jim’s absence.

Paul Jackson, Certified Arborist of Mountain View Tree Company came to discuss what is infesting the trees, and hazardous trees/limbs. He will send us a bid for felling, stump grinding, maintenance, arborist work and cost to prepare a tree health evaluation for each tree to compare to Elwood’s Tree Service bid. NOTE: Both Paul Jackson and Elwood Newhouse, Certified Arborists, said we do NOT need to cut infested trees until they become dry and pose a hazard.

Pond Rehabilitation: bids for pond work from BONDED companies are being solicited for pond cleaning, retainer wall removal, installation of barriers at each end of the remaining sidewalk, and installation of a barrier along the inside perimeter of the remaining sidewalk to hold back covering. We are determining the best approach to cutting back or possible removal of the ivy surrounding the pond.

Marcia Hogue wishes to step down as co-chair of the Grounds Committee due to health reasons. recommends that the Board accept Marcia Hogue’s resignation. Joan Bechtel, **made a motion**, seconded by Jim Nixon to **accept Marcia’s resignation, and the Board thanked her for her participation on the committee.** The motion passed unanimously, with one voter absent.

Megan recommended a committee member Virginia Ferguson who is willing to be co-chair. Joan Bechtel, **made a motion**, seconded by Jim Nixon to **accept Virginia Ferguson as committee co-chair.** The motion passed unanimously, with one voter absent. Virginia shared some thoughts and vision remarks for the BCC grounds. An article will be included in the newsletter on the availability for consult and planting guidance for homeowners.

Social – Bonnie Shaughnessy-Smith – The next Social Committee meeting will be held on Tuesday, April 4, 2023, at 4 p.m. at Bonnie’s house. The committee will plan a BCC ‘Sack-Lunch’ gathering event for late April. Additional social events will be discussed and planned for 2023.

Newsletter – Aline Autenrieth – The newsletter is done, distributed, and posted to the BCC website.

Documentation - Mary Schroeder – Several updates to the R&Rs were drafted and forwarded to the Board for review prior to the board meeting. Some of the updates were to comply with the new Oregon law HB2534 to remove discriminatory language (i.e., adult, child, and gender references). Joan Bechtel, **made a motion**, seconded by Dee Doyle to **accept changes to the R&Rs on removing discriminatory language and updates on contract approvals by the Board**. The motion passed unanimously, with one voter absent.

Transfer Fee (Ad-Hoc) – Betsy Hughes – We have received the answers to the Board's questions posed to the attorney. We’re waiting for the draft of the amendment. To set a date for a vote, we’ll need that language. For non-resident and out-of-the-country homeowners, voting will need to be set up. It will take approximately 1-2 weeks to draft, copy and distribute the ballot material. An update is in the March newsletter, informing homeowners that our canvass results have been very positive, and are waiting for answers from our attorney to the questions posed by homeowners. Joan Bechtel, **made a motion**, seconded by Sharon Grassetth to **move ahead with holding a homeowner vote on the Transfer Fee**. The motion passed unanimously, with one voter absent. The next committee meeting will be April 5th at the clubhouse to finalize the ballot, determine the voting period, and plan next steps.

OLD BUSINESS:

- A. **Homeowner's Garage Door** – The homeowner’s garage door is repaired. Sharon is still working with insurance companies.
- B. **Nutrias are back in the Pond Area** – Jim provided an update and overview of steps in capturing nutria.

NEW BUSINESS:

- A. **New Homeowner Request: Reimbursement costs, small vs. large garbage can** – A newer homeowner inherited a larger garbage can (which has an additional cost of \$9.35 per month) from the previous homeowner. The homeowner would like to know if BCC can reimburse them for the additional expense, from August 2022 - February 2023. The homeowner was **unaware** of the difference between a large garbage can vs. a standard-size garbage container (included in HOA dues). Garbage is part of the HOA basic dues, and BCC billing itemizes an extra charge for larger cans on the monthly bill. The refund amount would be \$65.45. It was suggested that new homeowner orientation meetings discuss this topic. The Board agreed that the homeowner should not be reimbursed. It was also suggested that the garbage can service be discontinued once a homeowner sells their home, so the new homeowner has a ‘reset to basic garbage service’ container.
- B. **Authority & Decision Tree: When Committee Chairs are out of town**. The Board agreed that when a committee chair is out of town, they can delegate to another committee chair to serve as a Liaison with the Grounds Crew. The Board President can step in to help with answering questions or providing guidance between Grounds Committee and Grounds staff.
- C. **Intro/Feedback: Board Webpage, Meeting Packet** – Sue gave an overview of the meeting packet collated and distributed to the Board members and Committee Chairs to review materials in advance of monthly meetings. Sue gave an overview of a draft webpage at for the Board of Director’s 2023 Meetings: <https://www.battlecreekcommons.com/board-meetings>. This webpage will include meeting agendas and minutes to be easily accessed for realtors and prospective new homeowners. Edits were suggested for the webpage, Nov. and Dec. Board Meetings are held the 3rd Tuesday of those months. The Board agreed that the meeting packet should continue and is helpful way to prepare for Board meetings.

- D. **Board Meeting Location: Spring/Summer** – the Board will hold a hybrid (zoom/in-person) meeting for either July or August 2023 at 6p. The hybrid setup does require more coordination, and a microphone and computer setup. Attendees will need to use microphones and exercise more patience and formal meeting protocols to capture comments and presentations. A survey will follow to gather feedback about future meeting locations.

CORRESPONDENCE: No correspondence.

GOOD OF THE ORDER:

A homeowner asked about some trees cut down behind his house and wanted to know more about it. Jim responded that the information he had at the time regarding pine beetles, was it was recommended that the trees be cut down. From additional research and guidance, he has since learned that trees can live a long time with pine beetles, and do not need to be cut down. The homeowner requested that if trees are to be cut down, that BCC homeowners near the location should be notified before a tree is cut down. Homeowner asked what the cost is to cut trees and this is outlined in monthly budget reports. The Grounds committee is developing a long-range plan to map out and review tree health around BCC grounds.

Jeanne had a question on how to resolve the Xfinity/Comcast bill for the Grounds crew phone and would like an updated procedure for coding earlier (Thursdays). Jeanne will work with office managers to resolve.

The meeting adjourned at 7:42 pm.

The next monthly Board meeting will be held on Tuesday, **April 25th** at 6:00 pm, via Zoom meeting.