

MEETING PACKET

Battlecreek Commons Board Meeting
August 27, 2024



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BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda
August 27, 2024 – 6:00 pm, BCC Clubhouse

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 Grassest (President) | <input type="checkbox"/> Sue Harris (Secretary) |
| <input type="checkbox"/> Nathan Goldberg (Vice President) | <input type="checkbox"/> Kathie Forstrom (Director) |
| <input type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Virginia Ferguson (Director) |
| <input type="checkbox"/> Jeanne Dalton (Treasurer Backup & Director) | |

MINUTES OF PREVIOUS BOARD MEETINGS:

Correction or additions to the draft minutes for the *Monthly Board Meeting held on July 23, 2024.*

MANAGER REPORTS:

- Office Manager – Anna Flores
- Grounds Foreman – Don Hiebenthal

COMMITTEE REPORTS:

- | | |
|---|---|
| <input type="checkbox"/> Maintenance/Repair – Virginia Ferguson (Interim) | <input type="checkbox"/> Finance – TBD |
| <input type="checkbox"/> Architectural – Bill Burnside | <input type="checkbox"/> Grounds – Megan Trow/Virginia Ferguson |
| <input type="checkbox"/> Planning & Projects - Sue Harris/Bill Dalton | <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"/> Neighborhood Watch – Bernie Sims | |

OLD BUSINESS:

1. Clubhouse internet

NEW BUSINESS:

1. HOA Management Proposals
2. 2025 Budget Update: Committee Proposals & Status
3. Architectural Fines: Who is Responsible for follow up?
4. Emergency Cache Container: Paint Status

CORRESPONDENCE:

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tuesday, September 24, 2024, at 6:00 pm, location TBA.**



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

July 23, 2024 – 6:00 pm, Clubhouse

<https://www.battlecreekcommons.com/board-meetings>

WELCOME HOMEOWNERS: Twenty-one homeowners attended in-person.

QUORUM CALL: The meeting was called to order at 6:00 pm, with all Board members present.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sharon Grassest (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" type="checkbox"/> Nathan Goldberg (Vice President) | <input checked="" type="checkbox"/> Kathie Forstrom (Director) |
| <input checked="" type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Virginia Ferguson (Director) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for the June 25, 2024, Board meeting were approved by the Board with 6 yes votes and 1 absent vote.

MANAGER REPORTS:

Office Manager – Deanna Bontrager – Home Sales: No home sales closed in June. Outstanding Dues: Owed in back dues: \$4,743.28 is owed on seven (7) accounts, \$245.00 was billed in late payments. Office Requests: Katie has provided two weeks' notice, her last day will be August 2nd. The office has received three (3) types of complaints for one residence. The violations include infractions for Visitor Parking, Quiet Time hours, and Pet Waste.

Grounds Manager – Don Hiebenthal – The John Deer mower is still in the shop waiting for a part. We may be without it a few weeks. The gator mower is here, and the new mower is working very well. Outdoor pool will be closed tomorrow for the installation of a new sand filter.

COMMITTEE REPORTS:

Maintenance/Repair – Maintenance: Interim Chair, Virginia Ferguson – No Update this month.

Architectural – Bill Burnside – No new applications in June. The community walk through was the best we have seen in the last four years. You can tell homeowners are very proud of where we live. Yard debris containers are being left out, so a reminder to homeowners should be sent out.

Planning & Projects – Sue Harris – Exterior paint color schemes were received from interior designer. Members of Architectural and Planning/Projects Committees will meet soon to discuss if the colors are agreeable for BCC's external paint options. The Amenities Committee met on Sunday, July 21st to discuss possible updates for the clubhouse, such as doorknobs, etc. BCC Pools will be closed on Wednesday, July 24 for the installation of a new pool filter, and a self-regulating chemical panel. With the new chemical panel, this will require less volunteers on the weekends to test chemicals. A 2025 budget/reserve study request for pool repairs has been submitted to Finance Committee. A proposal was discussed for a (lockable) rolling TV stand for the clubhouse.

Orientation – Mary Schroeder – One new homeowner on Lexington is scheduled in late July, and one to be scheduled in August.

Nominating – Betsy Hughes – Working on three Board positions for term limits that end in November 2024.

Emergency Preparedness (EP) – Nathan Goldberg – Emergency Cache Update – The committee did not meet in July. Our next meeting will be October 1st unless called sooner. Committee members are preparing for the Annual National Night Out evening August 6th at the clubhouse, 5:00 to 8:00 PM. On July 11th, members of the committee attended the City CERT meeting and received information on city updates.

Neighborhood Watch – The Neighborhood Watch Committee has held bi-weekly meetings in June/July to continue to learn from a safety/security consultant/trainer, and this last week, with the Salem Police Dept. (SPD) Community Engagement Officer, Mark Jantz, who also leads the National Night Out (NNO) events for 80 communities in Salem. Bernie attended the SPD’s preliminary NNO meeting held on 7/23/24 and gave an update on the event details for 8/6/24. Officer Jantz will come to a future Board meeting soon. This project will need the help from an electrician yet to get a quote. Discussion occurred on potential training opportunities for homeowners’ and families on First Aid and CPR. Discussion occurred on the security camera options the committee proposing for the Budget 2025. Committee is seeking more volunteers, please contact Bernie. Committee meetings will be the first Thursday of the month starting in August.

Finance – Dee Doyle (Interim) – Committee didn’t meet in July, waiting on remaining committee 2025 Budget proposals, specifically the paving project. Dee gave an update on the hiring of a new office co-manager. Sharon Grassetth, **made a motion**, seconded by Kathie Forstrom, **to approve Mike Stapleton and Marian Macry as members of the Finance Committee**. The motion passed with 6 yes votes and 1 absent vote. Dee asked for more volunteers to join the Finance Committee, and the Committee needs a new Chair. Budget 2025 Planning: Dee asked that committee 2025 Budgets be submitted by July 31, 2024.

Grounds – Megan Trow/Virginia Ferguson – Kathie Forstrom **made a motion**, seconded by Sharon Grassetth, **to approve Joe Clark as a member of the Grounds Committee**. The motion passed with 6 yes votes and 1 absent vote. UPDATES: Megan gave an update on the Canary Reed Grass project. The Pond has on-going weeding needed, including ivy on the south side of the pond. The official opening of the pond was held with the Sack Lunch Social on 6/22. Gave an update on the benches for the walking paths. Thanks to all homeowner volunteers who helped with watering trees and plants. NEW PROJECTS: Gave an update on pond maintenance and the need for a pond aeration system. Will get quotes from an electrician to power aerator. Discussed a potential picnic area, major tree thinning and trimming of old and newly planted trees, yearly maintenance need for removing canary grass from the pond and Scotch Creek, and an arborist to trim newly planted trees for best appearance and safe growth.

Social – Bonnie Shaughnessy-Smith – Sharon provided an update on survey results shared in BCC newsletter. Concerts will be scheduled again this summer. Watch for announcements in emails.

Newsletter – Aline Autenrieth – The August 2024 BCC Newsletter will be distributed this week.

Documentation – Mary Schroeder – Working with Office Manager on changes to the Employee Handbook to include OSHA requirements for Heat Illness Prevention.

OLD BUSINESS:

- A. **Reserve Study Work Update** – Sharon Grassetth, **made a motion**, seconded by Dee Doyle, **to approve the final draft of the BCC 2025 Reserve Study by Accurate Reserves**. The motion passed with 6 yes votes and 1 absent vote. Discussion occurred on recommended timeline of some reserve study projects in next 5 years.
- B. **Clubhouse internet** – Sharon gave an update on the need for power to be hard-wired to the clubhouse to avoid an extra internet fee. Electrician quotes will be obtained for three projects mentioned in committee projects.
- C. **Office Part-time position** – Please see Office Manager and Finance Committee reports above.

NEW BUSINESS:

- A. **National Night Out Event** – Sharon gave an update on the event held in BCC last year and the plans for this year. See updates from Neighborhood Watch Committee report above. This year, the event, will be held at the clubhouse so food can be covered. The event is always held the first Tuesday in August. Sue volunteered to manage the kids’ games. Discussion occurred on providing grills so folks can cook on.

CORRESPONDENCE:

None.

GOOD OF THE ORDER:

Discussion occurred on blackberry bushes on Fairway. The bushes should not be sprayed.

All vendors need to know that after a project is completed, the invoices need to be submitted to the office for the accounting system, then authorized by the finance Chairs, then entered in the bill payment system. This process usually takes 1-2 weeks before a vendor is paid. No checks are cut the day a project is completed.

Sharon gave an update on BCC's membership roster for the Community Associations Institute (CAI). It was recommended that a copy of CAI's monthly newsletter be available at the BCC Business office for all homeowners to review.

Discussion occurred on Board meetings to be held at clubhouse vs. online zoom meetings. During the winter months they will be zoom meetings.

Discussion occurred on if BCC dues should include cable vs. internet. This information is mentioned in the newsletter.

The meeting adjourned at 7:12 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **August 27, 2024**, at 6:00 pm. **NOTE LOCATION CHANGE:** The August Board Meeting will be an in-person only meeting. **No Zoom meeting** will be available for this meeting due to clubhouse technical difficulties with internet instability.

OFFICE MANAGERS REPORT

Office Manager: Anna Flores

REPORT

Home Sales:

- There were three home sales that have closed so far in August.

Outstanding Dues:

- Owed in back dues: \$3,056.60 is owed in back dues on seven (4) accounts.

Office Updates/Requests:

- Deanna has provided 2 weeks' notice but will be helping with some part-time continued training, as needed. She is moving into a new season in her life to devote extra time in solving some ongoing health issues. If you wish to come say goodbye, please call the office first to find out what day's she will be available.

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

Pavement Project Leads: Rich and Chris Staats

REPORT

Pavement Project Updates – Chris Staats

- In mid-August, Richard, Chris, and Virginia walked the grounds and we observed a few repairs needed in 2024, then we are ready to get things prioritized. Virginia will work with an arborist to identify tree limbs threatening homes and parking areas. Once completed, Richard and I will reach out to contractors regarding the sidewalk and asphalt repair work.
- For 2024 and 2025 budget years, we propose the following:
 1. Remove existing cement sidewalks that cross driveways and replace with asphalt (*see example photo on next page*).
 2. Starting with Lexington, moving to Continental, and then to Huntington, we suggest the sidewalks be replaced on both sides of the street, approximately 90 feet inward from the major city street. The idea is to have beautiful curb appeal at all entrances into the property. Having the first 'block' appear outstanding and welcoming. We will reach out to the cement contractors to make appointments and work to get bids asap, so that when the arborist is done with the tree trimming, and removal, the cement work can begin.
- For the 2025 budget, we appreciate that the budget has a \$100,000 to start this project.
 - A. **Phase 1:** the work will start from the Lexington area, to repair/replace concrete curbs, gutter, and sidewalk, along with working with asphalt vendors to try to get chip seal on the asphalt areas. We'll work on a planning a timeline and getting proposals from concrete and asphalt companies.
 - B. **Phase 2:** In 2026, we'll rely upon the 2025 budget to forecast just how much we can try to do in the Lexington/Continental/Huntington areas.

More precise details will be provided, as well as the proposed funds needed before any vendor is selected.

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

Rich and Chris Staats (Paving Project Leads), Bill Burnside, Tom Elliott, and Virginia Ferguson (Board Liaison).

Example: Paving Interior Roadside

(This may/may not be exactly what BCC does)



ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- Nothing to report for August.

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 (UPDATED 11/28/23)

Bill Burnside (Chair), Kathie Forstrom (Board Liaison), Mike Campbell, and John Morgan.

PLANNING & PROJECTS COMMITTEE

Committee Co-Chairs: Bill Dalton/Sue Harris

REPORT

Clubhouse and Pool Areas

- BCC Pools are now operating nicely with automatic chemical systems, and only need to be checked 1x/day manually in the mornings. On weekends, volunteers only needed for morning checks.
- Lynda Hunt is willing to serve on the Clubhouse Improvement/Amenities sub-committee.
- The Amenities Sub-Committee will meet with the Architectural Committee on exterior paint color options on September 9, 2024, at 6p at the clubhouse.
- Worked on special committee to obtain combined electrician bid proposals for clubhouse internet, security camera, and pond aeration systems.

COMMITTEE PURPOSE

Develop plans/proposals to guide and assist the Board and Finance Committee with maintenance and replacement projects. The committee may have ad-hoc subcommittees such as an Amenities Committee as projects arise.

COMMITTEE MEMBERS

To be confirmed:

Bill Dalton (Co-Chair), Bill Burnside, Shelley McAlpine, Sue Harris (Co-Chair and Board Liaison).

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- Two committee members met with the new homeowners at 6745 Continental. Three other new homeowners have been contacted but are not ready for orientation yet.

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 (UPDATED 11/28/23)

Mary Schroeder (Chair), Sue Harris, Jeanne Dalton, and Sharon Grassetth (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- The Nominating Committee submitted an article for the September newsletter asking homeowners to consider running for the Board. A Notice of Interest form will be attached, and copies are in the BCC office.
- There are two 2-year terms and one 1-year term, which will complete Jim Nixon's term.
- Currently, there are three candidates for three openings on the Board to be considered this November, however anyone who is interested in running may complete the Notice of Interest form until Sept. 30th.

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 Currlin, and Virginia Ferguson.

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- The Emergency Preparedness Committee did not meet as a committee in August. The next Committee meeting will be held on October 1st unless called sooner.
- Members of the Emergency Preparedness and Architectural Committees met on August 23rd to discuss painting the Emergency Cache container. The paint color "Secret Garden" was chosen to paint the cache. This dark green color will blend in nicely with the pine trees at that location. The City of Salem will provide the paint. We are researching bids for a paint contractor. We have one bid and will get at least one more. The goal is to have the cache painted before the rain arrives.

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.

COMMITTEE MEMBERS

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

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Bernie Sims

REPORT

- The Committee would like to move forward to acquire and install Neighborhood Watch signage. The Committee revised its recommendation for security camera services for a more suitable camera to be installed near the clubhouse. Bids were obtained for related electrical work required for installation.
- The Committee would like to obtain certified instructor-led training for two classes provided by a licensed safety professional in either 2024 or 2025. The safety training will inform our committee members on having conversations with and managing situations that may arise with trespassing non-residents we encounter on the grounds. This will also provide the knowledge and skills to observe, document, and report bad behavior to local authorities. Subsequently, we will propose and, upon Board approval, put into place procedures that maximize our ability to keep our community members safe and secure.

The classes are priced based on the number of attendees. A budget was submitted to the Finance Committee for consideration.

The Classes are:

1. RED CROSS FIRST AID, CPR/AED, Tourniquet | 3hrs \$40 for cert or \$70 with personal carry Tourniquet added. (3+ participants) CERTIFICATES (\$40*7=\$280). (This class has a max of 10 participants per session) so we will invite homeowners, with the expectation there will be another class later if enough interest is shown.
 2. Safety Training: Trespass laws, action plan, tactical communication, personal safety tools. \$70. (3+ participants) includes whistle and flashlight. CERTIFICATION. (\$70*7=\$490)
- The Committee is arranging to discuss with other HOA Community decision-makers, on their experience with evaluating and obtaining the security cameras.

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

Bernie Sims (Chair TBD), Nathan Goldberg, Lynda Hunt, Megan Trow, Debi Higgins, Mike Higgins, and Sue Harris (Board Liaison).

FINANCE COMMITTEE

Committee Chair: TBD

REPORT

- No report submitted.

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 (UPDATED 11/28/23)

Nancy Clark-Edwards, Ruth Hewett, Kathie Forstrom, Mike Stapleton, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison, with Jeanne Dalton as a backup).

GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

- No report currently.

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 (UPDATED 11/28/23)

Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bruce Schnieber (Master Gardener), Bob Mason, Cindy Herremanns, Lynn Davis, Joe Clark, and Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

- No report currently.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS (UPDATED 06/05/24)

Bonnie Shaughnessy-Smith (Chair), Marilyn House, Pinkie Reynolds, Rosalind Helber, Vonda Zirbes, Kathy Kaspari, Kathy Miller, and Sharon Grassest (Board Liaison).

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The September 2024 BCC Newsletter has been distributed.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS (UPDATED 11/28/23)

Aline Autenrieth (Chair), Joan Bechtel, Bob Mason, Dee Doyle (Board Liaison).

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- No report for August.

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) and Margaret Campbell.