



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

WELCOME HOMEOWNERS: Twenty-one 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 Grasseth (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" type="checkbox"/> Nathan Goldberg (Vice President) | <input checked="" type="checkbox"/> Joan Bechtel (Director) |
| <input checked="" type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Jim Nixon (Director) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for the edited January 24, 2022, Regular Board meeting, were approved unanimously by the Board members present and as presented.

MANAGER REPORTS:

Office Co-Managers – Louise Kohut/Deanna Bontrager – One home is for sale at 6615 Fairway, one home sale is to close mid-March at 5511 Fairway, and one home is for sale at 6629 Huntington. The office has received calls from a few homeowners frustrated about who is responsible for re-installing gutter guards during re-roofing.

Grounds Foreman – Don Hiebenthal – It's been a tough winter thus far. We've had much rain and even snow at times to deal with. The windstorm brought down a tree at 6585 Fairway. The roof is repaired, and the house structure was looked at yesterday. The outside fence is repaired, and by repairing the fence in-house we saved quite a bit of money. The ceiling in the two bedrooms still needs to be drywalled. It's been difficult to find three bids for the job, but we should have them for the board to choose from by the end of the week.

COMMITTEE REPORTS:

Maintenance/Repair – Jim Nixon – Report read by Sharon. No further updates on sewers, or video cameras around the community. In response to a posed question on whether leaving pine beetle-infested tree stumps on our campus per Don, he informed me that leaving the pine tree stumps is fine if the bark is off, as the pine beetles only live in the bark, and in the winter they are dormant. He will look them over again for safety.

Architectural – Bill Burnside – Sue brought up the Architectural Checklist that Bill emailed to the Board to review and approve. The form is used to track a home's ongoing Architectural changes and is completed before work begins. Joan suggested that the 811-hotline number be added to the form to check for underground lines. The form is filed in the office for each home. Jeanne Dalton, **made a motion**, seconded by Joan Bechtel to **approve the Architectural Checklist**. The motion passed unanimously, with one voter absent.

Planning & Projects (P&P) – Colleen Goldberg – Asked the Board if it makes sense to merge P&P with the Finance Committee to plan long-range projects. Currently, there are several large projects, classified as deferred maintenance projects, in motion with budgeted funds committed for a couple of years. Maybe it would be good to work with Finance to see where things are at before further long-range planning takes place. Sharon asked that P&P should bring ideas and research the project costs to submit to the Board for approval, and then Finance Committee would determine when those ideas can be funded in future budget years. P&P may not have a monthly meeting or a monthly Board report, but a meeting once a quarter or a couple of times a year to discuss where projects are in the mix of others. This Committee would keep ideas flowing and keep BCC projects going forward on a projected timeline. Looking ahead for new BCC project ideas, these need to be submitted to the Board in June/July to and then worked through the Finance Committee for projected budget implementation for the following year. Megan suggested that the Grounds Committee would like to work with the P&P Committee on long-range planning.

Orientation – Mary Schroeder – In February, I met with one new homeowner at 6797 Huntington on 2/17/23, and contacted another new homeowner but no visit is scheduled yet as they are super busy settling in. Briefly chatted with one other new homeowner at 6726 Continental and updated their binder, but they were too busy for a visit. No homeowner visits in January.

Nominating – Betsy Hughes – no report.

Emergency Preparedness (EP) – Nathan Goldberg – Committee met on Feb. 7th and talked about getting on the CERT list as a long-range objective. Nathan has left messages with Greg, at Marion County, regarding the EP supplies cache. The Committee is working on sections of the EP manual, 1 – Standard Procedures of the EP Committee, and 2 – What the Committee provides to the BCC community with EP resources. The manual will help to explain what the Committee's role is and what it isn't. The Committee is working on flyers for residents for when there is no email access during an emergency. As a reminder to BCC homeowners, the Committee provides advice on how to prepare for emergencies but ultimately each homeowner is responsible for preparing for their own emergency situations within their own household. Nathan talked about training for an incident command center and how this might work in our community. The EP Committee will work alongside the Orientation Committee to educate new homeowners on EP cache and resources. It was recommended that homeowners, who need special medications, work with their doctors to have an extra supply on hand in case of emergencies.

Finance – Betty McKinney – No meeting was held in February. Betty encouraged new ideas from the Planning and Projects Committee, and we'll work together on the budget for new project ideas down the road. The Committee will be looking at updating the 2023 budget to accommodate revised sewer payments in 2023. The inclement weather created some unforeseen situations and costs for BCC. The Finance Committee meets tomorrow at 4:30p in the clubhouse.

Grounds – Megan Trow/Marcia Hogue – Megan said the Committee voted to cut the ivy around the pond to 2-3 inches to allow it to grow back more uniformly and will submit a work order for the trimming. The committee will meet with Paul Jackson, a certified arborist from Mountain View Tree company on Friday 2/24 at noon in the Clubhouse. He will discuss what type of tree infestation we have. We want a third opinion since Elwood Newhouse of Elwood Tree Service met with us and in his opinion, we do not have pine bark beetle but have Sequoia pitch moth instead. We may indeed have both. Megan talked about a generous offer from a homeowner and nursery, to donate materials and labor in planting of trees, drought- and deer-resistant shrubs, and flowers along Huntington, from the entrance on each side, down to the common ground circles. This donation of materials and labor will be at no cost to BCC. The Board requested that this concept be discussed with Don, the Grounds Foreman, and Jim to ask about any issues and what the expectations of the grounds crew maintenance would be in the future, after the project is completed. Megan mentioned that the materials are available now at pre-nursery prices, so if a Board decision can be made within a timely manner, then the materials could be obtained at a lower rate. **The Board agreed to hold a Special Board Meeting (with Don invited to attend) to discuss further dependent on if Don and Jim have any concerns with the project and if he agrees that the grounds crew could manage future maintenance work after the project has been completed.** Virginia gave an overview of the planting schema for Continental hill. She also talked about a volunteer release of liability form for homeowners who enjoy gardening and want to help plant as well. Sharon will add the volunteer form and questions to her list for the BCC attorney and insurance company to review.

Social – Bonnie Shaughnessy-Smith – no report.

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

Documentation - Mary Schroeder – Still waiting on the next steps for when BCC's attorney can review the R&Rs removal of discriminatory language. Sharon said she has this on her list to discuss with the attorney.

Transfer Fee (Ad-Hoc) – Betsy Hughes – The canvassing has been completed. It looks like we have approximately 127 responses in favor of the new purchaser fee agreement. Betsy will submit to Sharon some homeowner questions and a draft of ballot language to be reviewed by the BCC attorney. Jeanne Dalton, **made a**

motion, seconded by Joan Bechtel, **to proceed with having the BCC attorney and accountant review the homeowner fee questions raised. If there are not any issues, then the attorney will be asked to create the ballot and R&R bylaw language.** The motion passed unanimously, with one voter absent.

OLD BUSINESS:

- A. Clubhouse Window Coverings – New window coverings have been purchased (\$2,175) by Sharon and installed. Three bids were obtained. Joan Bechtel, **made a motion**, seconded by Nathan Goldberg, **to reimburse Sharon the cost of the window coverings.** The motion passed with one abstain and one voter absent.

NEW BUSINESS:

- A. Part-time staff: Eligibility for vacation hours – A permanent part-time staff member must work at least 16 hours per week to be eligible to accrual leave. Discussion occurred on increasing the hours for the new office Co-Manager from 12 to 16 hours per week, preferably the additional four hours divided up and used on days that need the extra coverage. Sharon Grassest, **made a motion**, seconded by Sue Harris, **to increase the hours from 12 hours to 16 hours for the new Co-Manager position.** The motion passed with one voter absent.
- B. Resident responsibilities for previous home additions (i.e. specialty gutters) – A discussion occurred on the different types of gutter guards (screens vs. complete gutter guard systems). A home’s gutters are the property of BCC as originally installed. If a homeowner installed gutter screen covers, these will need to be removed by the grounds crew to clean the gutters. It is the responsibility of a homeowner to have the gutter screen covers re-installed if they want them attached. Each home has a file in the office with records of architectural changes made to it. **The Board is not aware if the roofers need to remove a ‘complete gutter guard system’ and this will need to be researched. A Special Board Meeting will be scheduled to discuss how BCC will treat the reinstallation of ‘complete gutter guard systems’ if they are removed during a re-roofed project cycle, and how the R&Rs will need to be updated.**
- C. Architectural approval form updates – *previously discussed above in Architectural Committee Report.*
- D. Discussion: Rule for contracts, the review process, and hiring licensed and bonded contractors. The R&Rs were discussed for when Board members need to review contracts before signed-off. The R&Rs are not specific enough. **Mary will craft some updated language to be added to the R&Rs II.B. B.1** including something along the lines of: “For projects that were approved by the Board, constitute approval of the project contract”. Also, language needs to be added, “When possible, it is recommended to attempt to get up to three competitive contract bids to help a project achieve cost-effectiveness with some price comparisons. An additional mention may be that the Board recommends that a contractor be licensed and bonded when applicable.
- E. Discussion: Community Safety and Security Concerns: Mary provided an overview of recent property damage on a new homeowner’s home that she was made aware of. A discussion occurred, and the Board encourages all homeowners to install security cameras and exterior motion lights (in some cases high enough) around their property.

CORRESPONDENCE:

- A. Schneiber Letter RE: Events on December 24, 2022 – Resident was not available online to discuss further. The letter was related to an inclement weather accident.
- B. Email RE: BCC Community Safety & Security Concerns – discussed above in new business.

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GOOD OF THE ORDER:

A homeowner asked for a breakdown of the HOA dues for each expense (Water/Sewer, Garbage, and TV Cable), and the numbers are calculated for each homeowner. The percentages for each homeowner bill are calculated from the annual invoices received with any increases and then budgeted for the following year. The Finance committee does these calculations divided by 160 homes in the community. Some homes have large garbage bins, and those adjustments are calculated on a case-by-case basis. The insurance, it's calculated on the total insurance billed amount divided by the total square footage dwelling of the BCC complex which essentially comes to 16 cents a square foot. Each home is charged 16 cents times the home's square footage (home and garage) which is the yearly insurance, and then divided by 12 months for the monthly fee.

Another homeowner asked about a recent article in the BCC newsletter regarding information about reinforcing a home's foundations. Sharon stated that articles in the BCC newsletter are written to provide ideas or suggestions, but ultimately a homeowner is responsible for making any improvements to their home and should do their own research on home improvements they want to do.

The meeting adjourned at 8:05 p.m.

The next monthly Board meeting will be held on Tuesday, **March 28th** at 6:00 pm, via Zoom meeting.