

MEETING PACKET

Battlecreek Commons Board Meeting
September 24, 2024



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BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda
September 24, 2024 – 6:00 pm, Zoom Meeting ONLY

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 Grassetth (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 of the *Monthly Board Meeting held on September 24, 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 – Dee Doyle (Interim) |
| <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 | |

NEW BUSINESS:

1. HOA Management Company
2. Rule Discussion: Sleeping in cars
3. Rule Discussion: Limiting the number of rentals
4. Discussion: Political signs in yard

CORRESPONDENCE:

GOOD OF THE ORDER:

OLD BUSINESS:

1. Homeowner fine (private hearing at the request of homeowner)

The next monthly Board meeting will be on **Tuesday, October 22, 2024, at 6:00 pm, Zoom Meeting Only.**



BATTLECREEK COMMONS

Board of Directors Meeting Minutes
August 27, 2024 – 6:00 pm, Clubhouse

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

WELCOME HOMEOWNERS: Fifteen homeowners attended in-person.

QUORUM CALL: The meeting was called to order at 6:01 pm, with (2) two Board members absent.

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

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for the July 23, 2024, Board meeting were approved by the Board with 5 yes votes and 2 absent votes.

MANAGER REPORTS:

Office Manager – Anna Flores – Home Sales: three home sales closed in August. Outstanding Dues: Owed in back dues: \$3,056.60 is owed in back dues on four (4) accounts. Office Updates: Deanna provided two weeks' notice but will be helping with some part-time continued training, as needed. If you wish to come say goodbye, please call the office first to find out what days she will be available.

Grounds Manager – Don Hiebenthal – Don is working on one staff evaluation. Brian will be taking vacation time at the end of October.

COMMITTEE REPORTS:

Maintenance/Repair – Maintenance: Interim Chair, Virginia Ferguson – Virginia is working with paving subcommittee to find paving company. The project would potentially start with the community entrance at Lexington due to the heavy deterioration of the sidewalks. Please use caution, the sweet gum trees with heavy leaves have sporadically fallen around the property during the hot weather and during a recent storm. One fell on a home on Huntington which cost approximately \$5,000 to repair. The arborist came and identified fourteen (14) trees to prune limbs that may be an issue around some homes. The work is scheduled for October 10, 2024. No paving decisions have been made until paving companies have offered ideas for BCC to consider. Any ideas will be presented to the Board for consideration before formal decisions are made.

Architectural – Bill Burnside – Nothing to report for August.

Planning & Projects – Sue Harris – BCC pool systems working as designed. Chemicals checked once a day. The committee is meeting with Architectural Committee on Monday, September 9, 2024, to go over exterior paint color options and discussion. Once recommendations are formalized, options will be presented to the Board for approval. Worked with Bernie, Megan, and Sharon to obtain electrician bids for a few projects around the clubhouse. The lowest bid came in at \$3,900 with Distinct Electric. The project budget was \$5,000. The work will power a new aerator for the pond, the new security camera near the Lexington entrance, and internet to the clubhouse.

Orientation – Mary Schroeder – Two committee members met with new homeowners, and three others have been contacted with a fourth one to be visited in November.

Nominating – Betsy Hughes – The Committee submitted an article for the Sept. newsletter asking homeowners to consider running for the Board. A Notice of Interest form copies are in the BCC office. The positions to fill are two 2-year terms and one 1-year term (to 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**.

Emergency Preparedness (EP) – Nathan Goldberg – Aline provided the update. The Emergency Preparedness Committee did not meet 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 for the paint on the cache. This dark green color will blend in nicely with the pine trees at that location. The City of Salem dropped off a 5-gal bucket of 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.

Neighborhood Watch – Bernie Sims - 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. The security camera is budgeted for installation in 2025. Bids were obtained for 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 committee members on having conversations with and managing situations that may arise with trespassing non-residents encountered on the grounds. This will also provide the knowledge and skills to observe, document, and report bad behavior to local authorities. The classes are priced based on the number of attendees. 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). Homeowners will be invited if space is available. If more interest is shown, another class may be held later.
2. Safety Training: Trespass laws, action plan, tactical communication, personal safety tools. \$70. (3+ participants) includes whistle and flashlight. CERTIFICATION. (\$70*7=\$490)

A budget was submitted to the Finance Committee for consideration.

A discussion was held on having an AED Defibrillator on BCC property.

Finance – Dee Doyle (Interim Committee Chair) – No report for August.

Grounds – Megan Trow/Virginia Ferguson – Megan gave an update on the canary reed grass remediation work which is very weather and season dependent. Ash Creek Restoration submitted their bid for 2025/2027. May seek assistance from grounds crew for some of the work. Pond aeration: A 4-pod aeration system will be installed to help remediate the algae and sludge in the pond. A budget of \$5,000 was approved by Finance Committee for this project and is allocated for 2024. Seeking electrician bids to power the aeration system. The committee may use water plants such as lily pads and water hyacinths to create shade in the water for remediation of algae as well. Megan requested signage for the pond area that states, “Dogs must be kept on leash at all times”. Discussion on if BCC water sprinklers need to be fixed to water dry areas around the community.

Social – Bonnie Shaughnessy-Smith – Sharon provided an update. Concerts at the clubhouse are scheduled for the Fall season. Watch for flyers delivered to homeowner mailboxes. The cost is \$15/person, payable on the day of the concert. Please email Sharon at: sharose47@yahoo.com, to reserve your seats as seating is limited to 50 in the clubhouse. If you forget to do so, stop by on the day of the concert to see if there is room for you. On September 15th, the music will be “Next of Kin”; on October 20th, Nate Botsford (Country, and played on The Voice), and on November 10th, our neighbor Bernie Sims!

Sharon asked if there are homeowners who would like to participate in a ‘BCC home tour’ that residents who have done a lot of remodeling could share ideas on home improvements. Contact Sharon if interested in participating.

Newsletter – Aline Autenrieth – The September 2024 BCC Newsletter has been distributed.

Documentation - Mary Schroeder – No report for August.

OLD BUSINESS:

- A. **Clubhouse Internet** – Internet in the clubhouse will allow for movie nights and other community events. Also, see Planning and Projects report above for an electrician update needed for internet. Sharon will work with a local volunteer on securing the router and information.

NEW BUSINESS:

- A. **HOA Management Proposals**– Sharon gave an update on the Board exploring the idea of seeking bids from HOA Management companies to take on 1) accounting/budgeting, monthly meeting administration, 2) HOA Management – board meetings, compliance/monitoring, etc., and 3) employee management with opportunities/benefits above what BCC could provide. Sharon read a letter to meeting attendees that will be distributed to all homeowners via email that explains the Board's position and reasons for this being considered. Discussion occurred on how the Board will conduct interviews/reference checks, and how staff will be involved to meet the company representatives to answer their questions as well.
- B. **2025 Budget Update: Committee Proposals & Status**– The Finance Committee will be in touch with each committee on their budget proposals and 2025 allocations.
- C. **Architectural Fines: Who is Responsible for follow up?**– The committee is responsible for property evaluation and letting the office know when a homeowner is in violation of a community or architectural rule. The office manager sends the homeowner the compliance violation letter. The committee monitors whether the homeowner is still in violation of compliance, after the timeline expires and contacts the BCC office for next step violation letters or possible lien on the property. The committee continues to monitor for compliance of the issue. A nuisance or public health rule is recommended to be researched for a new rule. Mary will research, and Board members attending the CMA Law Day on Sept. 13th will seek guidance as well.
- D. **Emergency Cache Container: Paint Status**– Please see Emergency Preparedness Committee report above.

CORRESPONDENCE:

None.

GOOD OF THE ORDER:

Discussion held on the homeowner late fees in the Office manager's report. The accounts reduced from seven to four accounts.

The meeting adjourned at 7:17 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **September 24, 2024**, at 6:00 pm and will be a Zoom meeting only.

OFFICE MANAGERS REPORT

Office Manager: Anna Flores

REPORT

Home Sales:

- No home sales in September.

Outstanding Dues:

- Owed in back dues: \$4,682 is owed in back dues on several accounts.

Office Updates:

- Feeling more confident/comfortable working on office processes and procedures.

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

Pavement Committee Chairs: Christina, with Richard Staats

REPORT

Pavement Project Updates

- A paving committee meeting is scheduled for Tuesday, Oct. 1, 2024. Topics of discussion will include the first Phase proposal, as well as Phases 2 and 3, for the 2025 and 2026 budget years. We will work on a paving proposal based upon project priorities, remaining budget finances, and time left in 2024.
- After careful consideration of what has been discussed in prior months and walking through Battlecreek Commons, the Paving Committee discussed the high-priority repairs to be made. We are hoping that these repairs can be completed by the end of October/early November 2024.
- Three paving companies have been contacted, to request a meeting to discuss the work. The Proposals/Scope of Work will be presented to the Board when those meetings have been completed. Prior to contacting the companies, the business references were checked on the Better Business Bureau, the Construction Contractor's Board (CCB,) and Yelp. The companies are in good standing, and I'm confident they will take pride in their work - helping make our community to be safe and welcoming.
- Committee meeting minutes will be provided for the next Board meeting.

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).

ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- Nothing to report for September.

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

PLANNING & PROJECTS COMMITTEE

Committee Co-Chairs: Bill Dalton/Sue Harris

REPORT

Exterior Paint Colors/Collaboration

- The Amenities Sub-Committee met with the Architectural Committee on September 9, 2024, to discuss exterior paint color options and a scope of prospective colors were agreed upon. A subsequent joint-meeting will occur in late-October to finalize colors, and build a proposal for a Board presentation.
- Lynda Hunt is willing to serve on the Clubhouse Improvement/Amenities sub-committee.

BCC Website

- Sue is making some website improvements with updated amenity and property photos.

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

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 a new homeowner on Lexington. Another new homeowner has been contacted but nothing scheduled yet, and we have pending visits with two other new homeowners.

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

- No report currently.

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: Aline Autenrieth, for Nate Goldberg

REPORT

- The Emergency Preparedness committee did not meet in September.
- The emergency cache container has been power-washed and painted (see photo below). A homeowner, Elbert Stribling offered to power-wash the container and we accepted. On September 16th, the container was painted with two coats of the paint, "Secret Garden", by Jose and Joseph Rico, Rico's Quality Construction, LLC, and the final project cost was \$650. We are very grateful and satisfied! The City of Salem has provided a very strong lock for the container. The supplies come next!
- Emergency Preparedness will have a committee meeting on Tuesday, October 1st.

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 Grasseeth (Board Liaison).



NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Bernie Sims

REPORT

- The Neighborhood Watch Committee has gone back to a monthly meeting frequency.
- **Signage:** Eight Neighborhood Watch signs have been ordered and received. Don will install one sign at each of the three main entrances, the other five will be spaced out across the property with placement carefully considered to address more recent incursions experienced. We may request more signs later. The committee met last week and discussed having other signs produced to address other issues – No trespassing and waiver of liability around the pond area, No trespassing at other entry points. Also, we discussed having messages written on the entryway pavement such as “Private Property”. A team of two is researching and will recommend language to the committee next month. The committee agreed using a common design and color made sense for a more organized appearance around the campus.
- **Training:** Committee members are working Safety consultant, Louis Downey, to schedule our first committee safety training within the next 4-6 weeks.
- **Security Camera:** In preparation for a new surveillance security camera, electricians were hired to work on a power extension to a light pole near the clubhouse entrance. The security camera installation is budgeted for 2025 though we will sign the contract around Oct. 1, 2024, to take advantage of a 90-day invoicing option (with their management’s approval). In this way, we can get our order processed in installation queue which runs 3-5 months out. The camera installation is expected in January or February 2025.

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: Dee Doyle (Interim)

REPORT

- The finance committee has been working on special requests for money from other committees and trying to complete the 2025 Budget. Committee needs paving estimate before finalization.

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

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

- **Tree maintenance:** Oregon Woodsmen will be here on October 10, homeowners need to move cars on Huntington, Trees planted in 2023 and 2024 survived the heat domes, thanks to volunteers!
- **Reed Canary grass (RCG) remediation, on Scotch Creek/western boundary of BCC:**
 - The City will do RCG clean-up on park property.
 - Ash Creek Restoration company presented their bid for 2025-2027.
 - Committee is working on ways to keep costs down: Nootka rose plants and others were purchased at 70% off from Furbish and we will look for plants from the City's give-away.
 - **Suggested opportunity for homeowners** who live near creek, you can order one-gallon plants and donate them to the Grounds Committee to plant along Scotch Creek and to eradicate the RCG. Plants must be ordered through the City.
 - The Committee thinks it's critically necessary to do the October follow-up spray treatment, so the small plants won't get overrun by the RCG. The city watershed grant is still available. Mill Creek residents received funding to rehab areas along their creek.
- **Pond aeration:** The equipment has been delivered, and the contractor will help us assemble it for installation. We are considering water plants such as lily pads and water hyacinths to create shade in the water for remediation of algae.
- **NEW PROJECTS | DISCUSSION:**
 - Training opportunity is available from Keizer landscape company for Grounds Committee and Board Community/Committee cleanup on Continental hillside and pond on 9/21.
 - Fall planting on Scotch Creek
 - Signage for pond needed:
 - Private property; hazardous water for pets/people.
 - People have been allowing their dogs to chase toys in the pond.

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

- Two more concerts at the clubhouse are scheduled in the Fall season. Watch for flyers delivered to homeowner mailboxes. Tickets are \$15/person, payable on the day of the concert. To reserve your seats, please email Sharon at: sharose47@yahoo.com, as seating is limited to 50 in the clubhouse. If you forget to do so, stop by on the day of the concert to see if there is room for you.

Mark your calendars for next concerts on:

- October 20th, Nate Botsford (Country music, and played on The Voice)
- November 10th, our neighbor Bernie Sims!

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 Grassetth (Board Liaison).

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The October 2024 BCC Newsletter will be distributed on October 25th.

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

- Nothing to report for September.

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.