

# MEETING PACKET

Battlecreek Commons Board Meeting  
August 22, 2023



**Meeting Agenda .....2**

## COMMITTEE REPORTS

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## **BATTLECREEK COMMONS**

Board of Directors Regular Meeting Agenda

August 22, 2023 – 6:00 pm

Executive Board Meeting – 7:30 pm

**NOTE:** Both meetings are hosted on Zoom 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 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 for the *Monthly Board Meeting held on July 25, 2023.*

### **MANAGER REPORTS:**

- Office Managers – Louise Kohut and 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:**

None

### **NEW BUSINESS:**

1. Limit of Owner rentals, Discussion
2. Limit number of dogs per resident, Discussion
3. Reserve Study Request, Cost, 2024 Budget Line Item
4. Contingency Fund, 2024 Budget Line Item

### **CORRESPONDENCE:**

### **GOOD OF THE ORDER:**

The next monthly Board meeting will be on **Tuesday, September 26, at 6:00 pm, Zoom Only meeting.**

# MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

## REPORT

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- Nothing to report.

## COMMITTEE PURPOSE

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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

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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

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

# ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

## REPORT

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- A fence replacement was approved, and four friendly reminders were given.
- The Spring friendly reminders will be followed up on soon. Those not in compliance at the time will receive a second notice and if not acted upon could result in a fine. Many have taken care of their reminders and as a committee appreciate it very much.
- Second round of area reviews will occur at the end of August.

## COMMITTEE PURPOSE

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

## R&RS RELATED TO THIS COMMITTEE

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

## COMMITTEE MEMBERS

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

# PLANNING & PROJECTS COMMITTEE

Committee Chair: Colleen Goldberg (Interim)

## REPORT

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- Nothing to report.

## COMMITTEE PURPOSE

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

## COMMITTEE MEMBERS

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

# ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

## REPORT

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- No homeowner visits this month but contacted a new homeowner on Lexington who is in the process of moving in and will let me know when ready for a visit.
- No pending visits currently.

## COMMITTEE PURPOSE

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Welcome and provide needed information to new homeowners.

## R&RS RELATED TO THIS COMMITTEE

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

## COMMITTEE MEMBERS

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

# **NOMINATING COMMITTEE**

Committee Chair: Betsy Hughes

## **REPORT**

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- Nothing to report.

## **COMMITTEE PURPOSE**

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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**

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

## **COMMITTEE MEMBERS**

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

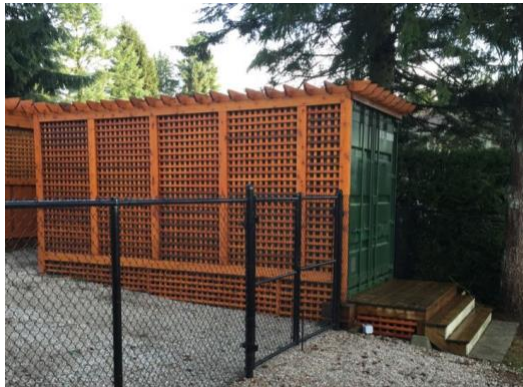
# EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

## REPORT

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- **Emergency Preparedness Committee 2024 Budget Request:** The 2024 budget request has been sent to the Finance Committee. The funds will be used for camouflage and making the EP Supplies Cache acceptably appealing. Here's one example:



- **Annual National Night Out Program:** This year's National Night Out evening fell on the same date as our committee meeting time. Our committee hosted a table along with all the other committees. We had literature available, a few items of interest, and had a raffle basket with EP supplies in it. Several people picked up literature and asked a few questions. Ten members of our committee attended the evening. No one expressed interest in signing up to participate on the EP Committee.
- The Emergency Preparedness Committee is in real need of adding 3-4 additional committee members. Community members are encouraged to step up.

## COMMITTEE PURPOSE

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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

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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, Sharon Grassetth (Board Liaison).



# NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Jim Nixon

## REPORT

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- Nothing to report.

### COMMITTEE PURPOSE

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

### R&RS RELATED TO THIS COMMITTEE

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

### COMMITTEE MEMBERS

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

# FINANCE COMMITTEE

Committee Chair: Betty McKinney

## REPORT

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- Updated reports indicate there are sufficient funds remaining in line item #9060, Water and Sewer Project, to complete this work.
- After a lengthy discussion, it was decided that funds for line item #5570, Tree Replacement, can be used for necessary (damaged or diseased) tree replacement throughout BCC grounds. 9+ trees have been identified through the efforts of the Grounds Committee. Funds in this line item were originally intended to be used to take down beetle-infested trees which is no longer necessary.
- The 2024 project has started. BCC committees have been excellent in submitting projects. We have many questions regarding costs. We have asked Jim Nixon will try to get pavement preparation costs. We have asked the office staff for utility and insurance increases.
- The next Finance Committee meeting will be on September 6, 2023, to continue working the 2024 Budget.
- The Grounds Committee requests a needed increase of \$11,000.00 to line item #9035, Pond Project, to complete the project in 2023 and not risk a contract increase the cost.
- The Finance Committee is recommending to the Board the following:
  - \$3,000 be transferred from line item #5020, Dry Rot Repair and Maintenance.
  - \$4,000 be transferred from line item #5040, Gutter Repair and Replace.
  - \$4,000 be transferred from line item #5050 Painting Labor all to line item #9035.

## COMMITTEE PURPOSE

---

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

## R&RS RELATED TO THIS COMMITTEE

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

## COMMITTEE MEMBERS

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

# GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

## REPORT

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2024 Budget Needs

### Pond rehabilitation

- Aren Jensen of Arne Jensen Landscaping has submitted plans for rehabilitation of the pond for Board review. His recommendation is to do the project in phases, starting this summer when the pond is lower. His original bid was \$120,000. However, we reduced the scope for the first year and he resubmitted a bid for \$50,000 which covers most of what we need, less some boulders for the perimeter.
- **BOARD REQUEST:** We ask the Board to approve the \$50,000 bid. We have 39,000 already in our budget for 2023 and ask the Board to fund the remainder so that the pond project can be accomplished while the summer water level is low.

### Continental planting update

- We fixed the existing irrigation system, installing separate feeder lines for the plants; we still need a covering of arborist chips. Thank you, Bruce and Bob, along with neighbors Mark Thimm and Bernie Sims, for your faithful watering of the plants!!

### Neighbor letter for landscape non-compliance

- Letter #2 was sent to homeowner on Lexington Circle for non-compliance of maintaining landscape.
- **BOARD REQUEST:** We ask Board's direction for fine amount if a third letter requesting clean up is needed.

**National Night Out:** August 1, 2023, 5-8PM on the court on Huntington Circle

- Table to present Grounds Committee work/planned projects/solicit members; all went well with a raffle and patio/garden beauty contest.

### ADDITIONAL INFORMATION FOR BOARD REPORT

- EXHIBIT A: ARNE JENSEN LANDSCAPING LLC: 3 PHASE POND BID \$120,000 – PAGE 12
- EXHIBIT B: ARNE JENSEN LANDSCAPING LLC: REVISED BID 1ST PHASE ONLY \$50 – PAGE 13

### COMMITTEE PURPOSE

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

### R&RS RELATED TO THIS COMMITTEE

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

### COMMITTEE MEMBERS

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Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bruce Schnieber (Master Gardener), Bob Mason, Cindy Herremanns, Lori Pearson, Marcia Hogue, and Jeanne Dalton (Board Liaison).

**EXHIBIT A:  
ARNE JENSEN LANDSCAPING LLC: 3 PHASE BID FOR POND REHABILITATION \$120,000**

Estimate #1539 - *Awaiting response*, Sent on 07/12/2023

**BATTLE CREEK COMMONS**, 1853 LEXINGTON CIRCLE SE / SALEM, OR 97306  
253.678.8325

**PRODUCT / SERVICE**

**QTY.  
UNIT PRICE  
TOTAL**

**Pond Budget**

We will remove all unwanted plantings around the perimeter of the pond and prune others for a safe and attractive look. 15 loads of fill dirt (were depending on having the soils donated from a nearby construction site) will be brought in to fill in the side of the pond closest to the homes as to create a buffer allowing for plantings and the ability to remove the railing. 15 loads of native boulders will then be brought in to frame the edges of the pond to add stability and beauty as designed. Gravel pathways will cover the existing concrete pathway for a beautiful and safe connection point around the pond. We will border the pathway with native wall rock for a clean look that keeps the gravel from moving. The pathway will be lined with landscape fabric over the concrete and then have a 4" compacted gravel base and a 1" topdressing of 1/4" minus gravel for a tight finish. We will add a variety of bog plants around the perimeter of the pond to help add beauty and add to the filtration of the pond and stability of the bank. The beach will be established in a finish material of your choosing ( my suggestion is sand but you can do a gravel terrace if preferred for a more firm surface. Steps will be installed as designed from the boulders for clean, safe access. Organic compost will be applied between grasses and as a clean border to the pond to help add beauty and discourage weeds. We will install a re-circulating fountain (1hp) in the pond to allow for good aeration and water movement which is essential. An additional pump will be installed to push and pull the water from one end to the other to avoid stagnation and help encourage the ecosystem of the pond. (Care will be taken to protect the existing landscape during installation and restore any affected areas upon completion.

1  
\$120,000.00  
\$120,000.00

This Estimate is valid for the next 90 days, after which values may be subject to change.

- Subtotal - \$120,000.00
  - Total - \$120,000.00
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**EXHIBIT B: ARNE JENSEN LANDSCAPING LLC: REVISED BID 1<sup>ST</sup> PHASE ONLY \$50,000**

Estimate #1550 - Awaiting response, Sent on 08/10/2023

**BATTLE CREEK COMMONS**

1853 LEXINGTON CIRCLE SE / SALEM, OR 97306  
253.678.8325

**PRODUCT / SERVICE**

**QTY.  
UNIT PRICE  
TOTAL**

**Pond Budget Phase 1**

We will remove all unwanted plantings around the perimeter of the pond and prune others for a safe and attractive look. 15 loads of fill dirt (were depending on having the soils donated from a nearby construction site) will be brought in to fill in the side of the pond closest to the homes as to create a buffer allowing for plantings and the ability to remove the railing. 6 loads of native boulders will then be brought in to frame the edges of the pond to add stability and beauty as designed. Gravel pathways will cover the existing concrete pathway for a beautiful and safe connection point around the pond. We will border the pathway with native wall rock for a clean look that keeps the gravel from moving. The pathway will be lined with landscape fabric over the concrete and then have a 4" compacted gravel base and a 1" topdressing of 1/4" minus gravel for a tight finish. preferred for a more firm surface. .  
( Care will be taken to protect the existing landscape during installation and restore any affected areas upon completion. ( our goal will be to strategically use the boulders in the most important areas to provide access and beauty while allowing the project to be broken into phases.

1  
\$50,000.00  
\$50,000.00

This Estimate is valid for the next 90 days, after which values may be subject to change.

- Subtotal - \$50,000.00
  - Total - \$50,000.00
-

# **SOCIAL COMMITTEE**

Committee Chair: Bonnie Shaughnessy-Smith

## **REPORT**

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- The Social Committee took part in the Neighborhood Night Out get-together.
- We had a table with our donated prizes and information to be shared.
- It was a well-represented event with many committees contributing.

## **COMMITTEE PURPOSE**

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Plan social events for homeowners.

## **COMMITTEE MEMBERS**

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

# NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT

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- The September BCC Newsletter is in progress and will be ready for distribution on the 25th of August.

## COMMITTEE PURPOSE

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

## COMMITTEE MEMBERS

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

# DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

## REPORT

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### Board Approval Request:

- Minor updates to R&Rs were drafted and sent to Board for review and approval.
- Anticipating additional updates based on recent conversations about things left in driveways for which there is no rule.

## COMMITTEE PURPOSE

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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

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



# TRANSFER FEE (AD-HOC) COMMITTEE

Committee Chair: Betsy Hughes

## REPORT

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- Nothing to report.

## COMMITTEE PURPOSE

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

## COMMITTEE MEMBERS

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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, and Joan Bechtel (Board Liaison).