

MEETING PACKET

Battlecreek Commons Board Meeting
October 24, 2023



Meeting Agenda2

Agenda Items, Contexts/Notes3

Exhibit A: August – Office Copies Invoice4

COMMITTEE REPORTS

1. Maintenance & Repair5

2. Architectural6

3. Planning and Projects7

4. Orientation8

5. Nominating9

6. Emergency Preparedness10

7. Neighborhood Watch11

8. Finance12

• Exhibit B: BCC 2024 Budget13

9. Grounds16

10. Social18

11. Newsletter19

12. Documentation20

13. Transfer Fee21

BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda
October 24, 2023 – 6:00 pm via Zoom Only
A Brief Executive Session will follow Regular Meeting

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 September 26, 2023, Edited.*

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 – <i>TBD</i> | <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:

1. Follow-up: Reserve Study Bids
2. Follow-up: Community Associations Institute (CAI), Results/Payment

NEW BUSINESS:

1. Office Copy Machine

CORRESPONDENCE:

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tuesday, November 28, 2023, at 6:00 pm, Zoom Only meeting.**

AGENDA: OLD/NEW BUSINESS

CONTEXT INFORMATION

OLD BUSINESS

1: Follow-up: Reserve Study Bids - Deanna found the following with regards to reserve studies.

"Whether a condominium or a planned community, all associations created after October 23, 1999, must have a reserve study and a maintenance plan (ORS 94.595(5)(a); ORS 100.175(6)(a)). However, all associations formed prior to October 23, 1999, that have a reserve fund can opt into the reserve study requirement."

I still think we should do one but want to know if by "opting in" if that obligates us for future boards. I will talk to the lawyer at the conference on the 21st.

NEW BUSINESS

1: OFFICE COPY MACHINE - Deanna found the following with regards to reserve studies.

The most recent quarterly invoice for copies from August is on the next page.

August 2023 (Copies Used):

- 2,295 Black & White Copies
- 1,426 Color Copies

- 3,721 Total Copies
- 1,240 Average Total Copies/month



PACIFIC OFFICE AUTOMATION

— PROBLEM SOLVED —

Battlecreek Commons

Current Solution:	Konica Minolta C258 2,000 black pages/month 550 average color pages/month @ \$.145 Total Monthly Expense	\$158/mo included \$79.75/mo \$237.75/month
Proposed Solution:	Konica Minolta C250i 1,000 black pages/month 250 color pages/month 300 average color pages/month @ \$.099 Total Monthly Expense	\$155/mo included included \$29.70/mo \$184.70/month

Konica Minolta C250i

25 B/W Copies per Minute
25 Color Copies per Minute
Blank Page Removal
200 ipm Scanning
100 Page Document Feeder
Mobile Device Printing
Color Touch Screen
Up to 110 lb Cover



MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

REPORT

Sewer line repairs

- After a few years of effort expended by West Coast CIPP (formerly Spartan Environmental) the repairs are complete. The process went smoothly with very few hiccups. I want to thank Bill Burnside for assisting me in monitoring the sewer work whenever I was unavailable.
- Despite some instances where homeowners used water while repairs were being made causing unexpected repair charges incurred, we came in at budget! That is rare in the construction industry.
- Going forward, sewer backups are most likely an individual problem. The homeowner with the backup, should check with their neighbors in the same building first as a multi backup will give the plumber a heads up and save time, then call a plumber to inspect and repair. We most often use Action Drain and Rooter service for these issues. Their phone number is 844-640-8505.
- As always, I am available if you have further questions. Thanks for your patience the last few years enduring the sewer repair project.

Paving Committee

- I have just formed a committee to investigate the paving issues at BCC. We will meet next week for an initial planning meeting. I am happy to report that we have formed a committee of 6 willing homeowners to oversee such an important BCC project. We will keep you updated with our project plans as they are formed.

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

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

ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- No activity in October.
- Committee is accepting new members. The committee is a low time-consuming commitment, and we are always looking for new ideas.

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

PLANNING & PROJECTS COMMITTEE

Committee Chair: TBD

REPORT

- Sharon provided a list of items that the committee could work on.

Each item should consider safety, level of community support (how many people will make use), value added to the community and property values and probably much more.

- 1. Replace the floor in the clubhouse
- 2. Update the changing rooms in the clubhouse
- 3. Resurface the basketball court for multi-use including pickle ball
- 4. Gazebo in the green space near the basketball court
- 5. Office bathroom for office staff

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS

To be confirmed:

Bill Dalton, Bill Burnside, Bob Mason, Gayle Holland, Sue Harris, Jim Nixon (Board Liaison)

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- No homeowner visits in October and nothing pending.
- Met with one homeowner at the end of September, delivered and reviewed the red binder.

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

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

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Ballots for the November election of the Board are distributed.
- Betsy will be asking for nominations from the floor at the Board meeting.
- Ballots are due to the office by **Wednesday, November 8th at 7:00 pm.**

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 Currin, Virginia Ferguson, Joan Bechtel (Board Liaison).

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- No Report.
- Committee meeting cancelled for October.

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, Sharon Grassetth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Jim Nixon

REPORT

- Nothing of note to report. That is always good news.

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

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

FINANCE COMMITTEE

Committee Chair: Betty McKinney

REPORT

- Jim Nixon has reported that the Water and Sewer Project has been completed. An additional \$6,100.00 is needed to complete the corrected the 2023 Budget.
- The Finance Committee **recommends the Board approve the following:**
 - Transfer \$6,100.00 from line item #5550, Major Tree Work to #9060, Water and Sewer project
- The proposed 2024 Budget has been reviewed and will be submitted to the Board for consideration at the October Board Meeting.
- **The Finance Committee recommends the Board approve the 2024 Budget including the 2% increase of the Dues Assessment effective 01.01.2024.** (*see Exhibit B on next page*).

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

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

Battlecreek Commons

2024 BUDGET

Info from January - December 2023 AND 2024 Budget

Working Budget Income/Expenses thru 10/19/2023

2023 Budget	2024 Budget	Notes for 2024 Budget
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Income

4000 Income

4100 Dues Assessment	968,589	987,961	2% increase = \$ 19,372
4200 Rec Hall Rental Income			
4250 Key Card Deposits			
4400 Late Fees & Interest Assessed			
4550 Returned Check Charges			
4600 Interest Earned			
4650 Violations & Fines			
Total 4000 Income	968,589	987,961	
4700 Other Income			
Total Income	968,589	987,961	
Net Profit on Income	968,589	987,961	

Expenses

5000 COMMONS ARCHITECTURAL

5010 Building Repair / Maintenance	2,000	5,000	
5020 Dry Rot Repairs & Replace	10,000	10,000	
5030 Garage Door Repair & Replace	10,000	10,000	
5040 Gutter Repair & Replace	1,000	5,000	
5050 Painting Labor	1,000	5,000	
5060 Painting Supplies	5,000	5,000	
Total 5000 COMMONS ARCHITECTURAL	29,000	40,000	

5500 COMMONS GROUNDS

5510 Animal & Pest Control	3,000	3,000	
5520 Barkdust / Fertilizer/TopSoil	2,000	2,000	
5530 Irrigation	7,500	7,500	
5540 Lighting	5,000	5,000	
5550 Major Tree Work	21,500	10,000	
5560 Tree Replacement/Landscaping	3,500	6,000	
5580 Storm Damage	15,000	0	
Total 5500 COMMONS GROUNDS	57,500	33,500	

6000 COMMONS MAINTENANCE

6005 Clubhouse Maintenance	3,000	3,000	
6010 Equipment Maintenance & Repair	3,000	5,000	
6015 Equipment Rental	500	500	
6020 Gasoline	5,500	5,500	
6025 General Supplies	2,500	2,000	
6035 Minor Equipment Purchases	7,500	5,000	
6040 Pool Maintenance & Supplies	6,000	5,000	
6045 Committee General	1,000	500	Committees Expenses General
6050 Water & Sewer Maintenance	10,000	5,000	
Total 6000 COMMONS MAINTENANCE	39,000	31,500	

	2023 Budget	2024 Budget	Notes for 2024 Budget
6500 COMMONS OFFICE			
6510 Accounting Services	36,000	36,000	
6530 Bank Charges, Late Fees	250	250	
6550 Licenses, Permits and Fees	1,050	1,000	
6560 Office Supplies	2,000	2,000	
6561 Office Equipment	2,000	2,000	
6562 Printing & Postage	1,000	1,000	Include BCC Committee printing & postage
6565 Newsletter Printing	0	250	Printing for 40 owners requested
6570 Professional Services	10,000	7,500	
6575 Less Refund Attorney Fees/Costs	100		
Total 6500 COMMONS OFFICE	52,400	50,000	
7000 COMMONS UTILITIES			
7010 Cable Service	74,360	75,000	Info BCC office/increase starting 2019
7020 Electricity	7,180	6,500	Info from PGE/BCC office
7030 Garbage	70,728	75,000	D&O 8.5% - estimate
7040 Natural Gas	3,500	10,000	Info from NG/BCC office
7050 Security Monitoring	750	850	Info from committee
7060 Telephone & Communications	1,500	1,600	Info from BCC office
7070 Water & Sewer	160,650	170,000	Info from Salem/BCC Office
Total 7000 COMMONS UTILITIES	318,668	338,950	
8000 PAYROLL EXPENSES			
8010 Payroll Wages	180,000	180,000	
8020 Payroll Taxes	19,800	19,800	
8040 Payroll Fees	2,000	2,500	Increase from history
Total 8000 PAYROLL EXPENSES	201,800	202,300	
8100 INSURANCE			
8110 Commons Liability Insurance	54,936		
8115 Less Insurance Income Paid	(54,936)		
8120 Auto Insurance	1,000	1,000	
8130 Board of Directors Ins	1,300	1,300	
8140 Workers Comp Insurance	1,500	1,500	
Total 8100 INSURANCE	3,800	3,800	
8200 OTHER EXPENSES			
8202 Contingency	0	15,000	Contingent for surprises
8215 Saving for Reserves	12,000	12,000	
8210 Meals	200	200	
8204 CAI Membership	0	350	Community Associations Institute (CAI)
8280 Reserve Study	0	3,000	Requested from Sharon, Grasset, President
Total 8200 OTHER EXPENSES	12,200	30,550	

	2023 Budget	2024 Budget	Notes for 2024 Budget
8300 TAXES			
8320 Property Taxes	0	0	
8310 Income Taxes		600	
Total 8300 TAXES	0	600	
Total Operating Expenses	714,368	731,200	
Other Expenses			
9000 PROJECTS			
9010 Painting Supplies Expenses	0	0	Completed
9015 Pay Back Reserve	0	14,000	Payoff the reserve for Water & Sewer Project
9020 Engineering for Support	7,000	7,000	
9025 Painting Contractor Labor Project	0	0	Completed
9030 Street Paving/Tree Remove	0	65,000	Beginning in 2024
9035 Pond Project	51,000	0	
9040 Pool Project	0	35,000	Exterior
9045 Landscape Project	6,000		
9050 Roofing Project	177,800	130,000	NEW -13 roofs in 2024 + 8 roofs to complete in 2025
9060 Water & Sewer Project	197,600	0	Completed in 2023
9065 Emergency Preparedness	4,000	4,000	Committee Proposal (set up cache)
9999 Roll Over Budget From Prior Year	(189,600)		Formerly called "Forward from prior year"
Total 9000 PROJECTS	253,800	255,000	
Total Operating + Projects Expenses	968,168	986,200	
GROSS PROFIT	421	1,761	

BATTLECREEK COMMONS FOR 2023 AND 2024

	2023 Budget	2024 Budget
Income	968,589	987,961
Expense	968,168	986,200
Gross Income/Expense	421	1,761

GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

// NEW PROJECTS

Rebecca Albrecht requested help with a tree in front of her home on Lexington Circle. The roots are heaving her brick sidewalk. She met with Oregon Woodsmen for the feasibility of removing the root that is the problem, rather than the entire tree. A concern is determining which properties have taken over responsibilities for common grounds and which properties remain the responsibility of BCC for upkeep.

// UPDATES

Pond rehabilitation

Co-chairs contacted Rob Romanek of the City and an official from the State in regard to permits needed for the pond. Fortunately, we have been notified by the State that no permit is needed to alter the pond. We are now on the schedule of Aren Jensen of Arne Jensen Landscaping whose bid for pond rehabilitation of \$50,000 was accepted by the BOARD.

Naturalized hedge (separate BCC from city park planned on old golf course)

- Anticipating the City will develop the old golf course as a City Park and aware the city will not share any costs of fencing to keep out non-residents, we met with Kassi Roosth, Marion County Conservation Planner, to discuss the possibility of getting grant money for planting a naturalized hedge to separate BCC from the park.
- The hedge must be drought tolerant and of native species to attract pollinators and birds.
- We are eligible for grants for 50% of the costs; grants can extend for 5 years for a total of \$22,500 and include land preparation, planting, and naturalizing plants. We will begin the discussion now among BCC Board Members and then owners to see if it makes sense to plant a naturalized hedge now and not need a fence later. Kassi is available to speak to the Board and residents in January; the first grant application is due in March and would focus on preparing the land.

Board Request

The Grounds Committee requests the Board grant us permission to explore the possibilities of obtaining grants, of planting a naturalized hedge as outlined above, and inviting Kassi Roosth to present the project to the Board and homeowners, and answer questions.

Fall Planting

- Marian Macry offered to purchase a tree. We are working with nurseries and Bev Redding about what perennial plants should go where, focusing on BCC entrances; remediation of unattractive areas; and issues of irrigation, sunlight, and plant size. Virginia has a binder with examples of what is available.

Continental Hill Planting

- We obtained free chips to cover the plantings and need more for coverage.

Benches

- Bob Mason is heading a team to put 4 benches together and install them on designated locations, using Quickcrete, if necessary, for stability. We also need to get more stumps and boards.

Continued -

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

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

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

- Nothing to report.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS

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

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The November 2023 BCC Newsletter will be distributed on 10/25.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS

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

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- Nothing to report.

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), Margaret Campbell, and Ruth Hewett.

TRANSFER FEE (AD-HOC) COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Nothing to report.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS

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).