



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

May 28, 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 6:01 pm, with six Board members present, and one absent.

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| <input checked="" type="checkbox"/> Sharon Grassest (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input type="checkbox"/> Nathan Goldberg (Vice President) | <input checked="" type="checkbox"/> Kathie Forstrom (Director) |
| <input checked="" 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 April 23, 2024, Board meeting were approved by the Board; 6 yes votes, and 1 absent vote.

MANAGER REPORTS:

- Office Manager** – Deanna Bontrager – Home Sales: Two home sales in May so far, and one home is scheduled to close on the 30th. Outstanding Dues: Owed in back dues: \$10,289.00 is owed in back dues by more than one homeowner. One payment demand letter was sent for 3+ months delinquency. As follow-up to a Demand Letter sent last month, we will begin the process for placing a lien if payment is not received before month end. Office Requests: Katie & Deanna would like to reduce the office hours to 35 hours per week; this does not affect our posted office hours of 10am – 3:30pm.
- Grounds Manager** – Don Hiebenthal – no report submitted.

COMMITTEE REPORTS:

- Maintenance/Repair** – Maintenance: Interim Chair, Virginia Ferguson
Pavement Project Updates: Led by Rich and Chris Staats reported (see Good of the Order)
- Architectural** – Bill Burnside – Homeowner Request: Bill presented a homeowner architectural proposal to extend the yard into common area and to be fenced-in with wrought iron fence and a gate, and the committee recommends Board approval. Discussion held on fence details. Virginia Ferguson, **made a motion**, seconded by Jeanne Dalton, **to approve the homeowner architectural proposal as diagrammed in the architectural drawing and request form**. The motion passed; six yes votes, and one absent vote. Exterior Home Paint Options: The Committee is working on exterior paint color schemes for the future.
- Planning & Projects** – Sue Harris – The committee would like to engage with a Professional Interior Consultant for updating ideas on the Clubhouse and Pool Areas and review exterior color options for the community. Two separate project assessments will be conducted in June 2024 (already approved in current Budget line items):
- Pool Systems Assessment - Cost: \$200, Consultant: Emerald Pools
 - Interior Design Consultation - Cost: \$200, 75 Minutes, with <https://www.stagingoregon.com>. Meetings: After the 2025 Reserve Study has been approved and adopted, a regular meeting schedule will be determined. This Committee will meet regularly with members of Maintenance & Repair, the Paving Project, and Architectural Committees to collaborate, coordinate, and map out plans and timelines. It is recommended that BCC install video surveillance signage around the community and asking homeowners to add motion lights around their home exteriors to increase the lighting in dark areas. Sharon Grassest, **made a motion**, seconded by Kathie Forstrom, **to approve the request to spend for consultations as presented**. The motion passed; six yes votes, one absent vote.
- Orientation** – Mary Schroeder – Committee members met with three new homeowners in May.

Nominating – Betsy Hughes – Nothing to report for May.

Emergency Preparedness (EP) – Nathan Goldberg – Cache Update: The cache arrived and big thanks to Jim Nixon and Don Hiebenthal for getting the cache placed. Members from the Neighborhood Watch Committee (NWC) attended our May Committee Meeting. Good discussions on how we can work together but as separate committees. The focus of the Emergency Preparedness Committee is on natural disasters, and the focus of Neighborhood Watch is a crime prevention initiative to create safety and security measures for our community and our residents. It was recommended to join the National Neighborhood/Watch Program. NWC will report to the Emergency Preparedness Committee at the June 4th meeting.

Neighborhood Watch – Sharon Grasseh/Sue Harris provided updates on: Several committee members attended a recent Emergency Preparation Committee Meeting. Good discussions. Motion Lighting: Committee recommends that homeowners have motion-sensor exterior lights on homes (above garages) to lighten areas during the dark hours. Security Signage: Committee recommends the purchase of security signs be installed around community. The Committee will submit a 2025 Committee Budget request after the Thursday, May 30th meeting. Next meeting will be held on June 13th @ 6p at the Clubhouse. Committee will create a charter. One homeowner suggested the committee create a list of recommended products to share with homeowners.

Finance – Betty McKinney – Committee’s next meeting will be on June 7, 2023. Adjustments for 2024 Budget: The financial status from the accounting firm and expense line items have been reviewed, may need to be adjusted in June or July. Budget 2025 Planning: The 2025 Budget planning has started. If a committee is needing money for a project, they must submit a separate budget with details. Effective immediately, Betty has announced her resignation as Chair of the Finance Committee and will not be on the committee, due to wanting more personal time. The Board thanked Betty for her service.

Grounds – Megan Trow/Virginia Ferguson –

UPDATES | Continental Hill and Pond Area: Weeding needed, including ivy on the south side of the pond. Volunteers needed. Duck-safe spraying was completed on the pond to get rid of the algae. Motion Detector Lighting: Light overlooking the pond was installed on tree southwest side of the pond. Benches: Five more wood benches and two cement benches are being prepared, then will be added to grounds. Watering trees/shrubs: Committee needs help with watering new trees and plants. Please let us know if you can volunteer this summer. We’ll create a map of who/what/where will water as a community effort is needed.

BUDGET FOR 2025 | **The following are suggestions. Review and suggest other items, as needed.**

Pond maintenance: Plants, spray mixture, and pellets used to remove algae and muck from bottom, an aeration system for the pond to avoid algae. Picnic area on west side using wood benches/donations of tables. Duck predators removal through “scare crow” systems/bird boxes. Grounds maintenance: Gopher/mole removal, Replacement of dead shrubs, remove canary grass on Scotch Creek on the west end of our campus; Arborist to trim newly planted trees for best appearance and growths. Major tree work: Oregon Woodsmen safety thinning and trimming by arborists, Spring and Fall. Utilize Caudles for tree removal as needed. Tree and shrub fertilizer. Arborist to trim newly planted.

Social – Bonnie Shaughnessy-Smith – The Social Committee met on May 9th. A Sack Lunch Social is planned for June 22nd at the Clubhouse from 12:30 pm to 2:30 pm for BCC homeowners. Invitations will be sent out to homeowners, and a homeowner survey asking for ideas on other possible events.

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

Documentation - Mary Schroeder – REQUEST: A draft of the CC&Rs (see Appendix A) with the new amendment was submitted to the Board for review. It will then have to be certified as it was last year when it was updated to remove discriminatory language. Sharon Grasseh will have the document reviewed by the BCC Attorney next.

Transfer Fee (Ad-Hoc) – Betsy Hughes – The 1% Transfer Fee amendment passed. An article on the vote details is provided in the May Newsletter. Since the ballot passed, the Board agreed that this Ad Hoc committee can be disbanded for now.

OLD BUSINESS:

- A. **Reserve Study Work Update: Next steps** – Sharon provided an overview of how the operating budget vs. a reserve study budget process will work. In June, the Board will provide updates/edits for Accurate Reserves to work with and adjust the report.
- B. **Safety and Security Committee, or Neighborhood Watch** – Discussed in committee above.

NEW BUSINESS:

- A. **Pool Systems/Chemical Equipment Assessment** – Discussed in committee discussion above.
- B. **Clubhouse improvements, Consultation** – Discussed in committee discussion above.
- C. **Office/Clubhouse - internet/cable upgrades** – Discussion occurred, and Dee will work with Xfinity to obtain internet/cable quotes on bulk rates, vs. business accounts. The office only needs an internet upgrade (currently at speed of 4MBs to upgrade to 1T), and the cost is \$50 (for 2-years) for the upgraded speed, as a business account. It doesn't qualify for the bulk community rate. Sharon will move ahead with the upgrading of the Office business internet service account.
- D. **Community Security Signs** – Discussion occurred on signage. Neighborhood Watch will submit a list of signage to office to purchase.

CORRESPONDENCE:

None.

GOOD OF THE ORDER:

Chris Staats, co-Chair of the Pavement Project, provided a summary and update on the community pavement project. Currently, community walk-throughs are being evaluated for street and sidewalk emergency needs. Research on contractors and obtaining bids are being worked on for Board consideration hopefully by September 2024. Discussion on options and questions were addressed.

A homeowner recommended a new smoke detector be installed in the clubhouse. Sharon will ask the office staff to order and have it installed.

A homeowner who was levied a recent rule infraction fine and made a case to the Board in-person for a fine waiver consideration. After careful consideration and Board discussion, the Board agreed to put on-hold the payment of the fine for six months, and within that timeframe if the homeowner has no further community rule infractions occur, the fine may be reconsidered by the Board.

A homeowner recommended that there be a Reserve Study Committee to coordinate the projects that will be planned for each budgeted year. This committee would work closely with Finance Committee and Planning/Projects Committee to align/plan/evaluate the progress of all community projects.

The meeting adjourned at 7:43 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **June 25, 2024**, at 6:00 pm. **NOTE LOCATION CHANGE:** The June 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.