



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

June 25, 2024 – 6:00 pm, Clubhouse

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

WELCOME HOMEOWNERS: Seventeen homeowners attended in-person.

QUORUM CALL: The meeting was called to order at 6:00 pm, with all Board members present.

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| <input checked="" type="checkbox"/> Sharon Grassest (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" 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 May 28, 2024, Board meeting were approved by the Board unanimously.

MANAGER REPORTS:

Office Manager – Deanna Bontrager – Home Sales: No home sales closed in June. The first new purchaser transfer fee check arrived for \$3,650. Outstanding Dues: Owed in back dues: \$1,780.74 is owed in back dues by more than one homeowner. Office Requests: The office is searching for a part-time Office Assistant. The position has been advertised.

Grounds Manager – Don Hiebenthal – Don taking vacation the first week of July. Billy and Bryan will provide coverage all week. Two mowers and our gator are experiencing mechanical issues. The gator is in the shop and repairs are estimated at \$1,600. One mower, also in the shop will cost \$900 to fix. The other mower is one that we often used to mow the berm, and over time has caused the frame to break, and is unfixable. We do need to replace this mower with a commercial mower. A commercial mower called the Rogue would do the job of two mowers. It is built for fine mowing, rough terrain, and hills. This mower is estimated to cost between \$11,700-\$12,700. The purchase of a replacement mower is factored within the reserve study. Sue Harris, **made a motion**, seconded by Nathan Goldberg, **to approve the purchase of new mower for \$12,700 or less**. The motion passed unanimously.

COMMITTEE REPORTS:

Maintenance/Repair – Maintenance: Interim Chair, Virginia Ferguson – Sharon Grassest, **made a motion**, seconded by Kathie Forstrom, **to approve Elbert Stribling as a member of the Maintenance/Repair Committee**. The motion passed unanimously. Virginia gave an update on critical issues around the grounds.

Architectural – Bill Burnside – Bill presented a homeowner architectural proposal. Virginia Ferguson, **made a motion**, seconded by Jeanne Dalton, **to approve the homeowner architectural proposal to expand patio with wrought-iron 4ft. fence as diagrammed in the architectural drawing and request form**. The Committee is working on exterior paint color schemes once consultant has delivered samples for review.

Planning & Projects – Sue Harris – Sue Harris, **made a motion**, seconded by Sharon Grassest, **to approve Shelley McAlpine as a member of the Amenities Sub-Committee**. The motion passed unanimously. Sue gave an update on the pool systems evaluation. The pool technician recommended one filter be replaced very soon. Sue provided an overview of the phased-in recommendations from Emerald pools. Sue Harris, **made a motion**, seconded by Sharon Grassest, **to approve the installation of Phase 1A (1-pool filter) and Phase 3 (chemical auto-panel) in 2024**. The motion passed with 6-yes votes and 1-abstain vote. Sue will submit the Phase 2 quote for the capital improvements (reserves) budget in 2025.

Orientation – Mary Schroeder – One new homeowner was visited in June. No new homeowner visits scheduled for June.

Nominating – Betsy Hughes – Nothing to report for June.

Emergency Preparedness (EP) – Nathan Goldberg – Emergency Cache Update – Committee discussed painting the Cache and is in the process of choosing a color. We are seeking clarification from the City Emergency Manager on what we will receive for the contents of the cache. Neighborhood Watch Committee - Bernie Sims from Neighborhood Watch joined us and updated us on the progress of their committee.

Neighborhood Watch – Sue Harris, **made a motion**, seconded by Nathan Goldberg, **to approve Bernie Sims as Committee Chair of the Neighborhood Watch Committee (NWC)**. The motion passed unanimously. Bernie stated the committee will research joining the National Neighborhood Watch Association soon. 2025 Budget Request: Committee submitted a preliminary budget request for security equipment and cameras to monitor BCC entrances; small cameras to be placed in walking entry points; and signage. Discussion occurred on how the systems work. Official NWC Budget will be submitted by 07/31/24. Security Consultation: Committee met on Monday, June 24 @ 6pm with a security consultant, Louis Downey, of the Salem/Keizer School District. Discussed many viable ideas, training opportunities, and advice for homeowners. Dee requested a reference check on consultant and further background information. Committee Charter: A Charter DRAFT was submitted for Board Review. Sue Harris, **made a motion**, seconded by Sharon Grasset, **to approve Committee Charter as presented**. The motion passed unanimously. Sharon asked the committee to take on the National Night Out Event and for consultant to do a presentation, if possible.

Finance – Dee Doyle (Interim) – Dee asked for volunteers to join the Finance Committee, and the Committee needs a new Chair. Budget 2025 Planning: Dee asked that committee 2025 Budgets be submitted by July 31, 2024.

Grounds – Megan Trow/Virginia Ferguson – Sharon Grasset, **made a motion**, seconded by Nathan Goldberg, **to approve Lynn Davis as a member of the Grounds Committee**. The motion passed unanimously. Megan talked about the need for a pond water aeration system to handle the algae growth. A temporary cost solution (plant/animal safe chemical application, \$1,000) was discussed for handling the algae in 2024, and budget requests for the short-term and long-term solutions will be submitted to Finance Committee. New signage will be installed on both sides of the pond. Committee continues work on pond maintenance, tree work thinning/trimming, and canary grass removal on Scotch Creek area of campus. A homeowner at 6635 Continental would like to adopt a common area as their own ground's maintenance area. Kathie Forstrom, **made a motion**, seconded by Dee Doyle, **to approve the common area adoption by the homeowner at 6635**. The motion passed unanimously. This request will be filed in the homeowner's business office records.

Social – Bonnie Shaughnessy-Smith – Sharon provided an update on the Sack Lunch Social on June 22. Approximately 25 people attended the event. Nineteen surveys are being analyzed to be shared soon.

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

Documentation - Mary Schroeder – The transfer fee language was recently notarized and filed with the county records.

OLD BUSINESS:

- A. **Reserve Study Work Update: Next steps** – Sharon stated that the edits and updates to the BCC Reserve Study DRAFT have been submitted to Accurate Reserves to adjust the report. A final report will be available by end of June. The report will be formally accepted at the July Board meeting.

NEW BUSINESS:

- A. **Office Part-time position** – Please see Office Manager report above.

CORRESPONDENCE:

None.

GOOD OF THE ORDER:

A homeowner shared their research obtained from a lender's perspective on benchmarks used by the industry to make FHA loans in a condo community. The ratio of renters to homeowners must not be more than 10% of the total home units. Another benchmark is how many homeowners are delinquent in paying HOA dues. There should not be more than 15% of homes in a condo community delinquent over a 60-day period. A committee would be needed to explore these options, develop language for attorney review, and have a vote.

Sharon will send out a request for volunteers to join committee work.

One homeowner shared that they have witnessed non-residents swimming in BCC pools without a homeowner present. As a reminder, homeowners must be present at the pool with invited guests.

The meeting adjourned at 7:48 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **July 24, 2024**, at 6:00 pm. **NOTE LOCATION CHANGE:** The July 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.