



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

November 19, 2024 – 6:00 pm, via Zoom Online Meeting ONLY

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

WELCOME HOMEOWNERS: Eighteen homeowners attended online.

QUORUM CALL: The meeting was called to order at 6:01 pm, with all Board members present.

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| <input checked="" type="checkbox"/> Sharon Grassetth (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" type="checkbox"/> Nathan Goldberg (Vice President), <i>joined late</i> | <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 October 22, 2024, Board meeting were approved by the Board as written.

MANAGER REPORTS:

- Office Manager** – Anna Flores – No report currently. Dee mentioned that Anna has met with AMS for some training. And Anna has ACH forms for homeowners as needed to submit to AMS for HOA dues processing.
- Grounds Manager** – Don Hiebenthal – No report currently. Sharon mentioned that Don said the leaves are more challenging to get cleaned up when the ground and leaves are wet. Things going well otherwise.

COMMITTEE REPORTS:

- Maintenance/Repair** – Virginia Ferguson (Interim Chair) - Chris Staats provided a written committee report on the paving project. One bid received, and working on more, though there is a big I-5 paving project happening for the next several months, so contractors are hard to find at this time.
- Architectural** – Bill Burnside – No activity in November.
- Planning & Projects** – Sue Harris – Clubhouse Maintenance committee met with members of the Social Committee to discuss fundraising ideas to raise money for up-graded tables and chairs for the clubhouse. A possible spring community garage sale was discussed. Another planning meeting will be held with the Social Committee sometime in the new year. All homeowners interested in helping to plan improvements for the clubhouse, please contact Sue at sueharris777@gmail.com. New signage with a common look/feel for various purposes is proposed to use going forward (see examples below). The website at: <https://www.smartsign.com> offers custom wording, and reflective materials as well. Sue will train Anna on utilizing the vendor website to order future signs for the community as needed.
- Orientation** – Mary Schroeder – Two homeowners were visited in November and another visit is scheduled later this month. Kate MacKenzie has agreed to be on the committee. Sharon Grassetth, **made a motion**, seconded by Sue Harris, **to approve Kate MacKenzie on the committee**. The motion passed with 6 yes votes, and 1 absence. (*Goldberg joined meeting late*).
- Nominating** – Betsy Hughes – New Board members have been elected: Sue Harris, Dee Doyle, and Virginia Ferguson. The Officers are as follows: Sharon Grassetth (President), Virginia Ferguson (Vice President), Dee Doyle (Treasurer, primary), Jeanne Dalton (Treasurer, Backup), Sue Harris (Secretary), Nate Goldberg (Director), and Kathie Forstrom (Director). Sharon also clarified that when a Board member resigns in the middle of their term, the President can appoint a replacement until the next Board election to fill the position for the rest of a Board term. Board position terms cannot be transferred between Board members during mid-term elections. The Board

position goes with the associated term limit, and a Board member can only serve a maximum total of nine-years. Sharon asked Mary to draft a simple process rule for Board review, and vote at the next Board meeting. Language along the lines of: Board members are voted to a position number and will serve the assigned term limit. If a Board member can't finish their term limit, then they have the option to resign, and another homeowner may be able to be appointed to the position to finish the term until the next election.

Emergency Preparedness (EP) – Nathan Goldberg – No report for November.

Neighborhood Watch – Sue Harris (Interim Committee Chair) – The committee will meet again on Thursday, December 5th at 6p via Zoom. Please email SueHarris777@gmail.com to join this committee, we are always seeking more members. Sue read a recent homeowner correspondence describing a recent encounter with a trespasser.

Finance – Dee Doyle (Interim Committee Chair) – Dee mentioned that the Finance Committee is recommending 8 percent HOA dues increase (an average of \$40/month per homeowner increase) for 2025, which is the maximum amount that doesn't need approval by homeowners. Of the eight-percent increase, five percent will go towards the reserve study fund. This recommendation comes from the recent reserve study conducted in the Spring 2024, which shows a strong need to build up the HOA reserves for our community. A special assessment is not something the Finance Committee recommends currently, as we wait to see how the voter approved 1% homebuyer transfer fee fund provides additional dedicated reserve funding as well. A final draft of the 2025 Budget was emailed to the board last week for final review and is ready for a Board vote. And the budget will be sent to homeowners with a letter from the Finance Committee explaining the budget updates and why the dues increase is necessary.

Grounds – Megan Trow/Virginia Ferguson – UPDATES: Tree maintenance | Oregon Woodsmen cut overhanging branches on Oct. 10. Oregon Woodsmen bid versus bid from R & R: We recommend a switch to R & R and use balance saved for needed landscaping. Reed Canary grass remediation on Scotch Creek/western boundary of BCC. The stream bed was sprayed Friday 11/8, after neighbors were advised. Part of the pond was also sprayed. We need to do Fall planting of City provided plants; we picked up the plants ordered and put them in our community garden. Ash Creek will also plant 1" plants, and we will deal with how to water the plants in the late spring before drought. City watershed grant is still available | Anyone want to get it going? Committee discussed the Kevin Pack meeting about City Park/former golf course, Gopher/mole/vole eradication over berm with spray; holes are dangerous to pedestrians and pets, the land will be mowed again in Spring, Blackberry removal project happening on west side of pond on City land, Kevin Pack suggests using a split rail fence between BCC and City park to mark demarcation for private property trespass enforcement. Regarding the Spring Fertilizing – we'll be using a slow release fertilizer on trees in March/April. NEW PROJECTS: Extra help is needed to assist Grounds Committee. Due to the age of members and small number of committee volunteers, we need more help with manual labor and technical expertise with correct trimming of shrubs and trees. Committee requests signage for pond and aeration system such as: "Private Property" plus "Hazardous Water" signs for pets/people needed around pond. "High Voltage: Danger!"

Sue Harris, **made a motion**, seconded by Sharon Grasseth, **to approve Gayle Holland as a committee member**. The motion passed 6 yes votes, and 1 absence. (*Goldberg joined meeting late*).

Social – Bonnie Shaughnessy-Smith – Sharon provided an update on the annual BCC Holiday dinner, which is scheduled for Saturday, Dec. 14th. Event flyers will be delivered to homeowner's mailboxes soon.

Newsletter – Aline Autenrieth – The December 2024 BCC Newsletter will be distributed on November 25th.

Documentation - Mary Schroeder – Request Board Approval: Two rules as follows:

New Rule 1: A new rule regarding picking flowers or cutting branches and shrubs on Common's property has been drafted (see below) and sent to the board for review and a vote.

H.15. Homeowners/renters/guests, other than Grounds Committee members or Grounds Crew, are NOT to pick flowers or cut branches off any trees or shrubs on the Common grounds of BCC. They are for everyone's enjoyment to look at and inappropriate cutting destroys the symmetry of the trees/shrubs and damages the growth process. Additionally, vandalism of any building, security equipment, or common property will result in a fine for each

violation. A \$50 fine will be enforced on the homeowner for each occurrence along with the cost of repair/replacement. (Authority: Bylaws 4.10, 4.15).

Sue Harris, **made a motion**, seconded by Nathan Goldberg, **to accept the language as written for Rule H.15 with the addition of “enforced on the homeowner” language**. The motion passed unanimously with 7 yes votes, *with Goldberg in attendance*.

Rule Update: H.16. Homeowners/renters/guests shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, management, its agents, its employees, or vendors. A fine will be enforced on the homeowner for each incident per the Fine Schedule and the police will be called, if necessary. (Authority: Bylaws 4.10, 4.15)

Sue Harris, **made a motion**, seconded by Sharon Grassetth, **to accept the language as written for Rule H.16 with the addition of “enforced on the homeowner” language**. The motion passed unanimously with 7 yes votes, *with Goldberg in attendance*.

OLD BUSINESS:

- A. **Status Update: HOA Management Company** – Sharon provided an update of the HOA contract, and the contract has been signed. Homeowners should have an email as well as a postal mail document from AMS to setup their ACH information on the AMS web portal to pay their HOA dues starting in December. AMS will join us at the next Board meeting in December to learn about our meetings.

NEW BUSINESS:

- A. **Request: R&R major tree work contract** – Virginia provided an update. Five bids have been obtained, with one significantly higher than the four, and one significantly lower than the other four. R&R (@ \$8,000/for two years), was the company that came in at the lowest bid and provides the services and arborists to assist BCC on tree maintenance. The savings on this bid will allow the Grounds Committee to utilize the savings to be used on landscaping services such as shrub/bush maintenance. Sue Harris, **made a motion**, seconded by Jeanne Dalton, **to approve the R&R bid for \$8,000/2 year contract to do major tree work, 4 trips/year**. The motion passed unanimously with 7 yes votes, *with Goldberg in attendance*.
- B. **Final 2025 BCC Budget** – Sue Harris, **made a motion**, seconded by Jeanne Dalton, **to accept the Finance Committee’s recommendation of an 8 percent HOA dues increase, and the 2025 BCC Budget**. The motion passed unanimously with 7 yes votes, *with Goldberg in attendance*.

CORRESPONDENCE: None.

GOOD OF THE ORDER:

A homeowner asked about how the grounds committee should work where there is a question about the property lines between BCC and the city park, as work continues to be done around those areas in 2025. A recommendation from the city says that BCC should investigate using a split wood-railing to make clear demarcation for property lines to be more evident.

Executive Session

Board took a 5-minute session with non-Board members held in a Zoom waiting room to talk privately about a BCC Personnel matter. The Board meeting re-grouped all meeting attendees, and the Board voted on what was discussed. Sharon Grassetth, **made a motion**, seconded by Jeanne Dalton, **to accept a raise for the Office Manager**. The motion passed unanimously with 7 yes votes, *with Goldberg in attendance*.

The meeting adjourned at 7:19 p.m.

PLEASE NOTE: In December, the Board meeting will meet the 3rd Tuesday of the month, **December 17, 2024, at 5:30 pm and will be a Zoom meeting only.**