



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

October 24, 2023 – 6:00 pm, via Zoom

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

WELCOME HOMEOWNERS: Nineteen homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:00 pm. Six Board members present and 1 absent.

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| <input checked="" type="checkbox"/> Sharon Grasseeth (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" type="checkbox"/> Nathan Goldberg (Vice President) | <input checked="" type="checkbox"/> Joan Bechtel (Director) |
| <input checked="" type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Jim Nixon (Director) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The edited minutes for September 26, 2023, Board meetings were approved by the Board members; six yes votes, one absent.

MANAGER REPORTS:

☐ **Office Co-Managers** – Louise Kohut / Deanna Bontrager – One property closes on Oct 31st. Copier Contract Lease expires Feb. 2, 2024. One copier bid price will increase by \$20/month for the lease. If the Board decides tonight, and BCC signs new lease agreement tomorrow, contractor will honor existing price quote. REQUEST: Office Manager requests the SAIF refund money received be used for a sit/stand desk (\$172). It would help make the work-desk area more ergonomic. The Board discussed the office furniture, and the desk should be funded through the office budget. Sharon will follow-up with co- office managers on the sit/stand desk. Jeanne Dalton, **made a motion**, seconded by Dee Doyle, **to approve the purchase of a sit/stand desk for the office once co-managers have been consulted**. The motion passed with six yes votes, and one absence.

☐ **Grounds Manager** – Don Hiebenthal – The crew is in full swing with leaf season maintenance work, it's difficult but we will get it done. All roofs and gutters have been done, and we get back to some homes which require more than one cleaning.

COMMITTEE REPORTS:

☐ **Maintenance/Repair** – Jim Nixon - The sewer line repairs are complete. Going forward, sewer backups are most likely an individual problem. If a homeowner has issues with a backup, please check with the 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. Action Drain and Rooter service is recommended for these issues, phone: 844-640-8505. A **Paving Committee** is being formed. An initial planning meeting will be held Oct. 28, 2023. Six homeowners have volunteered to be on the committee to oversee this project.

☒ **Architectural** – Bill Burnside – No October activity. Committee is accepting new members. The committee is a low time-consuming commitment, and we are always looking for new ideas.

☐ **Planning & Projects** – Sharon provided a list of items that the committee might work on. An initial committee interest meeting will be held on Oct. 30th to discuss potential projects and a survey. Each project considered should consider safety, level of community support (how many people will make use), value added to the community, and property values. Items to be addressed by the committee may include replacing the floor in the clubhouse, updating the changing rooms in the clubhouse, resurfacing the basketball court for multi-use including pickle ball, installing a gazebo in the green space near the basketball court, and installing an office bathroom for staff.

☒ **Orientation** – Mary Schroeder – No homeowner visits in October and nothing pending. Met with one homeowner at the end of September, delivered and reviewed the red binder.

☐ **Nominating** – Betsy Hughes - November Board election ballots have been distributed. Sharon asked for any additional nominations from the floor with those in attendance of the Board meeting. Ballots are due to the office by **Wednesday, Nov. 8th at 7:00 pm**. Sharon introduced the ballot and read their bios for each candidate: Jim Nixon, Nathan Goldberg, and Kathie Forstrom. Sharon also stated that BCC will not be holding an in-person annual meeting this year, since BCC held a vote by mail election process. The elected new board members will be presented at the November 28th Board meeting.

☒ **Emergency Preparedness (EP)** – Nathan Goldberg - No report. Committee meeting was cancelled for October. Aline reported that the Great Shakeout informational event held at Sharon's garage was very good.

☒ **Neighborhood Watch** – Jim Nixon - Nothing of note to report. That is always good news.

☒ **Finance** – Betty McKinney – 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. Dee requested that Sharon ask Jim for a final invoice from the sewer company outlining where the extra \$6,100 came from to be reviewed/compared to his initial estimates for the final project cost. Dee Doyle, **made a motion**, seconded by Joan Bechtel, **to approve the budget line item #5550 for \$6,100 to item #9060**. The motion passed with six yes votes, and one absence. The proposed 2024 Budget has been reviewed. The Finance Committee recommends the Board approve the 2024 Budget including the 2% increase of the HOA Dues Assessment effective 01.01.2024. Sharon Grasseth, **made a motion**, seconded by Joan Bechtel, **to approve the 2024 budget with the 2% dues increase as presented, and the understanding that there will be an insurance increase (amount to be confirmed)**. The motion passed with six yes votes, and one absence.

☒ **Grounds** – Megan Trow/Virginia Ferguson –

NEW PROJECTS | Homeowner requested help with a tree on Lexington Circle, the roots are heaving a brick sidewalk. A concern is determining which properties have taken over responsibilities for common grounds and which properties remain the responsibility of BCC for upkeep. Megan asked the board if there is any tracking system kept by office records. Sharon said to check with the office managers in the homeowner files.

UPDATES | Pond Rehabilitation: Co-chairs contacted city and state officials regarding permits needed for the pond. Fortunately, no permit is needed to alter the pond. Committee members 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. Hedge must be drought tolerant and of native species to attract pollinators and birds. BCC is 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. 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. **Fall Planting:** Homeowner offered to purchase a tree and committee is working with nurseries and Bev Reding on perennial plantings. Virginia mentioned that there are white flags placed around the community to mark where plantings will occur. Please don't remove the flags. The plantings will occur during the first two weeks in November. **Continental Hill Planting:** Committee obtained free chips to cover the plantings. Bob Mason is heading a team to put four benches together and install them on designated locations, and more stumps and boards are needed.

REQUEST | The Grounds Committee requests the Board permission to explore 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. All Board members present agreed the committee should explore these possibilities.

☐ **Social** – Bonnie Shaughnessy-Smith – Sharon mentioned that BCC Holiday dinner will be held on **Saturday, Dec. 9th** at the clubhouse. More details will be shared with homeowners through email.

☒ **Newsletter** – Aline Autenrieth – November newsletter will be distributed by 10/25.

☒ **Documentation** - Mary Schroeder – nothing to report.

☒ **Transfer Fee (Ad-Hoc)** – Betsy Hughes – nothing to report.

OLD BUSINESS:

- A. **Follow-up: Reserve Study** – Sharon obtained three bids for a reserve study. A Reserve Study is required annually for any complex built after 1990. We can "opt in" and have a reserve study done regularly. If we opt-in this will obligate future boards to continue the practice. The attorney, Sharon spoke with, agreed on the future obligation, and suggested we shouldn't opt-out. There is a question on whether BCC was already obligated from a study completed in 2008. Sharon presented three bids and the contract terms. Accurate Reserve Professionals was the recommendation with the lowest bid at \$1,511/year for a 3-year contract. Sharon Grasseth, **made a motion**, seconded by Dee Doyle, **that BCC will opt-in for a reserve study, conducted on a three-year contract starting in January 2024. BCC will contract with Accurate Reserve Professionals at \$1,511/year for a 3-year contract.** The motion passed with six yes votes, and one absence.
- B. **Follow-up: Community Associations Institute (CAI)/Results/payment** – Sharon will submit for a reimbursement for the HOA CAI membership for \$305. Sharon enrolled all Board members and committee chairs on the membership list. All CAI luncheons and workshops are free for members. Sharon confirmed that Board members or committee chairs may switch in/out of the CAI membership as required. Jeanne asked if training fees for the HOA Officers can be reimbursed. Dee stated that training for the HOA-approved trainings will be reimbursed.

NEW BUSINESS:

- A. **Office Copier lease renewal** – Sharon discussed the three bids for renewing the office copier lease. The recommended contract (and lowest bid) was with Pacific Office Automation. Jeanne Dalton, **made a motion**, seconded by Nathan Goldberg, **to accept the recommended contract with Pacific Office Automations to renew the office copier lease as presented.** The motion passed with six yes votes, and one absence.

CORRESPONDENCE:

None.

GOOD OF THE ORDER:

The meeting adjourned at 7:23 p.m.

Due to how Thanksgiving holiday falls this year, the next monthly Board meeting will stay on the 4th Tuesday of the month, which is **Tuesday, November 28, 2023**, at 6:00 pm, via Zoom Online Meeting Only.