



## BATTLECREEK COMMONS

Board of Directors Meeting Minutes

July 23, 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 6:00 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 type="checkbox"/> Virginia Ferguson (Director)          |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) |  |

### **MINUTES OF PREVIOUS BOARD MEETING:**

The minutes for the June 25, 2024, Board meeting were approved by the Board with 6 yes votes and 1 absent vote.

### **MANAGER REPORTS:**

**Office Manager** – Deanna Bontrager – Home Sales: No home sales closed in June. Outstanding Dues: Owed in back dues: \$4,743.28 is owed on seven (7) accounts, \$245.00 was billed in late payments. Office Requests: Katie has provided two weeks' notice, her last day will be August 2nd. The office has received three (3) types of complaints for one residence. The violations include infractions for Visitor Parking, Quiet Time hours, and Pet Waste.

**Grounds Manager** – Don Hiebenthal – The John Deer mower is still in the shop waiting for a part. We may be without it a few weeks. The gator mower is here, and the new mower is working very well. Outdoor pool will be closed tomorrow for the installation of a new sand filter.

### **COMMITTEE REPORTS:**

**Maintenance/Repair** – Maintenance: Interim Chair, Virginia Ferguson – No Update this month.

**Architectural** – Bill Burnside – No new applications in June. The community walk through was the best we have seen in the last four years. You can tell homeowners are very proud of where we live. Yard debris containers are being left out, so a reminder to homeowners should be sent out.

**Planning & Projects** – Sue Harris – Exterior paint color schemes were received from interior designer. Members of Architectural and Planning/Projects Committees will meet soon to discuss if the colors are agreeable for BCC's external paint options. The Amenities Committee met on Sunday, July 21st to discuss possible updates for the clubhouse, such as doorknobs, etc. BCC Pools will be closed on Wednesday, July 24 for the installation of a new pool filter, and a self-regulating chemical panel. With the new chemical panel, this will require less volunteers on the weekends to test chemicals. A 2025 budget/reserve study request for pool repairs has been submitted to Finance Committee. A proposal was discussed for a (lockable) rolling TV stand for the clubhouse.

**Orientation** – Mary Schroeder – One new homeowner on Lexington is scheduled in late July, and one to be scheduled in August.

**Nominating** – Betsy Hughes – Working on three Board positions for term limits that end in November 2024.

**Emergency Preparedness (EP)** – Nathan Goldberg – Emergency Cache Update – The committee did not meet in July. Our next meeting will be October 1st unless called sooner. Committee members are preparing for the Annual National Night Out evening August 6th at the clubhouse, 5:00 to 8:00 PM. On July 11th, members of the committee attended the City CERT meeting and received information on city updates.

☒ **Neighborhood Watch** – The Neighborhood Watch Committee has held bi-weekly meetings in June/July to continue to learn from a safety/security consultant/trainer, and this last week, with the Salem Police Dept. (SPD) Community Engagement Officer, Mark Jantz, who also leads the National Night Out (NNO) events for 80 communities in Salem. Bernie attended the SPD’s preliminary NNO meeting held on 7/23/24 and gave an update on the event details for 8/6/24. Officer Jantz will come to a future Board meeting soon. This project will need the help from an electrician yet to get a quote. Discussion occurred on potential training opportunities for homeowners’ and families on First Aid and CPR. Discussion occurred on the security camera options the committee proposing for the Budget 2025. Committee is seeking more volunteers, please contact Bernie. Committee meetings will be the first Thursday of the month starting in August.

☒ **Finance** – Dee Doyle (Interim) – Committee didn’t meet in July, waiting on remaining committee 2025 Budget proposals, specifically the paving project. Dee gave an update on the hiring of a new office co-manager. Sharon Grassetth, **made a motion**, seconded by Kathie Forstrom, **to approve Mike Stapleton and Marian Macry as members of the Finance Committee**. The motion passed with 6 yes votes and 1 absent vote. Dee asked for more 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 – Kathie Forstrom **made a motion**, seconded by Sharon Grassetth, **to approve Joe Clark as a member of the Grounds Committee**. The motion passed with 6 yes votes and 1 absent vote. UPDATES: Megan gave an update on the Canary Reed Grass project. The Pond has on-going weeding needed, including ivy on the south side of the pond. The official opening of the pond was held with the Sack Lunch Social on 6/22. Gave an update on the benches for the walking paths. Thanks to all homeowner volunteers who helped with watering trees and plants. NEW PROJECTS: Gave an update on pond maintenance and the need for a pond aeration system. Will get quotes from an electrician to power aerator. Discussed a potential picnic area, major tree thinning and trimming of old and newly planted trees, yearly maintenance need for removing canary grass from the pond and Scotch Creek, and an arborist to trim newly planted trees for best appearance and safe growth.

☐ **Social** – Bonnie Shaughnessy-Smith – Sharon provided an update on survey results shared in BCC newsletter. Concerts will be scheduled again this summer. Watch for announcements in emails.

☒ **Newsletter** – Aline Autenrieth – The August 2024 BCC Newsletter will be distributed this week.

☒ **Documentation** – Mary Schroeder – Working with Office Manager on changes to the Employee Handbook to include OSHA requirements for Heat Illness Prevention.

### OLD BUSINESS:

- A. **Reserve Study Work Update** – Sharon Grassetth, **made a motion**, seconded by Dee Doyle, **to approve the final draft of the BCC 2025 Reserve Study by Accurate Reserves**. The motion passed with 6 yes votes and 1 absent vote. Discussion occurred on recommended timeline of some reserve study projects in next 5 years.
- B. **Clubhouse internet** – Sharon gave an update on the need for power to be hard-wired to the clubhouse to avoid an extra internet fee. Electrician quotes will be obtained for three projects mentioned in committee projects.
- C. **Office Part-time position** – Please see Office Manager and Finance Committee reports above.

### NEW BUSINESS:

- A. **National Night Out Event** – Sharon gave an update on the event held in BCC last year and the plans for this year. See updates from Neighborhood Watch Committee report above. This year, the event, will be held at the clubhouse so food can be covered. The event is always held the first Tuesday in August. Sue volunteered to manage the kids’ games. Discussion occurred on providing grills so folks can cook on.

**CORRESPONDENCE:**

None.

**GOOD OF THE ORDER:**

Discussion occurred on blackberry bushes on Fairway. The bushes should not be sprayed.

All vendors need to know that after a project is completed, the invoices need to be submitted to the office for the accounting system, then authorized by the finance Chairs, then entered in the bill payment system. This process usually takes 1-2 weeks before a vendor is paid. No checks are cut the day a project is completed.

Sharon gave an update on BCC's membership roster for the Community Associations Institute (CAI). It was recommended that a copy of CAI's monthly newsletter be available at the BCC Business office for all homeowners to review.

Discussion occurred on Board meetings to be held at clubhouse vs. online zoom meetings. During the winter months they will be zoom meetings.

Discussion occurred on if BCC dues should include cable vs. internet. This information is mentioned in the newsletter.

The meeting adjourned at 7:12 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **August 27, 2024**, at 6:00 pm. **NOTE LOCATION CHANGE:** The August 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.