

MEETING PACKET

Battlecreek Commons Board Meeting
February 27, 2024



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BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda
February 27, 2024 – 6:00 pm via Zoom Only

WELCOME HOMEOWNERS:

Thank you to the homeowners for your attendance. Introduce new homeowners. *There is a two-minute limit per homeowner on discussions during the regular meeting time. If more time is needed on a topic, the discussion will be continued during the Good of the Order.*

QUORUM CALL:

- | | |
|--|---|
| <input type="checkbox"/> Sharon Grasse (President) | <input type="checkbox"/> Sue Harris (Secretary) |
| <input type="checkbox"/> Nathan Goldberg (Vice President) | <input type="checkbox"/> Kathie Forstrom (Director) |
| <input type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Jim Nixon (Director) |
| <input type="checkbox"/> Jeanne Dalton (Treasurer Backup & Director) | |

MINUTES OF PREVIOUS BOARD MEETINGS:

Correction or additions to the draft of the following minutes for the *Monthly Board Meeting held on December 19, 2023.*

MANAGER REPORTS:

- Office Manager – Deanna Bontrager, see Meeting Packet, APPENDIX A, page 19
- Grounds Foreman – Don Hiebenthal

COMMITTEE REPORTS:

- | | |
|---|---|
| <input type="checkbox"/> Maintenance/Repair – Jim Nixon | <input type="checkbox"/> Finance – Betty McKinney |
| <input type="checkbox"/> Architectural – Bill Burnside | <input type="checkbox"/> Grounds – Megan Trow/Virginia Ferguson |
| <input type="checkbox"/> Planning & Projects – Sue Harris | <input type="checkbox"/> Social – Bonnie Shaughnessy-Smith |
| <input type="checkbox"/> Orientation – Mary Schroeder | <input type="checkbox"/> Newsletter – Aline Autenrieth |
| <input type="checkbox"/> Nominating – Betsy Hughes | <input type="checkbox"/> Documentation - Mary Schroeder |
| <input type="checkbox"/> Emergency Preparedness – Nathan Goldberg | <input type="checkbox"/> Transfer Fee – Betsy Hughes |
| <input type="checkbox"/> Neighborhood Watch – Jim Nixon | |

OLD BUSINESS:

1. Update: Insurance Review
2. Update: Office Position
3. Security Camera Bids/Research, and Database of non-resident foot traffic

NEW BUSINESS:

1. Driveways as garages

CORRESPONDENCE:

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tuesday, March 26, 2024, at 6:00 pm, Zoom Only meeting.**

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

REPORT

- No Report submitted.

COMMITTEE PURPOSE

To develop and oversee the complete maintenance of our community from structures to grounds to utility systems. The properly executed maintenance of BCC will maintain (add) to our community's value both economically and physically, creating overall well-being for its residents.

R&RS RELATED TO THIS COMMITTEE

II.G. Exterior Alternations and Maintenance, R&Rs pg. 12

ADDENDUM: Policy for Building and Grounds Maintenance by Homeowners & Residents, R&Rs, pg. 25

COMMITTEE MEMBERS

Jim Nixon (Chair and Board Liaison), Bill Burnside, Tom Elliott, and Virginia Ferguson (Grounds Committee Liaison).

ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- Committee reviewed and updated two Architectural Notice of Violation forms.
- **BOARD REQUEST:** Review/Approve updates to forms:
 - First Notice of Violation Form – Exhibit A, Packet Page 5
 - Second Notice of Violation Form – Exhibit B, Packet Page 6
- Architectural community walk-arounds will begin in late April/early May.

COMMITTEE PURPOSE

Ensure owners comply with the BCC architectural standards as outlined in the Rules & Regulations and Bylaws.

R&RS RELATED TO THIS COMMITTEE

II.G. Exterior Alternations and Maintenance, R&Rs pg. 12
III.B. Notification of Infractions to Office Manager, R&Rs pg. 17

COMMITTEE MEMBERS (UPDATED 11/28/23)

Bill Burnside (Chair), Kathie Forstrom (Board Liaison), Mike Campbell, John Morgan.



Battlecreek Commons Association Inc.
1823 Lexington Cir SE
Salem, OR 97306
503.362.9284
Battlecreekcommons@gmail.com

Date: _____
To: _____
Address: _____

First Notice of Violation– Architectural Committee

Memo: Homeowners are responsible for maintaining their own fences with a paint color, approved by architectural committee. The Association will supply the paint. However, you must submit a work order to the office. Your work order **MUST** be signed by a committee member **before** paint will be distributed.

As a result of our survey your unit needs attention to the items checked below:

- Paint fence to match your unit
- Repair and paint fence to match you unit
- Paint deck
- Other: _____

Please complete the required work within _____ days.

Thank you,
Architectural Committee



Battlecreek Commons Association Inc.
1823 Lexington Cir SE
Salem, OR 97306
503.362.9284
Battlecreekcommons@gmail.com

Second Notice of Violation– Architectural Committee

TO: _____ Date _____

If you have already received first notice of violation from the Architectural Committee to correct an issue, you need to be aware of a couple of things. One, the first notice was a friendly reminder. Two, you have had sufficient time to correct the issue. This second notice is the first step in the use of our association fine schedule, you now have 30 days to correct the issue. The Board of Directors has the final say as to whether the choice is made to impose a fine.

If you received a notice and you need more time to correct the issue, please contact the person who issued the notice. We are more than willing to work with you. For example, if you need to hire a contractor and they are not available for a few weeks, let us know. Just know that when you give a date for the work to be completed, we will be following up within two (2) weeks to confirm the issue has been corrected.

Just know that the issue needs to be completed and conform with our rules, which are listed in your Battlecreek Rules & Regulations under Section II, General Rules, II.G, and in Section III, Enforcement of Association Rules: Complaints, Hearings and Penalties.

You can get a copy of the original notice by contacting the Committee Chair at 503-816-2451.

Thank you for your attention to the notices, and we thank everyone for making our community such a beautiful and wonderful place to live.

Bill Burnside, Architectural Committee Chair
Battlecreek Commons Association

PLANNING & PROJECTS COMMITTEE

Ad-HOC Survey Committee Co-Chairs: Bill Dalton/Sue Harris

REPORT

- The Ad-hoc Survey committee met on Friday, Feb. 23, 2024, to prepare meeting materials for the "Homeowner Priority Project Interest Meeting". This meeting will be held on **Wed., Feb. 28 @ 6p** on Zoom (see DRAFT Agenda, Exhibit C, page 8). Meeting topics will provide a general overview of the PPC committee, identify volunteers, committee chairs, and summarize subcommittee projects and planning.
- The Ad-hoc Survey committee will hold a follow-up 'Recap Meeting' on Friday, March 1 to organize volunteers, review committees, and identify subcommittee structures for Board approval in March.

For interested BCC Homeowners:

Please join us on Feb. 28th at 6:00p (watch for Meeting Notice Reminder via Email) to serve on the Planning and Projects Committee, or join a sub-committee of your choice, and help BCC create safe and enjoyable spaces for our community for years to come.

COMMITTEE PURPOSE

Develop plans/proposals to guide and assist the Board and Finance Committee with maintenance and replacement projects.

AD-HOC SURVEY COMMITTEE MEMBERS

To be confirmed:

Bill Dalton (Co-Chair), Mary Schroeder, Deanna Bontrager, Bill Burnside, Bob Mason, Gayle Holland, Sue Harris (Co-Chair and Board Liaison).

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- No visits and nothing scheduled in February.
- One new homeowner on Lexington contacted but haven't connected yet.

COMMITTEE PURPOSE

Welcome and provide needed information to new homeowners.

R&RS RELATED TO THIS COMMITTEE

VII. Welcoming new residents, R&Rs pg. 23

COMMITTEE MEMBERS (UPDATED 11/28/23)

Mary Schroeder (Chair), Sue Harris, Katie Martin, Jeanne Dalton, and Sharon Grassetth (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- No report submitted.

COMMITTEE PURPOSE

Find candidates to run for the Board or to fill mid-term vacancies pending approval by the BCC Board.

R&RS RELATED TO THIS COMMITTEE

II.A. Nominating and Election of Board Members, R&Rs pg. 7

COMMITTEE MEMBERS

Betsy Hughes (Chair), Margaret Campbell, Gayle Holland, Terri Currin, Virginia Ferguson.

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- In February, the Committee discussed the two tents that were on BCC property, camped in the woods along Fairway. A note to evacuate was placed on each tent early in February. After approximately 48 hours, BCC staff removed the tents and much of the debris left behind. No persons were encountered.
- On January 24th, four committee members met with Joe Hutchinson, City of Salem Emergency Manager, and obtained an agreement on our suggested Cache site to be located on the basketball court. Mr. Hutchinson will return to assess the needs for placement of the cache on the basketball court. The container installation will likely be later in the Spring when the ground is less saturated from rain. A shipping container has supposedly been acquired for us, and the condition is reported to be good with a beige-range color. Bill Dalton will follow up with Mr. Hutchinson.
- The committee discussed the need to come up with guidelines on access to the cache once it arrives. Once the container is installed, the committee will host an "open house" for community homeowners to view it and see what is inside.
- The committee also discussed the plugged culvert at the northwest corner of BCC property. The city has come out and attempted to clean it out. They were unable to do so because of high water. They are considering removing the culvert once the water recedes. As a committee, we believe the Parks Department needs to be involved in this decision.

COMMITTEE PURPOSE

Coordinate the development of an "Emergency Response Plan" for formal adoption by the Board; and work with the Board and Owners to implement appropriate preparation steps (e.g., develop and train sub-neighborhood emergency teams'). Work with the Board and local authorities to develop an on-site (or nearby) cache of supplies for BCC.

COMMITTEE MEMBERS

Nate Goldberg (Chair), Lynda Hunt, David Best, Aline Autenrieth, John Lewis, Jeanne Dalton, Bill Dalton, Mary Schroeder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Maggie Schlosser, Sharon Grassest (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Jim Nixon

REPORT

- No activity in February to report.

COMMITTEE PURPOSE

Develop and manage the annual budget for Battlecreek Commons (BCC).

R&RS RELATED TO THIS COMMITTEE

VI. Investment Objectives and Guidelines, R&Rs pg. 22

COMMITTEE MEMBERS

Jim Nixon (Chair), Nathan Goldberg, and more to be added...

FINANCE COMMITTEE

Committee Chair: Betty McKinney

REPORT

- The Finance Committee had a meeting on February 21, 2024, and discussed the 2024 budget and some detail lines.
- The Committee has begun work on the 2025 budget.
- The Committee has reviewed the CPA firm reports and has no questions.
- Terri Currin has resigned from the Committee. The Committee appreciates and thanks Terri for her work and contributions to the Committee over the past six years.

COMMITTEE PURPOSE

Develop and manage the annual budget for Battlecreek Commons (BCC).

R&RS RELATED TO THIS COMMITTEE

VI. Investment Objectives and Guidelines, R&Rs pg. 22

COMMITTEE MEMBERS (UPDATED 11/28/23)

Betty McKinney (Chair), Nancy Clark-Edwards, Ruth Hewett, Kathie Forstrom, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison, with Jeanne Dalton as a backup).

GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

// UPDATES

Pond Rehabilitation

- Arne Jensen Landscaping started excavating for the pond rehabilitation. Boulders, dirt, and plants are being installed. Due to an error on the part of Xfinity, the needed location for their cable line was not completed, and several homes were affected by an outage. Thanks to quick action by Virginia, the service was restored in several hours. Fortunately, all costs for line repair have been determined to be the responsibility of Xfinity. Further plantings of shrubs and grasses will take place as weather permits. The pond drawings are still available for all to see in the BCC office. Please direct any questions to Grounds Committee co-chairs.

Scotch Creek Flooding Issue

- The committee will continue to work with Kassi Roosth, Urban Conservation Planner from Marion SWCD and City officials to mitigate the problem with canary grass on the far northwest corner of BCC property. The grass is causing flooding of grounds.

// NEW PROJECTS

Painting cable boxes to improve appearances

- We are checking with Xfinity for any stipulations on repairs of those that lean or are damaged, and if we can paint them to make them more attractive.

Spring Planting

- Bev Reding, Virginia Ferguson, and Megan Trow, worked on Sunday 2/18 with a crew from Rocky Mountain Nursery to plant 15 trees. In accordance with the Committee's purpose to ensure the beauty and maintenance of the grounds, we continue to monitor our budget and find the best prices for stock and installation.

COMMITTEE PURPOSE

Ensure the beauty and maintenance of the grounds in the BCC community.

R&RS RELATED TO THIS COMMITTEE

G.12. Landscaping, R&Rs pgs. 14-15, and II.G. Exterior Alternations and Maintenance, R&Rs pg. 12-14.

COMMITTEE MEMBERS (UPDATED 11/28/23)

Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bruce Schnieber (Master Gardener), Bob Mason, Cindy Herremanns, and Lori Pearson, Jim Nixon (Board Liaison) and Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

- No activity in February to report.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS (UPDATED 11/28/23)

Bonnie Shaughnessy-Smith (Chair), Marilyn House, Pinkie Reynolds, Rosalind Helber, Vonda Zirbes, Sharon Grasseeth (Board Liaison).

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The March 2024 BCC Newsletter has been distributed.

COMMITTEE PURPOSE

Develop a monthly newsletter to be distributed to all BCC residents.

COMMITTEE MEMBERS (UPDATED 11/28/23)

Aline Autenrieth (Chair), Bob Mason, Katie Martin, Dee Doyle (Board Liaison).

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- No activity in February to report.

COMMITTEE PURPOSE

Develop and maintain BCC documents, including Rules and Regulations, Employee Handbook, Board Procedures, Committee Procedures, and any other documents deemed necessary to provide guidance, promote consistency, and ensure compliance with BCC's governing documents (CC&Rs, Bylaws).

COMMITTEE MEMBERS (UPDATED 11/28/23)

Mary Schroeder (Chair) and Margaret Campbell.

TRANSFER FEE (AD-HOC) COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- No activity to report in February.

COMMITTEE PURPOSE

Educate BCC homeowners on the real estate transfer fee and how it can benefit them.

COMMITTEE MEMBERS

Betsy Hughes (Chair), Chris Stewart, Mary Schroeder, Jeanne Dalton, Sharon Grasseeth, Ruth Hewett, Aline Autenrieth, Gayle Holland, Terri Curlin, Jim Nixon, Bev Marquardt, Bill Marquardt.

BCC Monthly Office Report- Deanna Bontrager
February 2024

Home Sales:

There were no home sales in February.

Outstanding Dues:

Owed in back dues: \$5,724.69 (\$1,000 payment promised for 2/28/24)

Office Requests:

#1: Permanent part-time office assistant still needed (especially for cross training):

Sue Harris organized the file room supply cabinet for me, Thanks Sue!!! Dee Doyle has been volunteering her time to come in weekly to learn some of the necessary office processes, so we have an emergency backup person Thanks Dee!!!.

Things we've covered so far:

- Processing monthly HOA payments
- Processing monthly ACH autopayment batch
- Quickbook payment entries
- Email blast to community (Constant Contact)
- Scanning/sending Invoices to Jeanne for review
- Coding and attaching receipts in Quickbooks
- Sending approved Invoices for payment to Bills.com

#2: Lastpass subscription \$7/mo

I would like to purchase an office subscription for Lastpass; this is a secure online location for storing passwords and logins. I have used this online site without issue for about eight years now and used it while working in Real Estate.

#3: Can we set up Comcast Business on Autopay?

Comcast Business Class (Office Phone/Internet) makes entry errors **often** that take up substantial office time making unnecessary phone calls, it might be worth considering paying our monthly bill by setting up Comcast on Autopay. The monthly expense is just under \$123.00- this is not a big-ticket item.

#4: Can we get approval for the association to pay for Brayan's replacement truck key out of Contingency Fund (it was a \$200 expense) – this fund was set up for surprises

The key was lost during the homeless tent site cleanup, likely slipping down the muddy hill it fell out of his pocket. Brayan was just back to work that day from being sick and didn't even know that task would be one he would be helping with while Don was out sick.

#5: Request for a Second Debit Card

I would like to get permission for Dee to request a second debit card from Willamette Valley Bank for my use so I don't have to keep submitting receipts for reimbursement.

#6: Request for low-cost blinds for Office Windows and front door

I would like to purchase three low-cost blinds for the office to hang on both windows and the front door, this will allow me to do scheduled routine office work in the mornings without disruption; if people can see me, they assume the closed sign is an accident. There are currently hangers for the blinds on the two windows, so installation should be super easy.

#7: Board Review/Approval for Work Order Form

Some minor edits have been made to the Work Order Form and Don has reviewed. Some items were added that are frequently requested and the form is a bit more user friendly. Work Order Form Updates (*see Appendix B, pg 22*).

For future discussions:

I may be able to save the association some money by learning some processes from our accounting firm (Singer & Lewak). I.e. creating our monthly statements could save us \$300/mo and a few other misc. items.

It may be worth the board reaching out to Karin of Singer & Lewak to see which items she feels I could be easily trained to do. Karin said we will be signing a new contract for services in the coming months (not sure exactly when), so this may be a good time to consider if we want to take back any processes in house. The thing to keep in mind is that any date-specific process would need to be taught to new office employees as well.

FYI:

- **SAIF Audit will be happening soon per email received on 2/9/24**
- **Reserve Study- not yet received, provided December financials to Dawn last week.**



Battlecreek Commons Association Inc.

Work Order Request Form

Name: _____ Date: _____

Address: _____ Phone #: _____

- Roof → Clean Repair Leak
- Gutters → Clean Repair
- Downspouts → Clean Repair
- Siding → Repair Paint Possible Dry Rot
- Sprinkler → Repair Adjust Locate (if possible)
- Paint → House Color: # _____ gallons
- Trim Color #: _____ gallons
- Yard Bin Drop-off Date: _____ Pick-up Date: _____
- Other _____
- Other _____
- Other _____

Specific Location/Other Notes:

To be Completed by BCC Staff:

Date Received	Date Completed	Completed By	

White- Office Copy ~ Yellow- Return to resident when complete

PLEASE PRESS FIRMLY