



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

August 22, 2023 – 6:00 pm, via Zoom

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

WELCOME HOMEOWNERS: Thirteen homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:01 pm. 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"/> Joan Bechtel (Director) |
| <input checked="" type="checkbox"/> Dee Doyle (Treasurer) | <input checked="" type="checkbox"/> Jim Nixon (Director) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for July 25, 2023, Special Board meetings were approved by the Board members; six yes votes, one abstain.

MANAGER REPORTS:

- ☐ **Office Co-Managers** – Louise Kohut / Deanna Bontrager – One property sale closes Aug. 28, 2023. One resident sent notice of HOA account delinquency with 30 days to pay balance due.
- ☐ **Grounds Manager** – Don Hiebenthal – In August, there were three (3) significant water leaks in the irrigation system; two have been repaired. The third leak is scheduled to be repaired Wednesday, the 23rd. In August, some areas did not receive irrigation until those leaks were repaired. Getting bids for pool deck replacement work, contractor is coming by on Thursday. Taking vacation before anniversary date or will lose it.

COMMITTEE REPORTS:

- ☐ **Maintenance/Repair** – There are five sewer lines left to work on, and then the project will be completed.
- ☒ **Architectural** – Bill Burnside – The Spring friendly reminders will be followed up on soon. Those not in compliance at the time will receive a second notice and if not acted upon could result in a fine. Many have taken care of their reminders and as a committee appreciate it very much. Second round of reviews will occur at the end of August.

Discussion occurred on homeowner items being left out around exteriors and driveways (example garbage cans on non-pickup days, etc.). The Architectural Committee reviews exterior home areas in compliance to keep areas up kept and consistent with general continuity and aesthetics of the community. If the committee feels the homeowner isn't keeping their areas clean and up kept, it is **at the discretion of the Architectural committee** to determine if areas are not being followed with conformity of the community appearance, which may involve sending reminder letters to homeowners and/or assessing fines, if issues have not been attended to or resolved in a timely manner. It's recommended that the R&Rs be updated with this additional language. Office staff may use this language when sending out notices on behalf of the Architectural Committee. All notices are filed with the office.

- ☐ **Planning & Projects** – Colleen Goldberg – no report.
- ☒ **Orientation** – Mary Schroeder – One homeowner visited this month and no pending visits.
- ☒ **Nominating** – Betsy Hughes – One open Board position is available to nominate someone. Waiting on some candidate information. A nomination form will be in the Sept. BCC Newsletter. Ballots will be distributed in October and the election will be held on November 7, 2023.

☒ **Emergency Preparedness (EP)** –Aline reported – The Committee’s 2024 budget has been submitted to the Finance Committee. Funds will be used to build a structure around the cache to camouflage and provide aesthetic appeal to the area where it will be placed. A picture was presented as an example. The Committee hosted a table at the Annual National Night Out Program. The Committee is accepting 3-4 additional members.

☒ **Neighborhood Watch** – Committee continues to review community camera footage.

☒ **Finance** –Betty McKinney – The Committee presented August budget line-item. The Finance Committee is recommending to the Board the following:

- \$3,000 be transferred from line item #5020, Dry Rot Repair and Maintenance.
- \$4,000 be transferred from line item #5040, Gutter Repair and Replace.
- \$4,000 be transferred from line item #5050 Painting Labor all to line item #9035.

Time was given to a discussion with the Grounds Committee to provide details on the pond project bid and to address questions on the need for an additional \$11,000 to complete the project. Dee Doyle, **made a motion**, seconded by Sue Harris, **to approve an increase of \$11,000.00 to line item #9035, for the Pond Project, to complete the project in 2023.** The motion passed; six yes votes and one no vote.

Funds for line item #5570, Tree Replacement, will be for tree replacements on BCC grounds. 9+ trees have been identified by the Grounds Committee. Funds were originally intended for taking down beetle-infested trees which is no longer necessary.

The 2024 Budget planning work has started. BCC committees have been excellent in submitting 2024 project proposals. The committee needs the proposal estimates for the pavement repair preparation costs. The office staff will provide utility and insurance estimates.

The next Finance Committee meeting will be on September 6, 2023, to continue work on the 2024 Budget.

☒ **Grounds** – Megan Trow/Virginia Ferguson – Virginia and Megan addressed questions on the pond project.

Jeanne Dalton, **made a motion**, seconded by Dee Doyle, **to approve the Grounds Committee to engage with and accept the bid proposal with Arne Jensen Landscaping for \$50,000, for Pond project in 2023.** The motion passed; six yes votes and one no vote.

Continental Planting Update: The existing irrigation system was repaired and feeder lines for the plants were installed; a covering of arborist chips is still needed.

A second letter was sent to a homeowner for non-compliance of maintaining landscaping of an adopted area. Discussion occurred on guidance, and the Board recommended that the homeowner update the office with a new HOA form to assume responsibility for the area in question. The Committee hosted a table with a raffle for the National Night Out.

☐ **Social** – Bonnie Shaughnessy-Smith – Committee had a table with donated prizes and information at the Neighborhood Night Out get-together. The event was well-represented with many committees contributing.

☒ **Newsletter** – Aline Autenrieth – September newsletter is done and ready for printing.

☒ **Documentation** - Mary Schroeder – Draft language sent to Board for review regarding outside furniture coverings, and the new Neighborhood Watch Committee. Joan Bechtel, **made a motion**, seconded by Nathan Goldberg, **to approve updated language to for outside furniture coverings, and the Neighborhood Watch Committee.** The motion passed unanimously.

☒ **Transfer Fee (Ad-Hoc)** – Betsy Hughes – Committee will convene in January 2024, with an anticipated vote in April 2024. More information will be available in the newsletter and future homeowner emails. The

Committee has a lender contact that can answer any transfer fee question and homeowners are welcome to ask questions of the committee anytime.

OLD BUSINESS:

- A. None.

NEW BUSINESS:

- A. **Limit of Owner rentals** – It was suggested that no more than 10% of homes (BCC has 160 homes) in the community may be used as a rental, and a homeowner who resides in the community may only have one rental within the total cap allowed. This will be a new policy for BCC homeowners to vote on, and if passed, it would be added to the Bylaws. Language will be drafted for Sharon to present to the BCC attorney for review.
- B. **Limit number of dogs per residence** – Discussion occurred on this topic, and currently, one homeowner has 5-6 dogs. New language will be given to Sharon to add to list for BCC attorney review.
- C. **Reserve Study Request, Cost, 2024 Budget Line Item** – Sharon will ask attorney if BCC is required to have a reserve study and how often. BCC had one done in 2019, and it cost approximately \$15,000.
- D. **Contingency Fund, 2024 Budget Line Item** – Homeowner suggested having a contingency fund in 2024 for emergency expenses. These expenses will help fund emergency costs, insurance co-pays, and off-set the transfer from committee budgets or tapping into the BCC reserve account.

CORRESPONDENCE:

A homeowner letter was read regarding the desire to maintain a common grounds area. The homeowner's letter requested that a BCC warning letter, of not removing yard debris waste from adopted grounds area, be removed from their office file. The Board agreed that the letter removal will not be granted and needs to remain in the file. The homeowner would like to be responsible for the specific area and not have BCC grounds crew maintain it. Board will have office staff send the homeowner a new form to complete to be responsible for maintenance of the area.

GOOD OF THE ORDER:

A homeowner mentioned an organization for the Board to consider partnering with called "Community Associations Institute (CAI)" which is a national association of condominiums. This association supports HOA communities with all kinds of support. Legal, training of all kinds, and providing answers to basic questions. There is an annual membership from \$250 to \$300 a year. Our current legal firm, Vial Fotheringham Law, is a resource for this organization. Their website include are the national website: <http://caionline.org>, and Western Oregon Chapter: <https://caioregon.org/western-oregon>.

The meeting adjourned at 7:35 pm.

The next monthly Board meeting will be held on Tuesday, **September 26th** at 6:00 pm, via Zoom Online Meeting Only.