



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

January 23, 2024 – 6:00 pm, via Zoom

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

WELCOME HOMEOWNERS: Twenty-one homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:00 pm. Five members present and 2 absent

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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 checked="" type="checkbox"/> Jim Nixon (Director) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for the December 19, 2023, Board meeting were approved by the Board members; five yes votes, two votes absent at time of vote.

MANAGER REPORTS:

- Office Manager** – Deanna Bontrager – One home sale closing end of month. Outstanding Dues: \$8,044.03 is owed in back dues (\$1,732.66 was supposed to be in the drop slot 1/19/24). Once received, two homeowners owe three months of back dues and four have not paid January dues. Requesting a second person to be trained in essential office processes, possibly someone that may be able to work one day a week and be cross trained in the event of illness/vacation. A list of essential office processes is listed in Exhibit A. Working on improving office electronic files and templates. Asked if the Board wants to continue the BCC Facebook and Dropbox accounts. Discussion occurred on these accounts (currently BCC has three accounts at this time, one before 2016, an emergency preparedness one, and the current account) and whether to keep them. Jeanne Dalton, **made a motion**, seconded by Jim Nixon, **to inactivate all Facebook accounts**. The motion passed unanimously. It was also recommended to close the drop box account and utilize the existing Google Drive already available.
- Grounds Manager** – Don Hiebenthal – Not a lot to report. Three homes that were going to be roofed have been moved to next year. That means in 2025 we will need to do nine homes. Plus, there will be two more added to 2025, that our records were inaccurate about. Total number of houses to re-roof in 2025 will be eleven.

COMMITTEE REPORTS:

- Maintenance/Repair** – Jim Nixon – The next committee meeting will be this Saturday, at 9:00 am., at the clubhouse. The Committee will walk the community to inspect roads and sidewalks.
- Architectural** – Bill Burnside – Next committee meeting will be Feb. 8th at 6p at the clubhouse.
- Planning & Projects** – Sue Harris, Survey Ad-hoc Co-Chair – Sue gave an update on the ad-hoc committee recommendations to hold an informational meeting in early February to gather volunteer names to be presented for approval at the February Board Meeting. The meeting will also go over how to structure the subcommittees.
- Orientation** – Mary Schroeder – No report for January.
- Nominating** – Betsy Hughes – No report for January.
- Emergency Preparedness (EP)** – Nathan Goldberg – Aline provided a report of topics discussed at their January meeting including a recent tent camper along Fairway and concerns of flooding near the park. A city representative was on site, Jan. 5th, and found a plugged culvert. The culvert will be looked at closer once the rainwater recedes. Aline reported that a committee member contacted State Senator Deb Patterson to see if she can

assist us with getting our emergency cache. The Emergency City Manager called to schedule an on-site visit to BCC for tomorrow, 1/24/2024 to look at where the cache would be located on the property. Sharon Grasseth, **made a motion**, seconded by Nathan Goldberg, **to accept Maggie Schlosser as a committee member**. The motion passed unanimously.

Neighborhood Watch – Jim Nixon – Camera footage was reviewed, and nothing to report at this time.

Finance – Betty McKinney - The January committee meeting was cancelled due to inclement weather. E-mails and phone discussions occurred. The committee reviewed the December preliminary CPA reports and have no follow-up questions.

Grounds – Megan Trow/Virginia Ferguson –

UPDATES | Fall Planting & Tree Maintenance: Fall tree planting is completed. Oregon Woodsmen completed tree stump grinding. Please direct all questions to Grounds Committee co-chairs. Ryan Sims can answer questions about estimates for arborist work on private property. Virginia mentioned that winter tree planting will begin next week. **Pond Rehabilitation:** Arne Jensen Landscaping started work on pond rehabilitation. Big boulders and dirt piles will be near the clubhouse and should be cleared within the next 10-days. It was recommended that a notice go out to homeowners that the clubhouse turn-around is closed for about a week until the dirt is cleared. **Continental Hill Planting:** We obtained chips to cover the plantings and will get more chips from Oregon Woodsmen to make the layer thicker.

NEW PROJECTS | Promoting biodiversity for pollinator and bird conservation: On Thursday January 18, 2024, at 2:30, Kassi Roosth, Marion County Conservation Planner, presented the opportunity for Pollinators' Habitats and grant funding to make them affordable, on the boundary of BCC and the city park (former golf course). Our focus is biodiversity, long-season blooms to support pollinators, and conservation of our natural beauty. We may benefit from a grant for 50% of the costs up to 5 years for a total of \$22,500 and includes land preparation, planting, and naturalizing plants. Volunteer time we provide is valued at \$30 an hour. In addition, we are also eligible for riparian grants to aid in planting native species in our pond area. This grant can be combined with the land grant application for the total amounts listed above. Megan mentioned that this area would be a good educational opportunity for the local schools to visit once established. **Newsletter, emails, and printed information for residents about December and January events.** Invitations were sent to all residents about the Kassi Roosth meeting including a special reminder to those who live along the north side of BCC and adjacent to the park, to provide their input. Residents living on the park side did not attend the event and have not submitted any comments.

Social – Bonnie Shaughnessy-Smith – No report for January.

Newsletter – Aline Autenrieth – February Newsletter is in process and targeting the distribution for 1/25.

Documentation - Mary Schroeder – A minor update to the R&Rs was distributed in January.

Transfer Fee (Ad-Hoc) – Betsy Hughes – Article is in the January newsletter for the plans for the vote of the new purchaser agreement in the Spring 2024.

OLD BUSINESS:

- A. **Feedback: HOA Insurance review, and 2024 changes** – Topic on hold until February meeting. A Factsheet is being prepared by Jeff.
- B. **Update: Office Position** – Discussion occurred on the hours per week needed for the office position if there is one full-time position. Discussion occurred on potentially adding a second part-time position. Sharon has not received requested resumes from two people who previously expressed an interest in part-time work. The Board agreed that there does need to be backup help to the office position. Dee Doyle will serve as the office backup for the time being. The office manager did request additional time in February to get office processes organized and streamlined. The Board agreed to allow a 40-

hour/week work schedule for the month of February 2024. Sharon also mentioned that the office position committee has taken on more work to support BCC committees with meeting notices, copies, etc. Sharon said she would like to see a part-time office position in 2025, to assist with digitizing files.

NEW BUSINESS:

- A. **Community inclement weather issues** – there were no incidences reported.
- B. **Committee Contract work: Bill pay timelines** – Megan talked about some bills needing to be paid for vendors and sometimes the pre-approved invoices get delayed in-between office bill payment cycles, which leaves the vendors waiting to be paid. Discussion occurred on why there is a delay on getting checks cut/mailed through bill pay, and Dee will ask the accounting firm. On the occasional a vendor submits an invoice for materials before work can begin, an invoice can be posted/entered by the Office Manager for review by Finance so it can be paid outside the usual accounts payable process.
- C. **Survey: Boundary along the park and Scotch Creek area** – Sharon announced that the City of Salem will be on site to look at a blocked culvert in Scotch Creek that started a new stream channel towards the berm. They will look at the stream bank erosion near the clubhouse and old tennis court, as well as the infestations of invasive reed canary grass along the creek. At noon tomorrow, Jan. 25, Accurate Reserve Study will start the reserve study work. Also, tomorrow, City of Salem Emergency Preparation, Joe Hutchinson will be onsite to review where the emergency cache container will be located. Sharon obtained volunteers to assist with all the meetings tomorrow.

CORRESPONDENCE:

None currently.

GOOD OF THE ORDER:

City of Salem Public Works letter: Permission Needed to Conduct Free Pipe Inspection. Sharon shared a lettered from the City to Salem to inspect service line, or pipe, that carries water from the city's water main to units at 6635-6665 CONTINENTAL for any lead materials. Inspections would start in February 2024. The Board agreed to grant permission to the city to conduct the inspection. Sharon will get a specific date to let the homeowners know when this will occur.

Community Security: A homeowner described a recent encounter with a transient with a large backpack sitting on the curb on BCC property near the entry way to the clubhouse saying they were waiting for their brother who never showed up. The office has filed two reports with Salem Police about a tent and camper located on Fairway, and a State Representative has been contacted as well. Discussion occurred on more security options in the community. All of this will be discussed further in the Executive Session following the regular meeting.

There needs to be a motion light installed from the clubhouse to the office, located both outside and inside the secured gates. Deanna will fill out a work order to have it installed.

The meeting adjourned at 8:01 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **February 27, 2024**, at 6:00 pm, via Zoom Online Meeting Only.