



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

August 27, 2024 – 6:00 pm, Clubhouse

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

WELCOME HOMEOWNERS: Fifteen homeowners attended in-person.

QUORUM CALL: The meeting was called to order at 6:01 pm, with (2) two Board members 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 type="checkbox"/> Kathie Forstrom (Director) |
| <input type="checkbox"/> Dee Doyle (Treasurer) | <input checked="" type="checkbox"/> Virginia Ferguson (Director) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for the July 23, 2024, Board meeting were approved by the Board with 5 yes votes and 2 absent votes.

MANAGER REPORTS:

Office Manager – Anna Flores – Home Sales: three home sales closed in August. Outstanding Dues: Owed in back dues: \$3,056.60 is owed in back dues on four (4) accounts. Office Updates: Deanna provided two weeks' notice but will be helping with some part-time continued training, as needed. If you wish to come say goodbye, please call the office first to find out what days she will be available.

Grounds Manager – Don Hiebenthal – Don is working on one staff evaluation. Brian will be taking vacation time at the end of October.

COMMITTEE REPORTS:

Maintenance/Repair – Maintenance: Interim Chair, Virginia Ferguson – Virginia is working with paving subcommittee to find paving company. The project would potentially start with the community entrance at Lexington due to the heavy deterioration of the sidewalks. Please use caution, the sweet gum trees with heavy leaves have sporadically fallen around the property during the hot weather and during a recent storm. One fell on a home on Huntington which cost approximately \$5,000 to repair. The arborist came and identified fourteen (14) trees to prune limbs that may be an issue around some homes. The work is scheduled for October 10, 2024. No paving decisions have been made until paving companies have offered ideas for BCC to consider. Any ideas will be presented to the Board for consideration before formal decisions are made.

Architectural – Bill Burnside – Nothing to report for August.

Planning & Projects – Sue Harris – BCC pool systems working as designed. Chemicals checked once a day. The committee is meeting with Architectural Committee on Monday, September 9, 2024, to go over exterior paint color options and discussion. Once recommendations are formalized, options will be presented to the Board for approval. Worked with Bernie, Megan, and Sharon to obtain electrician bids for a few projects around the clubhouse. The lowest bid came in at \$3,900 with Distinct Electric. The project budget was \$5,000. The work will power a new aerator for the pond, the new security camera near the Lexington entrance, and internet to the clubhouse.

Orientation – Mary Schroeder – Two committee members met with new homeowners, and three others have been contacted with a fourth one to be visited in November.

Nominating – Betsy Hughes – The Committee submitted an article for the Sept. newsletter asking homeowners to consider running for the Board. A Notice of Interest form copies are in the BCC office. The positions to fill are two 2-year terms and one 1-year term (to complete Jim Nixon's term).

Currently, there are three candidates for three openings on the Board to be considered this November, however anyone who is interested in running may complete the Notice of Interest form until **Sept. 30th**.

Emergency Preparedness (EP) – Nathan Goldberg – Aline provided the update. The Emergency Preparedness Committee did not meet in August. The next Committee meeting will be held on October 1st unless called sooner. Members of the Emergency Preparedness and Architectural Committees met on August 23rd to discuss painting the Emergency Cache container. The paint color “Secret Garden” was chosen for the paint on the cache. This dark green color will blend in nicely with the pine trees at that location. The City of Salem dropped off a 5-gal bucket of the paint. We are researching bids for a paint contractor. We have one bid and will get at least one more. The goal is to have the cache painted before the rain arrives.

Neighborhood Watch – Bernie Sims - The Committee would like to move forward to acquire and install Neighborhood Watch signage. The Committee revised its recommendation for security camera services for a more suitable camera to be installed near the clubhouse. The security camera is budgeted for installation in 2025. Bids were obtained for electrical work required for installation. The Committee would like to obtain certified instructor-led training for two classes provided by a licensed safety professional in either 2024 or 2025. The safety training will inform committee members on having conversations with and managing situations that may arise with trespassing non-residents encountered on the grounds. This will also provide the knowledge and skills to observe, document, and report bad behavior to local authorities. The classes are priced based on the number of attendees. The Classes are:

1. RED CROSS FIRST AID, CPR/AED, Tourniquet | 3hrs \$40 for cert or \$70 with personal carry Tourniquet added. (3+ participants) CERTIFICATES (\$40*7=\$280). (This class has a max of 10 participants per session). Homeowners will be invited if space is available. If more interest is shown, another class may be held later.
2. Safety Training: Trespass laws, action plan, tactical communication, personal safety tools. \$70. (3+ participants) includes whistle and flashlight. CERTIFICATION. (\$70*7=\$490)

A budget was submitted to the Finance Committee for consideration.

A discussion was held on having an AED Defibrillator on BCC property.

Finance – Dee Doyle (Interim Committee Chair) – No report for August.

Grounds – Megan Trow/Virginia Ferguson – Megan gave an update on the canary reed grass remediation work which is very weather and season dependent. Ash Creek Restoration submitted their bid for 2025/2027. May seek assistance from grounds crew for some of the work. Pond aeration: A 4-pod aeration system will be installed to help remediate the algae and sludge in the pond. A budget of \$5,000 was approved by Finance Committee for this project and is allocated for 2024. Seeking electrician bids to power the aeration system. The committee may use water plants such as lily pads and water hyacinths to create shade in the water for remediation of algae as well. Megan requested signage for the pond area that states, “Dogs must be kept on leash at all times”. Discussion on if BCC water sprinklers need to be fixed to water dry areas around the community.

Social – Bonnie Shaughnessy-Smith – Sharon provided an update. Concerts at the clubhouse are scheduled for the Fall season. Watch for flyers delivered to homeowner mailboxes. The cost is \$15/person, payable on the day of the concert. Please email Sharon at: sharose47@yahoo.com, to reserve your seats as seating is limited to 50 in the clubhouse. If you forget to do so, stop by on the day of the concert to see if there is room for you. On September 15th, the music will be “Next of Kin”; on October 20th, Nate Botsford (Country, and played on The Voice), and on November 10th, our neighbor Bernie Sims!

Sharon asked if there are homeowners who would like to participate in a ‘BCC home tour’ that residents who have done a lot of remodeling could share ideas on home improvements. Contact Sharon if interested in participating.

Newsletter – Aline Autenrieth – The September 2024 BCC Newsletter has been distributed.

Documentation - Mary Schroeder – No report for August.

OLD BUSINESS:

- A. **Clubhouse Internet** – Internet in the clubhouse will allow for movie nights and other community events. Also, see Planning and Projects report above for an electrician update needed for internet. Sharon will work with a local volunteer on securing the router and information.

NEW BUSINESS:

- A. **HOA Management Proposals**– Sharon gave an update on the Board exploring the idea of seeking bids from HOA Management companies to take on 1) accounting/budgeting, monthly meeting administration, 2) HOA Management – board meetings, compliance/monitoring, etc., and 3) employee management with opportunities/benefits above what BCC could provide. Sharon read a letter to meeting attendees that will be distributed to all homeowners via email that explains the Board's position and reasons for this being considered. Discussion occurred on how the Board will conduct interviews/reference checks, and how staff will be involved to meet the company representatives to answer their questions as well.
- B. **2025 Budget Update: Committee Proposals & Status**– The Finance Committee will be in touch with each committee on their budget proposals and 2025 allocations.
- C. **Architectural Fines: Who is Responsible for follow up?**– The committee is responsible for property evaluation and letting the office know when a homeowner is in violation of a community or architectural rule. The office manager sends the homeowner the compliance violation letter. The committee monitors whether the homeowner is still in violation of compliance, after the timeline expires and contacts the BCC office for next step violation letters or possible lien on the property. The committee continues to monitor for compliance of the issue. A nuisance or public health rule is recommended to be researched for a new rule. Mary will research, and Board members attending the CMA Law Day on Sept. 13th will seek guidance as well.
- D. **Emergency Cache Container: Paint Status**– Please see Emergency Preparedness Committee report above.

CORRESPONDENCE:

None.

GOOD OF THE ORDER:

Discussion held on the homeowner late fees in the Office manager's report. The accounts reduced from seven to four accounts.

The meeting adjourned at 7:17 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **September 24, 2024**, at 6:00 pm and will be a Zoom meeting only.