



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

April 23, 2024 – 6:00 pm, Clubhouse and via Zoom

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

WELCOME HOMEOWNERS: Twenty-two homeowners attended; fifteen in-person, and seven via Zoom.

QUORUM CALL: The meeting was called to order at 6:13 pm, with six Board members present, and one absent.

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| <input checked="" type="checkbox"/> Sharon Grasseh (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" type="checkbox"/> Nathan Goldberg (Vice President) | <input checked="" type="checkbox"/> Kathie Forstrom (Director) |
| <input 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 March 26, 2024, Board meeting were approved by the Board; 6 yes votes, and 1 absent vote

MANAGER REPORTS:

- Office Manager** – Deanna Bontrager – Home Sales: One home sale: 1827 Lexington, closed on 4/15. Outstanding Dues: \$4,339.34 is owed in total back dues (Note: this is a total owed among more than one homeowner). One Demand letter was sent for delinquency, 3+ months back due. Office Requests: None. Updates: Katie Martin has graduated from Office 101 and will be working in the office one day per week.
- Grounds Manager** – Don Hiebenthal – no report submitted.

COMMITTEE REPORTS:

- Maintenance/Repair** – Jim Nixon – All City Paving is scheduled to repair driveways at 6685/6675 Continental, and repair two holes in pavement on same street, as good weather is here. Expected completion date is April 19. Paving committee is working on three bids for the crack/seal repair of asphalt sidewalks and pavement for cracks 1-inch or less. After the crack/seal project, the next priority will be sidewalks to repair before the street re-pavement project. A homeowner asked if any trees are affected? Jim responded that there are nineteen trees (eighteen sweet-gums and one fir), that have been identified in areas that may need to be grinded or removed. Some areas were identified with sidewalks to be re-routed to avoid trees. Jim is attempting to find replacements to take over Chair duties. Most important is the paving and sidewalk repairs.
- Architectural** – Bill Burnside – Spring architectural applications are starting to pick up. Reminder to the community, that the forms on the BCC website have two-sides or includes two pages. Architectural community walk-arounds will begin in mid-May. Bill asked for Board approval on one home that would like to appropriate space to extend their patio. The architectural diagrams will need to be submitted to the Board for approval at the next meeting due to not enough sufficient time to review the architectural forms before this meeting. Committee is seeking more volunteers, please contact Bill if interested. This committee is not time intensive. It's recommended that the office send out a message to homeowners asking for volunteers to join several BCC committees.
- Planning & Projects** – Sue Harris, Survey Ad-hoc Co-Chair – Amenities Interest Update: An "Amenities Homeowners Interest" meeting scheduled on Thursday, March 14, was cancelled due to the Reserve Study analysis needed, and the need to re-evaluate reserve study projects, that the Amenities Committee may/may not work on. After the Reserve Study has been approved and adopted, future meetings will be determined. Safety/Neighborhood Watch Update: Several homeowners (Sue, Megan, Virginia, Mary, and Bernie) attended an online security demonstration hosted by Flock Security Solutions which handles the security system and surveillance equipment for another local HOA community (McNary Estates in Keizer). The presentation provided annual security solutions priced at \$2,500/camera/year, or surveillance cameras at \$3,000/camera/year. Both have a one-time installation

setup fee of \$650-\$750 per camera. One noted drawback of this company is if a camera has a problem or not working right, it will take up-to 10 business days for a repair. The company's surveillance software is amazingly detailed and uses an infrared light technology for capturing license plates and details of a vehicle. Many law enforcement agencies and government agencies utilize the Flock System security systems. Does not include community gate systems. It is recommended that BCC install video surveillance signage around the community and asking homeowners to add motion lights around their home exteriors to increase more lighting in dark areas.

☒ **Orientation** – Mary Schroeder – Attempted contact with three new homeowners and waiting for a response.

☒ **Nominating** – Betsy Hughes – No report for April.

☒ **Emergency Preparedness (EP)** – Nathan Goldberg – Cache Update: Bill, Jeanne, Mary, Jim Nixon, and Aline met with Joe Hutchinson, with the City of Salem, who returned to BCC on April 4th, to finalize plans for the cache's arrival on April 11th. Prior to its arrival, Jim and Don Hiebenthal cut timbers, which the cache was placed on to ensure it would be level. Don also bought sheets of plywood and placed them on the grass near the court to protect the grass. The cache is now in place and waiting for supplies to be provided by the City. Grounds suggestion: Megan Trow visited our committee and mentioned the Grounds Committee is considering placing a gazebo on the campus and may choose to place it near the basketball court which would help the CERT team members during an emergency. Safety & Neighborhood Watch Discussion: Another reason for Megan's visit to our committee was to discuss the Safety and Security Committee (SSC), and if/how SSC can work with Emergency Preparedness Committee, and perhaps even the possibility of that committee becoming a part of the Emergency Preparedness Committee. The Committee recommends this item to be discussed at the next Emergency Prep meeting on May 7th and then bring it back to the next Board Meeting. The Board discussed this in the New Business section of the meeting. Nate added that if a camera is needed near their home, please let him know. One homeowner asked if the SSC might need copies of homeowner 'Ring' camera footage. Nate said yes in cases where a specific situation occurs and law enforcement needs video footage, homeowners could be asked to help submit camera footage to Nate. Homeowners can also let Nate know they have a camera if needed to add footage.

☒ **Neighborhood Watch** – Jim Nixon – A complaint was made towards a particular homeowner on Huntington who allows their dog to "bless our community with piles and piles of waste". Two cameras were installed near the home two weeks ago. So far, the placement has obviously been noticed as it has encouraged the dog owners to be respectful enough to cease the waste dumping on BCC common property. On-going video footage will be added to the security video database. More cameras have been placed in other areas, as requested by homeowners who offer up concerns on occasion. We will report back as usual if any activity is seen as detrimental to BCC. It was suggested that more surveillance signage around the property would be beneficial as well as having signs along the berm to let the public know that BCC is separate from the City of Salem's property line. Jim Nixon, **made a motion**, seconded by Nate Goldberg, **to approve three new members to the Neighborhood Watch Committee: Bernie Sims, Linda Hunt, and Sue Harris**. The motion passed; six yes votes, and one absent vote. A new Chair will need to be recommended to the Board for the Neighborhood Watch Committee.

A discussion was held on incorporating the Neighborhood Watch/Security Committee into the Emergency Preparedness Committee. The same members are involved with both committees. Nate didn't see any conflict with combining them. Jeanne said the EP committee should discuss further at their next meeting before a decision is made.

☒ **Finance** – Betty McKinney - The committee reviewed the checking bank account, and we recommend a transfer of \$75,000.00 from the checking account to #1040 Willamette Valley Reserve Savings. We also reviewed the savings accounts, and we recommend a balance transfer from account #1060 Willamette Valley HOA House Savings 695 to the #1040 Willamette Valley Reserve Saving account. We reviewed the budget, and we recommend a transfer of \$6,000.00 from the checking account to #1040 Willamette Valley Reserve Savings as budgeted #8215 Savings for Reserves. This is half of the year budgeted. We also recommend a transfer of \$7,000.00 from the checking account to #1040 Willamette Valley Reserve Savings as budgeted #9014 Pay Back Reserves. This is half of the year budgeted.

Finance Committee had a meeting on April 17, 2024, and we discussed the 2024 budget on some detail lines. We discussed and commented on:

- #6035 Minor Equipment Purchases, noted that it was overpaid in the budget
- #6050 Water & Sewer Maintenance was noted
- #9025 Painting Contractor Labor Project, it was suggested to transfer to #5050 Painting Labor
- #9045 Landscaping Project, it was suggested to transfer to #5570 Tree Replacement

We discussed the Reserve Study Report and noted that this is a draft report to be reviewed and approved by June 27, 2024. The Committee recommends that Battlecreek Commons determine/develop a plan to increase the reserve fund and on a consistent basis.

We have reviewed the financial reports from the CPA firm, and we have had no questions.

Sharon Grassetth, **made a motion**, seconded by Nate Goldberg, **to approve the line-item account transfers as noted above**. The motion passed; six yes votes, and one absent vote.

Grounds – Megan Trow/Virginia Ferguson –

UPDATES | Pond Rehabilitation: Please continue to **STAY OFF THE NEWLY EMERGING GRASS!** We installed orange tape to remind all walkers that the whole area is off limits for now. The committee would like to install a picnic area on the west side for residents facing east, toward the pond. Virginia and Megan planted more vinca on the south side to help hold back the soil. Continental Hill: Weeding needs to be done. Do we have some volunteers? We are a small committee. Do we know of others who may want to join our committee or just help us? Let's spread the word. Benches: Bob Mason has five benches ready for assembly and placement throughout our grounds. We also have two cement benches which will be prepared for installation.

NEW PROJECTS | Spring major tree work/safety: On April 11, Oregon Woodsmen worked trimming the tree canopy and thinned as needed. Bark chips will be used throughout our community. Scotch Creek: Luke Westphal, an Urban Streamside Program Coordinator with the City of Salem, Parks Dept. informed us that the city is working on removing canary grass on Scotch Creek on the west end of our campus. It causes flooding of BCC grounds due to plugging the stream bed. Spring Creek: This creek runs out of the pond and goes behind the indoor pool. Luke Westphal from the City Parks Dept. has removed weeds and old boards behind the work sheds and has planted native flower seeds there. In the fall, the city will plant native species trees. Plants to plant and seeds to seed: We have a few more plants to get in the ground and a lot of wildflower seeds to spread. Bob Mason stepped up to help Virginia. But, people, can we get some volunteers in BCC, please? Safety: We need lights around the pond to assess if we have trespassers and/or those who cause damage to plants and ducks. We have access to a battery-operated motion detection light to install on a house overlooking the pond with the owner's permission. Let's start a conversation about what our committee might do for the grounds' safety in general. Budget: We are starting discussions of 2025 budget. We need to plan for maintenance of the pond and watering during the heat waves on new trees and shrubs, especially. Other needs include continued major tree work for safety and a system for aeration for the pond to avoid algae.

Sharon Grassetth, **made a motion**, seconded by Nathan Goldberg, **to accept a new member, Bernie Sims to the Gounds Committee**. The motion passed; six yes votes, and one absent vote.

Social – Bonnie Shaughnessy-Smith – The Committee will meet soon to plan a homeowner summer get-together. Sharon Grassetth, **made a motion**, seconded by Jim Nixon, **to accept new committee members, Kathy Kaspari and Kathy Miller**. The motion passed; six yes votes, and one absent vote. Vonda Zirbes resigned from the committee due to other personal commitments.

Newsletter – Aline Autenrieth – Due to the editor's absence, there will be no May 2024 BCC Newsletter. The Newsletter will be published again in June.

☒ **Documentation** - Mary Schroeder – A draft of changes to the R&Rs, regarding the Fine Schedule for Infractions, has been sent to the Board for review and approval. Sharon provided reasons for why the fine schedule needs to be more streamlined for the office to start with a warning and move through the fine schedule at lower fee amounts and not have to wait up to thirty days or longer before approved by the Board each time an infraction takes place. Documentation is required for each fee level. If a fourth level fee is needed, then it's brought to the Board for approval. Mary incorporated grammar, re-wording, and strikethroughs of outdated information in the R&Rs as well see attached Exhibit A to these minutes. Section C.2. Penalties a. highlighted area was recommended to be removed due to outdated information. Sue Harris, **made a motion**, seconded by Nathan Goldberg, **to accept the changes to the R&Rs: III. Enforcement of Association Rules: Complaints, Hearings & Penalties and as noted in Exhibit A**. The motion passed; six yes votes, and one absent vote. A homeowner asked if renters could submit a complaint to the office, and Sharon answered yes, and the resident's homeowner would be notified as well. Documentation would be required as well.

☒ **Transfer Fee (Ad-Hoc)** – Betsy Hughes – Ballots were delivered to homeowners on Friday, April 19th, and are due back to the BCC Office no later than May 10th @ 7pm. Homeowners may return ballots to the office or drop in the Clubhouse drop box. The ballot count will be held on Monday, May 13th.

OLD BUSINESS:

- A. **Update: Fine schedule and implementation** – Discussed in Documentation Committee report.

NEW BUSINESS:

- A. **Safety and Security Committee, or Neighborhood Watch Committee** – Discussed in Emergency Preparedness Committee report.
- B. **Update: Reserve Study Work Session** – Sharon provided a summary of the first Reserve Study Work Session held on Saturday, April 20th at the clubhouse. Approximately thirteen homeowners gathered to discuss how to approach the reserve study and hear suggestions on how to move forward with reserve fund planning and prioritizing community projects. Lenders look at HOA reserve studies when granting loans to homebuyers. It's up to homeowners to help contribute their ideas on how to increase adequate reserve funds that doesn't raise HOA dues too high but to an appropriate level to keep BCC in a good financial state to pay for necessary repairs and maintain property assets that need repairs for a safe community. The 2024 Reserve Study includes recommendations and in draft format. BCC has until June 27th to submit corrections or edits to Accurate Reserve Study before it is finalized. There will be a few more work sessions in May that homeowners are invited to contribute their ideas to discuss further, on May 8th (Finance Committee Collaboration @ 3p), and on May 18th (Work Session, 10a-1p). Homeowner recommendations will be presented at the next Board meeting on May 28th. A Zoom meeting with Accurate Reserve Study will be held in early June to go over any additional homeowner questions and bring forth editions/corrections. The Board can approve HOA fees up to 8% and if higher, a ballot vote goes before homeowners.

CORRESPONDENCE:

A homeowner email to the BCC office regarding the reserve study was read regarding a potential increase to HOA dues and/or an assessment fee. Sharon will prepare a response. A discussion occurred on current HOA fees around Salem.

GOOD OF THE ORDER: This was the last Board meeting for Jim Nixon as a Board Director. He was thanked by several homeowners for his time on the Board and as Chair of two committees. He will truly be missed at BCC.

The meeting adjourned at 8:35 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **May 28, 2024**, at 6:00 pm.

NOTE LOCATION CHANGE: The May 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.