



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

December 19, 2023 – 6:00 pm, via Zoom

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

WELCOME HOMEOWNERS: Eighteen homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:00 pm. Five Board 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 type="checkbox"/> Dee Doyle (Treasurer) | <input checked="" type="checkbox"/> Jim Nixon (Director) |
| <input type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for the November 28, 2023, Board meeting were approved by the Board members; five yes votes, two votes absent.

MANAGER REPORTS:

☐ **Office Manager** – Deanna Bontrager – Currently, no home sales. There is a total of \$8,389 owed in back HOA dues at this time. One homeowner was sent a demand on 11/28/23 with a potential lien. Deanna provided an overview of the office copy machine capabilities and a cost savings strategy. **Requests:** 1) Committee Roster needs updated, 2) The Violation Report & Complaint form needs to be review by the Board, 3) Deanna would like to train a backup person in office processes in case of emergency absences. Sharon Grassest, **made a motion**, seconded by Kathie Forstrom, **to approve the changes (remove reference to Grievance Committee) to the Violation Report & Complaint form**. The motion passed with five yes votes, and two absent votes. For the time being, resident grievances should be brought to the Board monthly meetings to be addressed.

☐ **Grounds Manager** – Don Hiebenthal – Leaf season is almost over; the hardest weeks are behind us. A drain on Continental that is not draining, and it had been worked on before, the pipe is supposedly broken and needs to be replaced, which means digging up the road to replace the pipe. The cost will be researched.

COMMITTEE REPORTS:

☒ **Maintenance/Repair** – Jim Nixon – The next committee meeting will be Jan 13th at 9:00 am., at the clubhouse. We'll discuss the physical inspection of our roads and sidewalks. A Committee community walkthrough will focus on 1) pavement cracks of less than one inch for consideration of sealant to prolong its life. Paint markings will be applied to those areas with a follow up with sealant contractors to obtain repair bids. 2) The sidewalks will be assessed to build an initial repair strategy. Sharon Grassest, **made a motion**, seconded by Kathie Forstrom, **to approve new committee members (Wayne Cox, Tom Elliott, Bill Burnside, Bob Mason, Virginia Ferguson, Wood Staats, and Kristina Staats)**. The motion passed with five yes votes, and two absent votes.

☒ **Architectural** – Bill Burnside – No applications and no issues to report for December. Committee will meet in January to discuss our inspections and changes going forward.

☒ **Planning & Projects** – Sue Harris – The Adhoc Survey Committee met on Friday, Dec. 15, to count fifty Homeowners' Project Preferences surveys, build a priority list, and make a list of resident comments. The Committee will meet again on Jan. 19th at 1pm, at the clubhouse, to review the data summaries, recommendations, and create a summary report for the January Board meeting.

☒ **Orientation** – Mary Schroeder – No report for December. Sharon Grasse, **made a motion**, seconded by Sue Harris, **to approve new committee member (Katie Martin)**. The motion passed with five yes votes, and two absent votes.

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

☒ **Emergency Preparedness (EP)** – Nathan Goldberg – Aline reported that the committee is still waiting to hear from the city about the cache. There was no City CERT meeting in November. Given our current very rainy weather, committee talked about flooding, and there are all types of emergencies we might need respond to. We talked about prior floods here at BCC in 1995 and 2012, and how we can be prepared for future flooding. Residents are encouraged to carry rubber gloves on community walks to check and keep drains clear of leaves and debris so the water can travel down storm drains.

☒ **Neighborhood Watch** – Jim Nixon - During the first week of December, an out-of-control car accident was reported in our community. The driver initially ran into a tree on the west side of Fairway Ave approaching Battlecreek. The car then proceeded to run into a tree and bushes on Lexington Circle in BCC. The police were notified and when they arrived, committee members made available two discs of film from two community cameras that may have captured the accident. Police have not provided an outcome at this time.

☒ **Finance** – Betty McKinney - The December meeting was cancelled since the accounting firm has not completed the November accounting. Some expense line items may need to be adjusted in January and/or February 2024 meetings, after the accounting firm completes 2023.

☒ **Grounds** – Megan Trow/Virginia Ferguson –

NEW PROJECTS | On January 18, 2024, Kassi Roosth, Marion County Conservation Planner, will present on the naturalized hedgerow and grant funding for a possible boundary of BCC and the city park (former golf course). Kassi is scheduled to speak in the Clubhouse at 2p to all residents, with Q and A to follow. All residents are invited. Our focus is biodiversity, long-season blooms to support pollinators, and conservation of our natural beauty. An added advantage is that a naturalized hedgerow will serve as a visual reminder that BCC is private property. If we move forward, we are eligible for 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. We need to add this budget item in 2024. Any BCC grant proposal for the NRCS (Natural Resource Conservation Service) must include cost analyses of land preparation, plant costs, and volunteers' reimbursement for time spent. The application is due in March. Near the pond, we will set out an 18-20 feet demonstration hedgerow, a row of bark chips with plants placed on top to demonstrate the concept. We will use plants we have already grown as a starter example. Newsletter, emails, and printed information for residents about December and January events. The January newsletter will have articles about both meetings: the Jan. 18 with Kassi Roosth, and the Arne Jensen Landscape Pond work. In addition, we will personally deliver printed information to those who live along the north side of BCC and adjacent to the park. This invitation is a resident special reminder to attend and provide their input.

UPDATES | Common Property Tree: On 12/21/23, a homeowner will have Oregon Woodsmen remove tree roots in the Common area in front of their home on Lexington Circle. Homeowner will pay for the removal of the roots to repair the sidewalk. The tree itself, on common property, will be thinned by Oregon Woodsmen to balance the loss of some roots. This is a budget item for the Grounds Committee. **Pond Rehabilitation:** In January or February, depending on weather, Arne Jensen Landscaping will work on pond rehabilitation. The drawings are still available for all to see in the BCC office. Please direct any questions to Grounds Committee co-chairs: Megan and Virginia. **Fall Planting & Tree Maintenance:** Fall tree planting is completed. On Tuesday 12/21/23, Oregon Woodsmen will work on tree stump grinding. Please direct any questions to Grounds Committee co-chairs. If time, Arborist will address issues of tree canopy, i.e., cottonwoods at West end of BCC and estimates for on private property. **Continental Hill Planting:** Free wood chips have been obtained to cover plantings. Weeds will be removed, and more chips will be obtained from Oregon Woodsmen to make layers thicker.

Homeowner on Huntington is cooperating with the issue of maintaining common area. A letter will be kept in the office files on the status updates.

☐ **Social** – Bonnie Shaughnessy-Smith – The Social Committee organized a catered holiday dinner for BCC held on December 9th. It was an enjoyable time with many compliments on the delicious food. Evening activities included a fun drawing for the table flowers, cans of food were donated for Marion Polk Food Share, and 21 pounds of food was donated to the food bank.

☒ **Newsletter** – Aline Autenrieth – The January 2024 BCC Newsletter is in process with a distribution to residence targeted for 12/22 or 12/26.

☒ **Documentation** - Mary Schroeder – Request for Board Decision: Need a decision on whether the R&Rs should be updated to remove Grievance Committee from Section II.C. Standing and Ad Hoc Committees on the office form. Please refer to Mary's email sent to Board on 12/12/23 with R&Rs language reference. Charters for Neighborhood Watch Committee and the Election Committee needs to be created and Mary is willing to help create with input from the chairs. Sharon Grassetth, **made a motion**, seconded by Sue Harris, **to remove the Grievance Committee from the R&Rs at this time, and update the standing committees to thirteen**. The motion passed with five yes votes, and two absent votes.

☒ **Transfer Fee (Ad-Hoc)** – Betsy Hughes – New Purchaser Committee will reconvene in January to strategize for next vote.

OLD BUSINESS:

- A. **Feedback: HOA Insurance review, and 2024 changes** – Sharon provided an update on reviewing current HOA insurance policy with agent and two homeowners. Agent will create a clear summary of all the policy coverages for the Board to review such as 'blanket coverage', 'replacement' and earthquake coverages. Current deductible is \$15,000 for damages. Sharon will ask questions at the next CAI workshop in January for advice. We have a good policy and a good agent. The HOA insurance policy increased approx. \$5,000 in 2023. Homeowner HOA Dues will increase a little, approximately \$1-\$2.50 per home based on a home's square footage, for 2024.

NEW BUSINESS:

- A. **Office Position** – A discussion occurred on the need for either one full-time or two part-time office managers to work in the office. The pros and cons of hiring a property management company was also discussed. Sharon will work with Kathie Forstrom on talking with the current office manager, and the other interested candidates. Payroll will be consulted on how a possible 40-hour work week might work to cover by two part-time co-managers, with hours to be determined. More information is needed before a recommendation can be brought to the Board next month for the January 2024 meeting. One homeowner letter was read in support of keeping current office manager, Deanna, who is "capable, competent, professional, easy to talk to, and moves quickly on issues" (attached Exhibit A).
- B. **Property Management (PM) Company** – The CAI advice was that with the number of homes in our community, the cost of PM would be on the high-end (minimum of approximately \$20/home/month) to be included in a homeowner's HOA Dues (\$10 -\$15 increase). One company would include accounting services but not the tax preparation. An on-site person may or may not be included depending on the company. More research is needed to find out what all the services might include. There may be a reduced level of service to our community compared to having an on-site office manager to respond to different types of homeowner requests. The Board agreed that the interested candidates should be considered and interviewed before the PM option is pursued. Sharon will report back in January. One homeowner letter was read not in favor of using a property management service due to cost, quality (or lack thereof) of service, and the need for responsiveness and consistency to community concerns (attached Exhibit A).

- C. **Accident and damage to shrubs** – Office is working with insurance companies for damage coverages.
More to come for the next Board meeting.

CORRESPONDENCE:

Office Manager and Property Management Company, Support and Concerns (Exhibit A)
Part-time Office Manager, Letter of Interest (Exhibit B)

GOOD OF THE ORDER: None.

The meeting adjourned at 7:10 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **January 24, 2024**, at 6:00 pm,
via Zoom Online Meeting Only.