



## BATTLECREEK COMMONS

Board of Directors Meeting Minutes

March 26, 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. 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"/> 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 February 27, 2024, Board meeting were approved by the Board.

### **MANAGER REPORTS:**

**Office Manager** – Deanna Bontrager – Home Sales: The home at 6585 Fairway is scheduled to close by end of the month. Outstanding Dues: \$4,795.65 is owed in total back dues (Note: this is a total owed among more than one homeowner).

Office Requests: Software: Acrobat Pro \$249.99/yr. and Adobe Lightroom \$119.88/yr. Sue recommended these computer programs for the office and is willing to train how to create fillable forms we can use on the website.

Same/Next Day Requests: A friendly Reminder to the Board & Committee Members, it really helps with office workflow when you call ahead rather than popping in. Please plan-ahead rather than making same/next day requests. There are always people in line, deadlines, and priorities. I truly appreciate what you do in service for our community. I do care about your requests and will do my best to complete things as quickly as possible. Thanks for your consideration.

#### Updates:

- Reserve Study should be arriving any day now.
- New Office Staff: Katie Martin began training on March 20th and plans to work one day per week. It is such a relief knowing that she will be here as backup.
- Comcast Business Class (\$122/mo.) is now set up on autopay and there were no issues with the payment being processed online.

**Grounds Manager** – Don Hiebenthal – Jim provided an update on the Fairway area. Maintenance will work on improving the vegetation to provide more coverage. Two bids were received for the storm drain issue, and they are within the same price. Since Action Drain started work and made the analysis, they will fix the pipe issue. The cost will be \$7,489. The office will let residents know when/if the road will be impacted for the repairs.

### **COMMITTEE REPORTS:**

**Maintenance/Repair** – Jim Nixon – Rain has put a damper on our paving plans. Hopefully, an early spring sun will propel us forward to meet our 2024 paving goals. Due to the rain, we have been unable to replace the asphalt driveway at 6675/6685 Continental. Weather permitting, the paving committee has plans to meet with “crack seal” contractors to obtain insight and bids for sealing all road cracks under 1 inch in width. Sealing the smaller cracks immediately will enhance the life of our current asphalt allowing us to then focus on more serious paving as needed. The phases of repairs is suggested as: 1<sup>st</sup>) crack seal, 2<sup>nd</sup>) repair community pathways, and 3<sup>rd</sup>) repair sidewalks and repave roads. The major paving “replacement” will take place in future years. The committee will

focus concurrently on “crack seal” repairs, and repairing community sidewalk/pathways as needed, to meet the safety standards for residents. Great news! Our team recently walked parts of the community sidewalks and have determined that certain pathways can be re-routed slightly at minimal cost in lieu of cutting down some of our larger Sweetgum trees. It’s a community beauty boost and a considerable amount of savings. BCC does have a consultant on retainer to provide advice on stages and phases after the crack/seal project has been completed.

☒ **Architectural** – Bill Burnside – No issues or new architectural applications have been received. Architectural community walk-arounds will begin in late April/early May.

☒ **Planning & Projects** – Sue Harris, Survey Ad-hoc Co-Chair – An “Amenities Homeowners Interest” meeting was held on Thursday, March 14, at the clubhouse, with fifteen homeowners attending to share and provide feedback, as well as offer future help with amenities research and planning. Another meeting is tentatively scheduled in April, to conduct ‘walk-thru’ tours through current BCC Amenities areas. This will allow homeowners to share in idea/vision planning, participate in discussions and fill out analysis/feedback forms for the Amenities Committee to create 2025 budgets in areas for: courts/community gardens, clubhouse/bathrooms, and pools.

☒ **Orientation** – Mary Schroeder – No visits and nothing scheduled in March.

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

☒ **Emergency Preparedness (EP)** – Nathan Goldberg – The March 5th committee meeting was canceled, though the usual 6:45 pm radio check was held. Going forward, meetings will be held quarterly, or called when needed. Aline attended the Salem City CERT meeting on March 14th. The BCC emergency supplies cache has been purchased by the city. On March 18th, Joe Hutchinson, Salem City Emergency Manager, visited BCC to evaluate the placement of the cache in preparation for the cache arrival. If the grounds area near the basketball court is dry enough, the cache is expected to be delivered in the afternoon of April 11th. Wood timbers will be delivered the week prior for the cache to be placed upon.

☒ **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.

☒ **Finance** – Betty McKinney - The Finance Committee met on March 20, 2024 and discussed the 2024 budget and some detail lines. Line item #8110, Commons Liability Insurance, and item #8115 Less Insurance Income Paid have been included of \$59,828. The committee has started work on the 2025 budget. The committee reviewed the reports from the CPA firm and has no questions.

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

**UPDATES | Pond Rehabilitation:** The pond is now finished: nutria removed, boulders and path in place, a variety of plants installed with more to come, and water filled in. We can be proud of the work done to improve the appearance and safety of our BCC village. Please note and share that the grass seed planted will take at least a month to grow and we must STAY OFF THE GRASS! We installed yellow tape to remind all walkers that the whole area is off limits for now. We may want to install cameras to monitor the use of the installation, especially concerning trespassers. Continental Hill: Megan and Virginia weeding and fertilizing. Bruce Schneiber will spread more bark chips. Benches: Bob Mason is getting benches ready for placement throughout community. Pollinators Habitat: We will continue to work on Pollinator Habitats with Kassi Roosth, Urban Conservation Planner from Marion SWCD to install plantings that are budget friendly and which will attract songbirds, bees, and butterflies to BCC while adding attractive flowers (milkweed and yarrow), and shrubs for residents’ enjoyment. Spring Planting: Crape myrtle shrub specimens were replaced that were eaten by deer and we planted over 15 trees. Painting cable boxes to improve their appearance: We

are checking with Xfinity for any stipulations on repair of those that lean or are damaged and how we go about painting them so that they are less of an eyesore. In addition, Xfinity needs to update their map of boxes.

**NEW PROJECTS | Spring major tree work/safety:** Due to high winds, a tree fell and hit a fence near the basketball court grass area. We need Oregon Woodsmen to check the tree canopy for thinning needed and put BCC on their calendar. The City of Salem felled a dead tree along the sidewalk adjacent to the city park; removal needs drier soil. **Amenities Committee:** A meeting was on Thursday, March 14, to discuss the 8 items in order of most to least needed and compiled a homeowner's wish list to see improved: 1. Walkways & Sidewalks, 2. Streets & Driveways, 3. Grounds, 4. Clubhouse, 5. Pools, 6. Security, 7. Courts, and 8. Maintenance & Office Building. A picnic area for residents on the west side of the pond could be an additional amenity. The Grounds Committee's suggestions for the Amenities Committee include bark chip paths to the pond. **Scotch Creek:** Kassie Roosth, Urban Conservation Planner from Marion SWCD; Luke from the City of Salem Parks Department; and Kate McKenzie, homeowner, met with Virginia and Megan at west end of our campus to discuss Scotch Creek flooding BCC grounds due to reed canary grass plugging the stream bed. The city will dig out part of the stream; BCC should plan for ongoing cutting back of the plants in the fall when they are dried. **Grass care:** Lime should be spread now to kill moss. Fertilizer should be spread in April. **Budget:** We started discussions of 2025 budget: major tree work; tree replacement; landscaping; pond aeration; Scotch Creek flooding; mole eradication; tree watering in summer; stump grinding of felled trees (if needed).

**Social** – Bonnie Shaughnessy-Smith – No activity in March to report.

**Newsletter** – Aline Autenrieth – The April 2024 BCC Newsletter has been distributed.

**Documentation** - Mary Schroeder – No activity in March to report.

**Transfer Fee (Ad-Hoc)** – Betsy Hughes – An article on the Transfer Fee is in newsletter announcing the vote in April. Ballots will go out April 19th. Deadline for turning in ballots will be May 10th, by 7 pm. Emails will be sent to homeowners explaining how some of the unexpected community repair projects could be easily paid for with this Transfer Transaction Fee vote coming up. Betsy encourages homeowners to reach out to her with any questions.

### **OLD BUSINESS:**

- A. **Insurance requirements** – Sharon talked with BCC legal firm about strengthening the BCC R&Rs with a stronger policy regarding all homeowners must carry homeowners' insurance. A draft resolution is being written and attorney will prepare. Each resident should talk with their insurance agent on keeping their (interior) insurance policy up-to-date with applicable coverages.
- B. **Update: Office Position** – Sharon gave an update on the new part-time office staff member. Katie started work last week. Deanna is currently training this week.
- C. **Fine schedule and implementation** – Sharon recommended updated language to the fine schedule, so there is a fixed fine. Each fine is an exact amount. From each stage in the process (warning, 1<sup>st</sup> offense, etc.), a clear procedure is implemented, this will streamline the process, and the Board will not have to approve a specific fee amount each time it occurs). After the 4<sup>th</sup> offense, the fine should be brought to the Board to decide. Currently, the process may take 4 weeks for a fee to be decided by the Board. Mary will draft language for Board review.

### **NEW BUSINESS:**

- A. **Possible ballot measure** – Sharon clarified that there will be only one topic (Transfer Fee) to vote on when ballots go out to homeowners in April. There was discussion on adding some others but legal advice was not supportive of some the other topics at this time.
- B. **Update: Emergency Cache** – This topic was addressed in the committee report above.

**CORRESPONDENCE:**

A homebuyer wrote letter to the Board with attached photos requesting a vehicle parking space exemption. The Board agreed that this request would not follow community R&Rs and be a hazard for garbage and emergency vehicles not having access to service points. Sharon will respond that the request is denied due to BCC R&Rs and community safety.

Jim Nixon announced his resignation to the Board. Sharon read his letter at the meeting. Meeting attendees shared gratitude to Jim for his time as a Board Director. Jim's last day on the Board and as Committee Chair will be April 30<sup>th</sup>. Betsy will be searching BCC for candidates.

**GOOD OF THE ORDER:**

Sharon asked if any homeowner wanted to recommend someone as the new Maintenance Committee Chair, to please contact her, and an email will be sent out to homeowners as well. Virginia Ferguson is willing to serve as interim Chair of the Maintenance and Repair Committee for the next six-months.

Discussion occurred on Neighborhood Watch Committee. Finance is requesting emails and information for surveillance cameras and security systems for 2025 Budget planning. Finance is working on 2025 Budget now, so email Betty the following: what the investment is, describe why it is a good investment, and how much money will it cost. A homeowner suggested that we bring the community together to talk about what the community wants is important as well. Another homeowner suggested that we talk with other HOAs in Salem and ask what systems they are currently using that work well.

The May 2024 newsletter may be shorter this time due to Committee member being out most of April. Office staff may generate it for the month of May.

Discussion occurred on moving Board meetings to in-person starting in April. Discussion also occurred on bring back Board work sessions as well.

It was agreed that the April Board meeting will be in-person. Jim's last Board meeting will be on April 23, so we invite all homeowners to a farewell time following the Board meeting. Bring a snack to share.

The meeting adjourned at 8:22 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **April 23, 2024**, at 6:00 pm.

**NOTE LOCATION CHANGE:** The April Board Meeting will be an in-person only meeting and will be held at the BCC Clubhouse.