



## BATTLECREEK COMMONS

### Board of Directors Meeting Minutes

July 25, 2023 – 6:00 pm, In-person & via Zoom

[Meeting packet & Committee Reports](#)

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

**WELCOME HOMEOWNERS:** Eleven homeowners attended via Zoom and eight in-person.

**QUORUM CALL:** The meeting was called to order at 6:10 pm. Six Board members present, one absent.

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| <input checked="" type="checkbox"/> Sharon Grasseeth (President)     | <input checked="" type="checkbox"/> Sue Harris (Secretary)  |
| <input checked="" type="checkbox"/> Nathan Goldberg (Vice President) | <input checked="" type="checkbox"/> Joan Bechtel (Director) |
| <input checked="" 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 June 27, 2023, Special Board meetings were approved by the Board members; six yes votes, one voter absent.

### **MANAGER REPORTS:**

- ☐ **Office Manager** – Louise Kohut / Deanna Bontrager – Homeowner was given a fine for leaving dog waste around home grounds area.
- ☐ **Grounds Manager** – Don Hiebenthal – Resurfacing of the outside pool surface area should be put into the 2024 budget. The surface area is falling apart in areas. Last Sunday, 7/23, I responded to a irrigation line needing repairs.

### **COMMITTEE REPORTS:**

- ☐ **Maintenance/Repair** – Sewer project going well, nine lines are sealed now. Discussion occurred on the one line that had issues and is being worked on now and did cost us some additional money.
- ☒ **Architectural** – Bill Burnside – No new applications. Committee will follow-up on friendly reminders at the end of August. Discussion occurred on clarifying the outdoor furniture coverings to be in a neutral color such as black, grey, or brown. **The Board asked the Documentation committee to draft up updated language for the Board to review at next meeting.**
- ☐ **Planning & Projects** – Colleen Goldberg – no report.
- ☒ **Orientation** – Mary Schroeder – Met with two new homeowners this month to deliver and review the red homeowner binder. No pending visits. Will continue to follow-up with two other new homeowners.
- ☒ **Nominating** – Betsy Hughes – Of the three Board positions are up for election, we have two people re-running for the Board in November, and one not continuing. A table with more information will be setup at the BCC community Night-Out potluck on Aug. 1<sup>st</sup>. A nomination form is also in the Aug. BCC Newsletter as well.
- ☒ **Emergency Preparedness (EP)** –Aline reported - No word from the City of Salem Emergency Management Office regarding our cache. Update — committee members met Joe Hutchinson, the new City Emergency Manager. He is fully aware of the “leftover” projects needing to be addressed including work regarding caches in the community – there are several. He mentioned to relay the importance to BCC residents to have copies of their important documents in a safe place for identification verification in the event of lost/destroyed originals.

The committee discussed the National Night Out project. Email sent to homeowners on 7/11. Each BCC Committee will have an informational table. Newsletter topics were discussed.

☒ **Neighborhood Watch** – No report this month. A homeowner asked about if there have been any recent issues in the community report to the office, and the answer was no. Discussion occurred on on-going dog walkers trespassing through the BCC community. Nathan also mentioned that there is a community crime map available for Salem residents to see where there are issues reported, see website at: <https://communitycrimemap.com>. It was recommended that any future issues should be shared via an email to residents to be alerted and aware of their surroundings.

☒ **Finance** – Betty McKinney – The 2023 Budget changes as follows: 1. Transfer \$3500 from line item #5550 (Major Tree Work) to line item #9020 (Engineering Project), 2. Transfer \$3500 from line item #5570 (Tree Replacement) to line item #9020 (Engineering Project), and 3. Transfer \$1,000 from line item #6010 (Equipment Maintenance and Repair) to line item #5580 (Storm Damage). Note: The \$14,000 in line item #9015 (Payback to Reserves) which was designated to line item #9060 (Water and Sewer Project) is to now being designated to line item #5580 (Storm Damage). Homeowner asked what the 'Engineering Project' was? Jim responded that this was a firm that started before the Sewer work began, and will be in/out of various projects to determine if a tree might need to be removed, or if a street might be affected during various stages of a project such as the sewer project. The Engineering Project may be needed as future projects are launched such as the side/street improvements.

☒ **Grounds** – Megan Trow/Virginia Ferguson – Virginia provided clarification on tree maintenance such as tree root cutting, where the tree is saved, and the roots are maintained vs. a full tree removal.

**Continental Planting:** Committee removed rocks and roots and raked the potting soil; we hired Billy on our crew to do so. The existing irrigation system is started back up, installed separate feeder lines for the plants, and installed a covering of arborist chips. The project is completed under budget.

**Board vote requested** on a Homeowner Application for Authorization to Change or Alter Structure or Common Grounds Area on a homeowner's property. Sue Harris, **made a motion**, seconded by Sharon Grasseth, **that BCC approve Ms. Schoeder's application to remove an oak tree branch on the homeowner's property at their expense.** The motion passed unanimously, with one voter absent.

**Tree Felling Bids:** Bids received for removing nine trees identified as hazardous as well as stump grinding and maintenance bids. The Board requested the committee to verify one company's bid quote. The Board recommends that the Committee go with the lowest bid to remove the nine trees, and then work with a company that includes an arborist on a maintenance agreement.

**National Night Out:** Committee will host a table to present work/planned projects/solicit more members. A Raffle basket with garden items will be available. Idea: Homeowners' patios/gardens beauty contest.

**2024 Budget Needs:** Tree replacement (bare root trees purchased in January are cheaper), Pond rehabilitation: Arne Jensen Landscaping has submitted plans for rehabilitation of the pond for Board review. His recommendation is to do the project in phases, starting this summer when the pond is lower. On-going landscaping; Omar Zumudio (H.S senior and resident) helping water.

☒ **Social** – Bonnie Shaughnessy-Smith – no report.

☒ **Newsletter** – Aline Autenrieth – August newsletter is done and distributed.

☒ **Documentation** - Mary Schroeder – Mary will re-draft the language for outside furniture coverings. Please use coverings made for the furniture or equipment that it covers. Do not use ANY tarps to cover outdoor furniture. Covers should be form fitting made for each item.

☒ **Transfer Fee (Ad-Hoc)** – Betsy Hughes – The Committee will meet tomorrow, 7/26, at 6 p.m. at the clubhouse to strategize next steps.

**OLD BUSINESS:**

A. None.

**NEW BUSINESS:**

- A. **Homeowner's Garbage** – A homeowner asked if they have the smallest size garbage can if their monthly charge would be reduced. The Board discussed that the charge for garbage pickup for a small size vs. the standard size is the same service charge. If a homeowner has the larger size can, D&O charges more, so that rate charge is more.

**CORRESPONDENCE:**

None received in June.

**GOOD OF THE ORDER:**

A homeowner was contacted by the Grounds Committee to address overgrown areas that are the resident's responsibility. The committee will follow-up with them in August to check whether this has been addressed.

One homeowner suggested that the office staff have a golf cart to survey the property to check if community rules are followed.

The meeting adjourned at 7:42 pm.

The next monthly Board meeting will be held at the clubhouse on Tuesday, **August 22nd** at 6:00 pm, location to be announced.