



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

February 27, 2024 – 6:00 pm, via Zoom

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

WELCOME HOMEOWNERS: Nineteen homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:00 pm. Six members present and 1 absent.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sharon Grassest (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input 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 January 23, 2024, Board meeting were approved by the Board; 6 yes votes, and 1 absent vote.

MANAGER REPORTS:

Office Manager – Deanna Bontrager – No home sales in February. Outstanding Dues: \$5,724.69 is owed in back dues \$1,000 payment promised for 2/28/24). A list of office requests is listed in Exhibit A. Sue Harris organized the file room supply cabinet. Dee Doyle volunteered time to come in weekly to learn some of the necessary office processes. Thanks, Sue and Dee! SAIF Audit will occur soon per email received on 2/9/24. Reserve Study has not been received yet, and December financials were provided to Dawn (Accurage Reserve Professionals), last week.

Office manager requested Board approval for items listed below:

Software Purchase: Deanna requested this to keep software passwords secure. Jeanne Dalton, **made a motion**, seconded by Dee Doyle, **to purchase an office subscription for Lastpass; a secure online drive for storing computer passwords and logins.** The motion passed; 6 yes votes, and 1 absent vote.

Office Comcast Bill Auto-Pay Setup: This bill should be setup up for auto pay. Deanna has spent a lot of time over the phone to fix issues when the office account gets mixed with the bulk accounts, a repeated error by Comcast. Sue Harris, **made a motion**, seconded by Kathie Forstrom, **to set up autopay (\$123/month) on the Comcast Business BCC account (Phones and Internet only).** The motion passed; 6 yes votes, and 1 absent vote.

Replace Key for Grounds Crew Member: In mid-February, a BCC grounds crew member (Brayan), lost his keys due to crawling in brush to remove materials from a homeless camp on Fairway. Brayan did not have a replacement key and had to order new ones as well as a 2nd backup key. Two homeowners contributed seventy-five dollars and dropped in the clubhouse drop-box to help with key replacement cost. Sue Harris, **made a motion**, seconded by Jim Nixon, **to approve the association to pay for Brayan's replacement 1st truck key out of Contingency Fund (it was a \$200 expense) and move it to Finance Committee, and give Bryan the \$75 homeowner contribution for the cost of a 2nd replacement key.** Sharon was present on the day of the mishap and provided an overview. The motion passed; 6 yes votes, and 1 absent vote.

Second Debit Card: Deanna provided an overview of how having a 2nd Debit card (\$200 limit) allows her to pick up office supplies at stores as needed. Currently, the Grounds Manager is the only one who has a debit card. Jeanne Dalton, **made a motion**, seconded by Sharon Grassest, **to approve a second debit card for the Office use.** The motion passed; 6 yes votes, and 1 absent vote.

Low-Cost Blinds: Discussion included this would allow time for office manager in the first few hours to work uninterrupted. The motion passed unanimously. Sue Harris, **made a motion**, seconded by Sharon Grassest, **to**

purchase low-cost blinds (approx. \$35 for each) for the office windows (2) and front door. The motion passed; 6 yes votes, and 1 absent vote.

Maintenance Form Updates: Maintenance form included adding selection boxes for siding, yard bin, and sprinklers, and removing bark dust which is not available any longer. The form will be printed on carbon copy form paper and phased in as the old forms are used up. Sue suggested that a revised date be printed on the footer of the new forms. Sue will train Deanna on making website forms fillable once an Acrobat license is purchased. Sue Harris, **made a motion**, seconded by Jeanne Dalton, **to approve changes made to the Maintenance Work Order Form (ATTACHED).** The motion passed; 6 yes votes, and 1 absent vote.

Grounds Manager – Don Hiebenthal – As mentioned before, a street drain/pipe on Continental needs repairs. A scope of the problem had an invoice of \$2,062 (Action Drain), and depending on what the problem may be, this expense may include additional expenditures to replace pipe, etc. Jim will discuss this with Don this week, the issue should be reviewed by Spartan Engineering for a lower cost option to line the pipe vs. a full pipe replacement.

Fairway Consideration: Should anything along Fairway be done that might detour homeless but still leave privacy for those living along that area? It was decided more brainstorming is needed before anything can be decided at this time. Jim will ask Don about it.

Request to purchase Power Sweeper: A power sweeper would help attack the moss build-up on community streets and sidewalks as well as be used in light snow, if necessary. The cost estimate is between \$3,000-\$5,000. The 2024 budget for equipment purchases would cover the expense, and at this time, I don't know of any other equipment we need to purchase. Sue Harris, **made a motion**, seconded by Kathie Forstrom, **to approve the purchase of the Power Sweeper.** The motion passed; 6 yes votes, and 1 absent vote. Discussion occurred on whether the grounds area/moss treatment around the garden area/tennis courts should be maintained by the grounds crew since it is common Battlecreek homeowner area. The Board agreed the court should be maintained by the grounds crew. Jim will talk with Don about it.

COMMITTEE REPORTS:

Maintenance/Repair – Jim Nixon – Currently, the weather has been too wet for the committee to inspect roads and sidewalks, so the sidewalk project inspection is on hold until dryer weather. Jim gave an update on the clubhouse sewer issue. Action Drain did fix the issue, since it was a lighter issue and not due to a pipe issue.

Architectural – Bill Burnside – Committee updated two Architectural Notice of Violation forms. Bill provided an overview of making the forms more flexible to number of days to fix an issue depending on how many times a homeowner was asked to remedy a situation. That part of the form allows a committee member to manually write that timeframe on the form. It was requested to add “Stain deck” to the list and add a notation that BCC does not provide deck stain supplies to homeowners (only paint). **Board Request:** Review and approve updates to two forms: First Notice of Violation Form – Exhibit A (Minutes Page 5), and Second Notice of Violation Form – Exhibit B (Minutes Page 6). Sue Harris, **made a motion**, seconded by Sharon Grasseth, **to approve the changes to the First and Second Notice of Violation forms (ATTACHED).** The motion passed; 6 yes votes, and 1 absent vote. The community walk-arounds will begin in late April/early May.

Planning & Projects – Sue Harris, Survey Ad-hoc Co-Chair – Sue gave an update on the Homeowner Project Interest informational meeting to be held on Wednesday, Feb. 28 at 6p on Zoom. A meeting invitation was sent to homeowners, to recruit volunteers willing to participate on various project priority sub-committees. The meeting will also go over how to structure and expectation for the subcommittees.

Orientation – Mary Schroeder – No visits and nothing scheduled in February. Two homeowners were contacted but haven't connected yet.

Nominating – Betsy Hughes – No report for February.

Emergency Preparedness (EP) – Nathan Goldberg – In February, the Committee discussed the two tents that were on BCC property, camped in the woods along Fairway. A note to evacuate was placed on each tent early in February. After approximately 48 hours, BCC staff removed the tents and much of the debris left behind. No

persons were encountered. On January 24th, four committee members met with Joe Hutchinson, City of Salem Emergency Manager, and obtained an agreement on our suggested Cache site to be located on the basketball court. Mr. Hutchinson will return to assess the needs for placement of the cache on the basketball court. The container installation will likely be later in the Spring when the ground is less saturated from rain. A shipping container has supposedly been acquired for us, and the condition is reported to be good with a beige-range color. Bill Dalton will follow up with Mr. Hutchinson. The committee discussed the need to come up with guidelines on access to the cache once it arrives. Once the container is installed, the committee will host an “open house” for community homeowners to view it and see what is inside. The committee also discussed the plugged culvert at the northwest corner of BCC property. The city has come out and attempted to clean it out. They were unable to do so because of high water. They are considering removing the culvert once the water recedes. As a committee, we believe the Parks Department needs to be involved in this decision.

Neighborhood Watch – Jim Nixon – Three cameras analyzed/reviewed, and nothing to report at this time. Two additional cameras have been installed. Jim asked for Board approval to accept Megan Trow as a new committee member. Sharon Grasseth, **made a motion**, seconded by Sue Harris, **to approve Megan Trow as a member of the Neighborhood Watch Committee**. The motion passed; 6 yes votes, and 1 absent vote.

Finance – Betty McKinney - The Finance Committee had a meeting on Feb. 21, 2024, and discussed the 2024 budget and some detail lines. The Committee has begun work on the 2025 budget. The Committee has reviewed the CPA firm reports and has no questions. Terri Currilin has resigned from the Committee. The Committee appreciates and thanks Terri for her work and contributions to the Committee over the past six years.

Grounds – Megan Trow/Virginia Ferguson –

UPDATES | Pond Rehabilitation: Arne Jensen Landscaping started excavating for the pond rehabilitation. Boulders, dirt, and plants are being installed. Virginia commended this company for a job well done. The project is completed today at 4p. Caution tape is installed around newly planted grass seed. A notice will go out to homeowners to not walk on the saw dust areas, and the area is very muddy, so don't walk around the pond area. Megan mentioned that benches and bird houses will be installed when the weather is dryer. The Committee reported that a few days ago, due to an error on the part of Xfinity, a needed location for their cable line was not completed, and several homes were affected by an outage. Thanks to quick action by Virginia, the service was restored in several hours. Fortunately, all costs for line repair have been determined to be the responsibility of Xfinity. Further plantings of shrubs and grasses will take place as weather permits. The pond drawings are still available for all to see in the BCC office. Please direct any questions to Grounds Committee co-chairs. **Scotch Creek Flooding Issues:** The committee will continue to work with Kassi Roosth, Urban Conservation Planner from Marion SWCD and City officials to mitigate the problem with canary grass on the far northwest corner of BCC property. The grass is causing flooding of grounds.

NEW PROJECTS | Painting cable boxes to improve appearances: We are checking with Xfinity for any stipulations on repairs of those that lean or are damaged, and if we can paint them to make them more attractive. **Spring Planting:** Bev Reding, Virginia Ferguson, and Megan Trow, worked on Sunday 2/18, with a crew from Rocky Mountain Nursery to plant 15 trees. In accordance with the Committee's purpose to ensure the beauty and maintenance of the grounds, we continue to monitor our budget and find the best prices for stock and installation.

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

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

Documentation - Mary Schroeder – No activity in February to report.

Transfer Fee (Ad-Hoc) – Betsy Hughes – Betsy encouraged homeowners to read the article in the newsletter about the Transfer Fee. The article provides frequently asked questions/answers to many homeowner questions received. The Committee will be contacting most recent new homeowners to answer

questions and will also be pulling plans together for a homeowner vote of the new purchaser agreement in the Spring 2024.

OLD BUSINESS:

- A. **Feedback: HOA Insurance review, and 2024 changes** – Sharon mentioned she has worked with the insurance agent and will send out an overview of BCC’s insurance coverages, and what homeowners may want to add in addition, as needed.
- B. **Update: Office Position** – Three resumes have been received for a part-time office employee to work with Deanna. Sharon asked for Board volunteers to interview candidates. Dee and Sue volunteered to help with interviews. Sharon will check references following the interviews. Deanna should be included on a 2nd interview choice.
- C. **Security camera Bids/Research – Database of non-resident foot traffic** – Jim mentioned that he was willing to start research on higher quality cameras and possibly linked to a surveillance database. Sharon stated that a subcommittee should help with research once established.

NEW BUSINESS:

- A. **Driveways as garages** – A homeowner brought up that there is a resident who is repairing vehicles in their driveway outside of the noise Rules/Regs time frame. Sharon let the homeowner know to report it to the office if the quiet hours are being ignored. The office can provide a warning to the homeowner.

CORRESPONDENCE:

No correspondence received in February.

GOOD OF THE ORDER:

A homeowner asked if the community was still interested in pursuing a new logo for BCC. It was also mentioned that BCC will celebrate 50 years in 2024 since the first home was constructed in the community, so it might be fitting to hold a celebration at the clubhouse this summer during “National Night Out.” The Board agreed that a logo contest was still supported. An article will be written soon for the newsletter with logo contest rules established soon.

A homeowner described a recent event in the community between homeowners where verbal violence was expressed. The homeowner wanted to know if something could be added to the Rules/Regs. Discussion occurred on whether this is something that can be added, or if it’s a matter of contacting law enforcement. Sharon mentioned that she sought legal advice and BCC could add some rules/regs, though the attorney mentioned these items aren’t always supported by the court system. There are some additional ways that BCC can research and add into security options, so more to come on this topic in the future. Sharon did ask Mary to draft language on a couple of ideas for rules and regulations such as: 1- limiting the number of dogs a homeowner may have, 2- garages should not be used as living spaces, and 3 - limiting the number of homeowner rentals in the community. Sharon will seek legal counseling on these items.

The meeting adjourned at 8:35 p.m.

The next monthly Board meeting will be held on the 4th Tuesday of the month, **March 26, 2024**, at 6:00 pm, via Zoom Online Meeting Only.



Battlecreek Commons Association Inc.

Work Order Request Form

Name: _____ Date: _____

Address: _____ Phone #: _____

- Roof → Clean Repair Leak
- Gutters → Clean Repair
- Downspouts → Clean Repair
- Siding → Repair Paint Possible Dry Rot
- Sprinkler → Repair Adjust Locate (if possible)
- Paint → House Color: # _____ gallons
- Trim Color #: _____ gallons
- Yard Bin Drop-off Date: _____ Pick-up Date: _____
- Other _____
- Other _____
- Other _____

Specific Location/Other Notes:

To be Completed by BCC Staff:

Date Received	Date Completed	Completed By	

White- Office Copy ~ Yellow- Return to resident when complete

PLEASE PRESS FIRMLY



Battlecreek Commons Association Inc.
1823 Lexington Cir SE
Salem, OR 97306
503.362.9284
Battlecreekcommons@gmail.com

Date: _____
To: _____
Address: _____

First Notice of Violation– Architectural Committee

Memo: Homeowners are responsible for maintaining their own fences with a paint color, approved by architectural committee. The Association will supply the paint. However, you must submit a work order to the office. Your work order **MUST** be signed by a committee member **before** paint will be distributed.

As a result of our survey your unit needs attention to the items checked below:

- Paint fence to match your unit (BCC can provide paint)
- Stain fence to match your unit (Note: BCC does not provide stain paint)
- Repair and paint fence to match you unit
- Paint deck (BCC can provide paint)
- Stain deck (Note: BCC does not provide stain paint)
- Other: _____

Please complete the required work within _____ days.

Thank you,
Architectural Committee



Battlecreek Commons Association Inc.
1823 Lexington Cir SE
Salem, OR 97306
503.362.9284
Battlecreekcommons@gmail.com

Second Notice of Violation– Architectural Committee

TO: _____ Date _____

If you have already received first notice of violation from the Architectural Committee to correct an issue, you need to be aware of a couple of things. One, the first notice was a friendly reminder. Two, you have had sufficient time to correct the issue. This second notice is the first step in the use of our association fine schedule, you now have 30 days to correct the issue. The Board of Directors has the final say as to whether the choice is made to impose a fine.

If you received a notice and you need more time to correct the issue, please contact the person who issued the notice. We are more than willing to work with you. For example, if you need to hire a contractor and they are not available for a few weeks, let us know. Just know that when you give a date for the work to be completed, we will be following up within two (2) weeks to confirm the issue has been corrected.

Just know that the issue needs to be completed and conform with our rules, which are listed in your Battlecreek Rules & Regulations under Section II, General Rules, II.G, and in Section III, Enforcement of Association Rules: Complaints, Hearings and Penalties.

You can get a copy of the original notice by contacting the Committee Chair at 503-816-2451.

Thank you for your attention to the notices, and we thank everyone for making our community such a beautiful and wonderful place to live.

Bill Burnside, Architectural Committee Chair
Battlecreek Commons Association