

MEETING PACKET

Battlecreek Commons Board Meeting
January 23, 2024



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EXHIBITS

1. **Exhibit A:** Homeowner Project Preferences Survey Results17

BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda

January 23, 2024 – 6:00 pm via Zoom Only

Executive Meeting will follow the regular meeting on Zoom

WELCOME HOMEOWNERS:

Thank you to the homeowners for your attendance. Introduce new homeowners. *There is a two-minute limit per homeowner on discussions during the regular meeting time. If more time is needed on a topic, the discussion will be continued during the Good of the Order.*

QUORUM CALL:

- | | |
|--|---|
| <input type="checkbox"/> Sharon Grasseh (President) | <input type="checkbox"/> Sue Harris (Secretary) |
| <input type="checkbox"/> Nathan Goldberg (Vice President) | <input type="checkbox"/> Kathie Forstrom (Director) |
| <input type="checkbox"/> Dee Doyle (Treasurer) | <input type="checkbox"/> Jim Nixon (Director) |
| <input type="checkbox"/> Jeanne Dalton (Treasurer Backup & Director) | |

MINUTES OF PREVIOUS BOARD MEETINGS:

Correction or additions to the draft of the following minutes for the *Monthly Board Meeting held on December 19, 2023.*

MANAGER REPORTS:

- Office Manager – Deanna Bontrager
- Grounds Foreman – Don Hiebenthal

COMMITTEE REPORTS:

- | | |
|---|---|
| <input type="checkbox"/> Maintenance/Repair – Jim Nixon | <input type="checkbox"/> Finance – Betty McKinney |
| <input type="checkbox"/> Architectural – Bill Burnside | <input type="checkbox"/> Grounds – Megan Trow/Virginia Ferguson |
| <input type="checkbox"/> Planning & Projects – Sue Harris | <input type="checkbox"/> Social – Bonnie Shaughnessy-Smith |
| <input type="checkbox"/> Orientation – Mary Schroeder | <input type="checkbox"/> Newsletter – Aline Autenrieth |
| <input type="checkbox"/> Nominating – Betsy Hughes | <input type="checkbox"/> Documentation - Mary Schroeder |
| <input type="checkbox"/> Emergency Preparedness – Nathan Goldberg | <input type="checkbox"/> Transfer Fee – Betsy Hughes |
| <input type="checkbox"/> Neighborhood Watch – Jim Nixon | |

OLD BUSINESS:

1. Feedback: HOA Insurance review, and 2024 changes
2. Update: Insurance Review
3. Update: Office Position

NEW BUSINESS:

1. Community inclement weather issues? Tbd
2. Committee Contract work: Bill pay timelines
3. Survey: Boundary along the park and Scotch Creek area
4. Scotch Creek: Change of stream channel

CORRESPONDENCE:

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tuesday, February 27, 2024, at 6:00 pm, Zoom Only meeting.**

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

REPORT

- No Report submitted.

COMMITTEE PURPOSE

To develop and oversee the complete maintenance of our community from structures to grounds to utility systems. The properly executed maintenance of BCC will maintain (add) to our community's value both economically and physically, creating overall well-being for its residents.

R&RS RELATED TO THIS COMMITTEE

II.G. Exterior Alternations and Maintenance, R&Rs pg. 12

ADDENDUM: Policy for Building and Grounds Maintenance by Homeowners & Residents, R&Rs, pg. 25

COMMITTEE MEMBERS

Jim Nixon (Chair and Board Liaison), Bill Burnside, Tom Elliott, and Virginia Ferguson (Grounds Committee Liaison).

ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- No activity in January to report.

COMMITTEE PURPOSE

Ensure owners comply with the BCC architectural standards as outlined in the Rules & Regulations and Bylaws.

R&RS RELATED TO THIS COMMITTEE

II.G. Exterior Alternations and Maintenance, R&Rs pg. 12
III.B. Notification of Infractions to Office Manager, R&Rs pg. 17

COMMITTEE MEMBERS (UPDATED 11/28/23)

Bill Burnside (Chair), Kathie Forstrom (Board Liaison), Mike Campbell, John Morgan.

PLANNING & PROJECTS COMMITTEE

Ad-HOC Survey Committee Co-Chair: Sue Harris

REPORT

- The Ad-hoc committee would like to first thank homeowners for taking time to provide feedback and helping us prioritize community projects.
- The Ad-hoc Survey committee met in December to count the surveys, and again on Friday, January 19th to prepare these recommendations to the board.

Results: Homeowner Project Preferences Survey

The committee counted and recorded 53 surveys in total. The survey results, priority projects, were scored by two methods with the exact same outcome. Exhibit A (page 17) provides a full report of comments.

In order of project priorities identified were:

1. Walkways & Sidewalks
2. Streets & Driveways
3. Grounds
4. Clubhouse
5. Pools
6. Security
7. Courts (basketball/tennis)
8. Maintenance & Office Building

In addition, nine residents filled out contact information to step up and volunteer to help on project level sub-committees in the coming months; their help in research efforts for future projects will be invaluable.

Committee Recommendations

The Ad-hoc Committee Recommends the following Objectives, starting in February 2024:

- **Schedule** a Planning and Projects Committee (PPC) Meeting to bring together willing volunteers who are interested in learning more about and/or serving on the PPC committee and/or subcommittees. A meeting notice could be sent to homeowners next week to bring these committees together.
- **Identify** a "subcommittee structure" to coordinate project planning and research.
- **Establish** new subcommittees if one doesn't already exist. *For example*, for priority #1 above, there is already a Maintenance sub-committee working on the walkways & sidewalks, therefore a new project subcommittee would not be needed.
- **Establish the purpose of sub-committees:** (DRAFT) the sub-committees would be responsible for focusing on what the homeowners are requesting. Research ways to address the wishes and viability of the majority, obtain bids from three contractors, and create a proposal plan to PPC for review. Essentially the sub-committee is the research level. Note: it was discussed that priorities #4, #5 & #7 could be under the label of "Amenities" but those interested only in helping with a specialty committee might focus just on "Pools" for example.

Continued -

- **Vote** for committee chairs and nominate committee/sub-committee members.
- **Report** meeting results and final recommendations to the Board (February 27, 2024, Board meeting).

Next Phase: Planning and Project Committee, Spring 2024:

- After the initial PPC meeting and with Board approval (2/27), PPC subcommittees may meet, plan, research and create project proposals and budgets (2025), to be coordinated and presented to the PPC for review, and BCC Board approval.
- The PPC committee could meet quarterly to review subcommittee projects and proposals in 2024.

For interested BCC Homeowners:

Please join us to serve on the Planning and Projects Committee or join a sub-committee of your choice and help us create safe and enjoyable spaces for our community for years to come.

COMMITTEE PURPOSE

Develop plans/proposals to guide and assist the Board and Finance Committee with maintenance and replacement projects.

AD-HOC SURVEY COMMITTEE MEMBERS

To be confirmed:

Sue Harris, Bill Dalton, Bill Burnside, Bob Mason, Gayle Holland, Jim Nixon (Board Liaison).

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- No visits and nothing scheduled in January.

COMMITTEE PURPOSE

Welcome and provide needed information to new homeowners.

R&RS RELATED TO THIS COMMITTEE

VII. Welcoming new residents, R&Rs pg. 23

COMMITTEE MEMBERS (UPDATED 11/28/23)

Mary Schroeder (Chair), Sue Harris, and Sharon Grassest (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- No report submitted.

COMMITTEE PURPOSE

Find candidates to run for the Board or to fill mid-term vacancies pending approval by the BCC Board.

R&RS RELATED TO THIS COMMITTEE

II.A. Nominating and Election of Board Members, R&Rs pg. 7

COMMITTEE MEMBERS

Betsy Hughes (Chair), Margaret Campbell, Gayle Holland, Terri Currllin, Virginia Ferguson.

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- We are still waiting to hear from the city about getting our cache. The City CERT meeting hasn't met since October, and we will attend when there is a meeting. We may contact State Senator Deb Patterson to see if she can assist us in getting our cache.
- "What's in the cache??!" It's become clear community members don't understand what will be in the cache. It will not be a stash of supplies for individuals in the community. It is the responsibility of individuals to have at least a week's worth of water, medications, clothes, and food set aside for themselves, as the cache is NOT a source for these supplies. This is a misunderstanding to be addressed in a newsletter article.
- When community members send texts to others in the community, it is vitally important to identify yourself somewhere in the text, so we know who you are. We don't know all your cell phone numbers!! Thank you in advance!
- It seems we also need to again address what our committee does as some in the community are still not clear about this. This will be an item for further discussion at another committee meeting and in a newsletter article.
- We discussed transient tent camper in the ravine on our property along Fairway. Salem Police Department has been contacted 3 times and has yet to deal with the issue. We may contact our Ward 4 City Council member, Deanna Gwyn for further help.
- We discussed a homeowner's concern about flooding near the park. It has been determined that a culvert on the city side is plugged. The city has come out and was finally able to find the plugged culvert but is unable to do anything about it right now until the water recedes. A meeting with a city representative is set for Friday, January 5th at 10:00 am to further discuss this issue. If we do not get more action, we may again go to our Ward 4 City Council member, Deanna Gwyn for further help.
- Winter travel preparedness came up as we noted the fact that many were stranded on the East Coast in the recent winter storms. It is important for travelers to carry water, food, blankets, a candle, a portable charger, flares, and so on while traveling in case of getting stranded.
- **BOARD ACTION:** We wish to bring the name of Maggie Schlosser to the board for appointment to our Emergency Preparedness Committee.

COMMITTEE PURPOSE

Coordinate the development of an "Emergency Response Plan" for formal adoption by the Board; and work with the Board and Owners to implement appropriate preparation steps (e.g., develop and train sub-neighborhood emergency teams'). Work with the Board and local authorities to develop an on-site (or nearby) cache of supplies for BCC.

COMMITTEE MEMBERS

Nate Goldberg (Chair), Lynda Hunt, David Best, Aline Autenrieth, John Lewis, Jeanne Dalton, Bill Dalton, Mary Schroeder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Sharon Grassetth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Jim Nixon

REPORT

- No activity in January to report.

COMMITTEE PURPOSE

Develop and manage the annual budget for Battlecreek Commons (BCC).

R&RS RELATED TO THIS COMMITTEE

VI. Investment Objectives and Guidelines, R&Rs pg. 22

COMMITTEE MEMBERS

Jim Nixon (Chair), Nathan Goldberg, and more to be added...

FINANCE COMMITTEE

Committee Chair: Betty McKinney

REPORT

- Finance Committee cancelled the January 23, 2024, meeting with the snow, rain, and ice.
- The Committee had email and phone discussions.
- We have reviewed the CPA firm reports and we have had no questions.

COMMITTEE PURPOSE

Develop and manage the annual budget for Battlecreek Commons (BCC).

R&RS RELATED TO THIS COMMITTEE

VI. Investment Objectives and Guidelines, R&Rs pg. 22

COMMITTEE MEMBERS (UPDATED 11/28/23)

Betty McKinney (Chair), Nancy Clark-Edwards, Terri Currin, Ruth Hewett, Kathie Forstrom, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison, with Jeanne Dalton as a backup).

GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

// UPDATES

Fall Planting & Tree Maintenance

- Fall tree planting is completed.
- Oregon Woodsmen completed tree stump grinding. Please direct all questions to Grounds Committee co-chairs. Ryan Sims can answer questions about estimates for arborist work on private property.

Pond Rehabilitation

- Arne Jensen Landscaping started work on pond rehabilitation. The drawings are still available for all to see in the BCC office. Please direct all questions to Grounds Committee co-chairs.

Continental Hill Planting

- We obtained chips to cover the plantings and will get more chips from Oregon Woodsmen to make the layer thicker.

// NEW PROJECTS

Promoting biodiversity for pollinator and bird conservation, and community attraction

- **DATE: Thursday January 18, 2024**, at 2:30, Kassi Roosth, Marion County Conservation Planner, presented the opportunity for Pollinators' Habitats and grant funding to make them affordable, on the boundary of BCC and the city park (former golf course).
- Our focus is biodiversity, long-season blooms to support pollinators, and conservation of our natural beauty.
- We may benefit from 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. Volunteer time we provide is valued at \$30 an hour. In addition, we are also eligible for riparian grants to aid in planting native species in our pond area. This grant can be combined with the land grant application for the total amounts listed above.

Newsletter, emails, and printed information for residents about December and January events

- Invitations were sent to all residents about the Kassi Roosth meeting including a special reminder to those who live along the north side of BCC and adjacent to the park, to provide their input.

COMMITTEE PURPOSE

Ensure the beauty and maintenance of the grounds in the BCC community.

R&RS RELATED TO THIS COMMITTEE

G.12. Landscaping, R&Rs pgs. 14-15, and II.G. Exterior Alternations and Maintenance, R&Rs pg. 12-14.

COMMITTEE MEMBERS (UPDATED 11/28/23)

Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bruce Schnieber (Master Gardener), Bob Mason, Cindy Herremanns, Lori Pearson, Jim Nixon (Board Liaison) and Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

- No activity in January to report.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS (UPDATED 11/28/23)

Bonnie Shaughnessy-Smith (Chair), Marilyn House, Pinkie Reynolds, Rosalind Helber, Vonda Zirbes, Sharon Grasseeth (Board Liaison).

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- February Newsletter is in process and targeting the distribution for 1/25.

COMMITTEE PURPOSE

Develop a monthly newsletter to be distributed to all BCC residents.

COMMITTEE MEMBERS (UPDATED 11/28/23)

Aline Autenrieth (Chair), Bob Mason, Katie Martin, Dee Doyle (Board Liaison).

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- A minor update to the R&Rs was distributed in January.

COMMITTEE PURPOSE

Develop and maintain BCC documents, including Rules and Regulations, Employee Handbook, Board Procedures, Committee Procedures, and any other documents deemed necessary to provide guidance, promote consistency, and ensure compliance with BCC's governing documents (CC&Rs, Bylaws).

COMMITTEE MEMBERS (UPDATED 11/28/23)

Mary Schroeder (Chair) and Margaret Campbell.

TRANSFER FEE (AD-HOC) COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- No report submitted.

COMMITTEE PURPOSE

Educate BCC homeowners on the real estate transfer fee and how it can benefit them.

COMMITTEE MEMBERS

Betsy Hughes (Chair), Chris Stewart, Mary Schroeder, Jeanne Dalton, Sharon Grassetth, Ruth Hewett, Aline Autenrieth, Gayle Holland, Terri Curlin, Jim Nixon, Bev Marquardt, Bill Marquardt.

December 2023 | Surveys Counted: 53

Suggestion: Keep a “Homeowners Suggestion Box/Comments” notepad ledger in office

Top Priorities - *Weighted Scores*

Priority	Area	Weighted Score
1	Walkways & Sidewalks	66
2	Streets & Driveways	61
3	Grounds	48
4	Clubhouse	32.5
5	Pools	30.5
6	Security	24
7	Courts (Basketball/Tennis)	17
8	Maintenance Building	13

Survey Comments (by Area)

Walkways & Sidewalks:

- Walking paths are hazardous!
- Would like to see walking paths in burm area & Park
- No fencing along golf course/north boundary
- Question: Who is responsible for sidewalk along Reese Hill?

Streets & Driveways

- Repair street Entrances (esp. Reese/Huntington)

Grounds:

- Make our drive circles/turnarounds more attractive
- Mulch tree areas
- Drought tolerant landscaping
- Advocate for (barked...) paths in Park (golf course area)
- Let grass grow longer
- Too much money on pond

Battlecreek Commons Community
Projects & Long-Range Planning Priorities/Preferences
December 2023 - Homeowner Survey

- Electric blowers or vacuum for leaves
- Fence off area east of clubhouse

Clubhouse:

- Flooring in clubhouse needs upgrading
- Treat family-use as priority for clubhouse use
- Make clubhouse more homey
- Have LED lighting in clubhouse (get grant/\$)
- Replace light fixtures in clubhouse

Courts:

- Install pickleball courts
- Keep basketball court
- No cache on basketball court
- No pickleball court near homes
- Basketball court is hazardous
- Move garden to "Huntington Court"
- Make tennis courts usable, refurbish tennis courts

Pools:

- Year-around pool
- Paint outdoor pool deck
- Have a longer season for pools (incl indoor pool)
- Solar panels for pools
- Add hot tub

Safety:

- Safety first, then beauty

Maintenance Building:

- Put Maintenance Building roof on "on-going" Maintenance/Replacement List

Other:

- Beautify homes & garage doors
- Add bathroom to Office
- Initiate activities at clubhouse
- Maintain what we have before adding new
- Happy with staff!