



BATTLECREEK COMMONS

Board of Directors Meeting Minutes

November 28, 2023 – 6:00 pm, via Zoom

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

An Executive Session will follow Board Meeting

WELCOME HOMEOWNERS: Twenty homeowners attended via Zoom.

QUORUM CALL: The meeting was called to order at 6:00 pm. Six Board members present and 1 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 checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The edited minutes for October 24, 2023, Board meetings were approved by the Board members; five yes votes, two votes absent.

MANAGER REPORTS:

- ☐ **Office Co-Managers** – Louise Kohut / Deanna Bontrager – One home is for sale. The board/committee rosters need to be updated and sent to homeowners. The HOA Violation Report & Complaint Form needs to be updated and added to the resource links on website. Currently, many homeowner complaints the office receives are lacking specific information needed. Office is inquiring if a Grievance Committee will be active again; this and other suggestions have been forwarded to Mary Schroeder and Sharon Grassest to review and provide input.
- ☐ **Grounds Manager** – Don Hiebenthal – Recent dry weather has helped with the leaf removal process. Fourteen trailer loads of leaves have been delivered to the Sunnyside Road community garden. Extensive dry rot repair has been completed on two homes. A few grounds staff will be taking vacation during the holidays. Don will be meeting with a roofing person on Monday for an estimate.

COMMITTEE REPORTS:

- ☐ **Maintenance/Repair** – Jim Nixon – Recently, one sewer line failed due to a pipe not sealed properly when it was installed. Spartan will provide communication for all homeowners to know that if any sewer related issues arise, to please contact Spartan first to see if it's an issues related to the recent HOA sewer project, and if the issue isn't related to that work, they are willing to work on any necessary repairs at a reasonable cost. The street paving project committee recently met to discuss next steps. A community walkthrough will happen in the next dry day.
- ☒ **Architectural** – Bill Burnside – No November activity. Committee reviewed some basic homeowner changes such as fence work and root areas on streets.
- ☐ **Planning & Projects** – Sharon stated that the survey for the Homeowners' Project Preferences was distributed to homeowners and needs to be delivered to the clubhouse drop slot, or the office, by Monday, December 4th. Sue Harris is still agreeable to serving as a co-Chair of the committee. The Committee is looking for another person to serve as co-Chair. Jim Nixon will be the committee Board Liaison.
- ☒ **Orientation** – Mary Schroeder – New homeowner was contacted. Homeowner is in the process of updating the unit for resale. Committee will be available by phone to answer questions as needed.
- ☐ **Nominating** – Betsy Hughes – Sharon welcomed Kathie Forstrom as the new Board Director.

☒ **Emergency Preparedness (EP)** – Nathan Goldberg – Aline reported that we're still waiting to hear from the city about the emergency supply cache. No City CERT meeting in October. The Annual Great ShakeOut gathering held on October 19th, was a good one with a small number of attendees, but we had good discussions. Committee continues to work on the "Emergency Binder". The Community Associations Institute (CAI) November monthly luncheon useful Emergency Preparedness information. Four Committee members attended.

☒ **Neighborhood Watch** – Jim Nixon - Nothing of note to report. Camera footage will be reviewed soon.

☒ **Finance** – Betty McKinney - Next Finance meeting will be December 13, 2023. Committee reviewed the financial status report from the accounting firm, and the expense line items that may need to be adjusted for December 2023 and/or January 2024.

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

NEW PROJECTS | Working on grants for the naturalized hedge to separate BCC from the City Park planned on the old golf course. Kassi Roosth, Marion County Conservation Planner, discussed grant funding for the naturalized hedge. The cost of a barrier fence of wood or metal will be extremely expensive. A hedgerow for pollinators and songbirds is being considered. 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. Grant application for land preparation is due in March. Committee will bring the discussion to BCC owners with Kassi available to speak to residents on January 18, at 2:00p. If accepted by homeowners, land preparation will begin by putting chips on the future hedge row. Committee has 18-20 feet plantings as proof of concept. A portion of this project will be a budget item for 2024.

UPDATES | Common Property Tree: A homeowner obtained a personal bid for removing tree roots in the common area in front of the home. Homeowner met with and will have Ryan Sims of Oregon Woodsmen (OW), to work on the feasibility of removing the roots on the personal property. The tree, on common property, will be thinned by OW, and this will be budget item. **Pond Rehabilitation:** Arne Jensen Landscaping will begin work in January 2024. **Fall Planting & Tree Maintenance:** Ferguson finished planting trees this fall. Oregon Woodsmen will begin tree stump grinding on 12/21/23. Residents are asked to refrain from conversations with the crew: they are paid by the hour and need to accomplish as much as possible in the time budgeted. **Continental Hill Planting:** Free wood chips were obtained to partially cover plantings and more will be needed to make layers thicker. **Bird Boxes:** Bruce and Bob are building bird boxes for the park border. **Benches:** Bob Mason is leading team to build benches for designated locations around the community.

☐ **Social** – Bonnie Shaughnessy-Smith – Sharon stated the committee met several times to formulate plans for the BCC Holiday Catered Dinner. The dinner will be Saturday, December 9th, at the clubhouse. Flyers have been distributed to the community. Willaby's Catering will provide the meal.

☒ **Newsletter** – Aline Autenrieth – December newsletter has been distributed.

☒ **Documentation** - Mary Schroeder – nothing to report.

☒ **Transfer Fee (Ad-Hoc)** – Betsy Hughes – nothing to report.

OLD BUSINESS:

- A. **Follow-up Discussion: limit the # of dogs and limit on rentals** – Sharon provided an update on the BCC attorney advice to limit the number of dogs and rentals owned by homeowners. The advantages and disadvantages were discussed. To make or add changes to the Rules would require a two-thirds (2/3) "yes" vote. The Board will hold off on a decision for now pending more research and addition legal advice. A discussion on increasing violation fines and/or setting up a re-occurring fine schedule in cases where rules are not followed were other ideas brought forth.

- B. **Noise Grievance: Complaint, fine for noise** – Sharon provided an update on a recurring issue with a homeowner making excessive noise during community quiet hours. Approximately five homeowners have complained about the noise coming from this resident's home at all-hours of the day. A fine had been given to the homeowner in the past. It was suggested to talk with homeowner to stop the behavior. Discussion occurred on whether to escalate the violation fine (up to the limit) for repeated offenses. It's recommended that HOA office 'homeowner' file include a log of repeated offenses, recent police reports, and the community complaint forms. The Board agreed that the next step fine of \$200 should be given, but more discussion will be held in the Executive Session to follow the Board meeting before formal action takes place.

NEW BUSINESS:

- A. **Reinstate Grievance committee, update violation/complaint form** – Discussion occurred on bringing back the Grievance Committee. This is on hold until a chairperson can be found. Mary will work with the office to update the Grievance Form on their suggested descriptions, and to remove from the reference to the committee on the form for now. It was suggested that if a homeowner has a complaint, they should bring it to the Board to be discussed.
- B. **HOA Insurance review, and 2024 changes** – HOA Insurance will increase for 2024, and a new calculation will be formulated for homeowners related to their property square footage. The insurance is included in HOA dues. Sharon, along with Jeanne Dalton, will work with a couple of subject-matter expert homeowners to review the HOA Insurance policy for accurate and updated policy coverages.
- C. **Website Software Renewals** – BCC's website hosting needs to be renewed in December. Wix is the hosting company and is running a promotion to save \$120 on a 2-year renewal. Sharon Grasse, **made a motion**, seconded by Jim Nixon, **to approve the purchase of a 2-year website hosting renewal, and use the promotion to save \$120.** The motion passed with six yes votes, and one absent vote.

CORRESPONDENCE:

Grievance Noise Letter – addressed earlier in meeting

Grounds committee has been working with a homeowner for the past six months on addressing a lack of grounds maintenance of an adopted common area with plantings. The homeowner has not been maintaining plantings such as over-grown plants and dead shrubs. Several neighbors have complained about the appearance of the unkept plantings. Also, homeowner has been unresponsive to previous letters of concern. Grounds committee will draft a 30-day resolution letter to take care of the area, or the land will be relinquished back to BCC grounds crew maintenance by effective January 1, 2024. If no response, then the land is relinquished back to BCC maintenance. Board agreed that this was a reasonable way to work with the situation. Committee co-Chair will submit a letter for Board review and send it to the homeowner.

GOOD OF THE ORDER:

A homeowner recommended that the turn-around areas on Huntington, Continental, and two areas around the office could use some beautification to cover the dirt areas with 3- to 8-inch river rock. Three dump truck loads were priced at a cost estimate of \$3,500. It was suggested that the maintenance crew has a tractor to move/install the rock in those areas. Another suggestion was to use chain-link fencing to create the hedge (instead of trees and plantings) to separate BCC from the City Park planned on the old golf course. A co-Chair responded that the river rock suggestion is a viable solution. It was recommended that the homeowner attend the next Grounds Committee meeting to bring their ideas and suggestions for further discussion.

The meeting adjourned at 7:55 p.m.

For December, the next monthly Board meeting will be on the 3rd Tuesday of the month, which is **Tuesday, December 19, 2023**, at 6:00 pm, via Zoom Online Meeting Only.