

MEETING PACKET

Battlecreek Commons Board Meeting
March 26, 2024



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BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda

March 26, 2024 – 6:00 pm via Zoom Only

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 Grassest (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 February 27, 2024.*

MANAGER REPORTS:

- Office Co-Managers – Deanna Bontrager, Katie Martin
- 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 (Interim) – Sue Harris/Bill Dalton | <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. Insurance requirements
2. Office Position
3. Fine schedule and implementation

NEW BUSINESS:

1. Possible ballot measure
2. Update: Emergency Cache

CORRESPONDENCE:

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tuesday, April 23, 2024, at 6:00 pm, Zoom Only meeting.**



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 Grasseh (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 (Accurance 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 Grasseh, **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 Grasseth, **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.

OFFICE MANAGERS REPORT

Co-Officer Managers: Deanna Bontrager and Katie Martin

REPORT

Home Sales:

- 6585 Fairway is supposed to close before the end of the month, barring any issues.

Outstanding Dues:

- Owed in back dues: \$4,795.65

Office Requests:

- Software: Acrobat Pro \$249.99/yr. and Adobe Lightroom \$119.88/yr.
 - Sue Harris 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.

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

REPORT

Maintenance

- Rain has put a damper on our paving plans. Hopefully we get an early spring sun to 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.
 - As soon as the rain stops, 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 major paving “replacement” will take place in future years.
 - Along with “crack seal” repairs, the committee will be focus concurrently on 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 on some of our larger Sweetgum trees. Yeah, its a community beauty boost and a considerable \$\$\$\$ savings.
- We have one bid from Action Drain to repair/replace a broken storm drain. We have requested another bid from West Coast cipp for comparison. As soon as it arrives, we will compare and move forward.

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 issues or new architectural applications have been received.
- Architectural community walk-arounds will begin in late April/early May.

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-Chairs: Bill Dalton/Sue Harris

REPORT

- An "Amenities Homeowners Interest" meeting was held on Thursday, March 14, at the clubhouse, with eleven homeowners attending to share and provide feedback, as well as offer future help with amenities research and planning. Next month, on Saturday, April 13th (10a-12p), the Committee will meet at the clubhouse, led by Deanna Bontrager to conduct 'walk-thru' tours through current BCC Amenities areas. The Committee and homeowners will hold idea/vision discussions and fill out analysis/feedback forms to generate short- and long-term projects for further planning, research, and budgets in areas such as: courts/community gardens, clubhouse/bathrooms, pools, and new possible features.
- **All homeowners are encouraged to attend committee meetings at any time.**

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:

Bill Dalton (Co-Chair), Mary Schroeder, Deanna Bontrager, Bill Burnside, Bob Mason, Gayle Holland, Sue Harris (Co-Chair and Board Liaison).

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- No visits and nothing scheduled in March.

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, Katie Martin, Jeanne Dalton, and Sharon Grassetth (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Nothing to report for March.

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 Currlin, Virginia Ferguson.

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- 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 as 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.

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, Maggie Schlosser, Sharon Grassetth (Board Liaison).

NEIGHBORHOOD WATCH/SECURITY COMMITTEE

Committee Chair: Jim Nixon

REPORT

- A complaint was made towards a particular homeowner on Huntington who allows their dog to “bleed 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. The camera footage has been reviewed at 400, 15 second clips, and works well. 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.

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

- 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.

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, 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

Pond

- 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 Habitats

- We will continue to work on Pollinator Habitats with Kassi Roosth, Urban Conservation Planner from Marion SWCD to install plantings 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).

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, and Lori Pearson, Jim Nixon (Board Liaison) and Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

- No activity in March 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

- The April 2024 BCC Newsletter has been distributed.

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

- No activity in March to report.

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

- Article 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.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS

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