

MEETING PACKET

Battlecreek Commons Board Meeting
July 25, 2023



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BATTLECREEK COMMONS

Board of Directors Regular Meeting Agenda

July 25, 2023 – 6:00 pm

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 Grasseth (President) | <input type="checkbox"/> Sue Harris (Secretary) |
| <input type="checkbox"/> Nathan Goldberg (Vice President) | <input type="checkbox"/> Joan Bechtel (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 with Board edits applied:
Monthly Board Meeting on June 27, 2023.

MANAGER REPORTS:

- ☐ Office Managers – Louise Kohut and 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 – Colleen Goldberg | <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:

None

NEW BUSINESS:

1. Garbage Cans

CORRESPONDENCE:

GOOD OF THE ORDER:

The next monthly Board meeting will be on **Tuesday, August 22, at 6:00 pm, in person at the Clubhouse with Zoom meeting option.**

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Jim Nixon

REPORT

- Nothing to report.

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, and Tom Elliott.

ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

REPORT

- No new applications
- Committee will follow-up on friendly reminders at the end of August.

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

Bill Burnside (Chair), Jim Nixon (Board Liaison), Mike Campbell, John Morgan. Seeking more members.

PLANNING & PROJECTS COMMITTEE

Committee Chair: Colleen Goldberg (Interim)

REPORT

- Nothing to report.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS

Colleen Goldberg (Chair), Bill Dalton, Bob Mason, Gayle Holland, Jim Nixon (Board Liaison)

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

- Met with two new homeowners this month to deliver and review the red homeowner binder.
- No pending visits.

Additional Information:

- Will continue to follow-up with two other new homeowners.

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

Mary Schroeder (Chair), Ruth Hewett, Sue Harris, and Jeanne Dalton (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Nothing to report.

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, Joan Bechtel (Board Liaison)

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Nate Goldberg

REPORT

- At the time of our meeting, we've had no word from the City of Salem Emergency Management Office regarding our cache.
- Update— Sharon, Mary, and Aline attended the Monthly City CERT Meeting on 6/13 and met Joe Hutchinson, our new City Emergency Manager! Interesting meeting learning about his background and all the urgent projects on his plate as he becomes oriented and begins to carry out his duties. At the top of his list is submitting the annual budget request for the new fiscal year which is due 6/30/2023. On the top of his department agenda is communications. On any emergency, critical is the need for coordinated communications across all involved agencies. He is fully aware of the "leftover" projects needing to be addressed including work regarding caches in the community – there are several. It was a good "get-acquainted" hour and a half long meeting. Another item he mentioned when he learned of newsletter articles is to stress to residents the very important need for everyone to have copies of their important documents in a very safe place for identification verification in the event of lost/destroyed originals.
- We discussed the National Night Out project. Sharon has already had a great informational email blast sent to the community on 7/11. Each BCC Committee will have an informational table with a sign so residents can circulate and learn about each committee and their duties and hopefully encourage interested residents to sign up to join a committee. We talked more about logistics including baskets with "appropriate" items (i.e., gifts cards from vendors and other items) for each committee and distribution of these baskets to the community via a fun raffle.
- Newsletter topics were discussed.
- We will meet if needed (our usual meeting date is August 1) before our usual time September 5th.

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 Schroder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Sharon Grasseeth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Jim Nixon

REPORT

- Nothing 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

Board Vote Request

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)
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)

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

Betty McKinney (Chair), Nancy Clark-Edwards, Terri Currin, Ruth Hewett, Kathie Forstrom, Dee Doyle, and Jeanne Dalton (Board Liaison).

GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

Continental Planting

- We are removing rocks and roots and raking the potting soil; we hired Billy on our crew to do so. Next, we are restarting the existing irrigation system, installing separate feeder lines for the plants, and installing a covering of arborist chips, completing this project under budget. Thank you, Bruce and Bob, for your faithful watering of the plants!!

Homeowner Application for Authorization to Change or Alter Structure or Common Grounds Area

- Mary Schroeder
- The Grounds Committee recommends the Board approve the application.
- EXHIBIT A (*see page 13*)

Tree Felling Bids

- We have received bids for removing the 9 trees identified as hazardous by Todd Prager & Associates in Lake Oswego (<https://toddprager.com/>) in the report available to all residents for review in the BCC office.
- Stump grinding bids and maintenance bids were also requested of each company. We will review a chart of the information we have received.
- Present Bid and choice of tree company to the Board, based on the prices and merits of tree company.
- EXHIBIT B (*see page 14*)

National Night Out: August 1, 2023, 5-8PM on the court on Huntington Circle

- Table to present Grounds Committee work/planned projects/solicit more members
- Raffle basket with garden items
- Homeowners' patios/gardens beauty contest

FOR DISCUSSION: 2024 Budget Needs

- Tree replacement (bare root trees purchased in January are cheaper)
- Pond rehabilitation
 - Aren Jensen of 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.

CONTINUED -

GROUNDS COMMITTEE CONTINUED

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

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

EXHIBIT A

Application for Authorization to Change or Alter Structure or Common Grounds Area
Presented to the Grounds Committee
REPORT TO THE BCC HOA BOARD
July 20, 2023

BCC homeowner, Mary Schroeder of 6720 Continental, presented a request as follows: "Remove a branch for oak tree in lot next to my unit. Will pay the cost of removal."

The branch is overhanging a redwood tree in the yard of the homeowner and infringing on the growth of the redwood. This branch was examined by Paul Jackson, Certified Arborist, who notes that the lean of the oak branch itself is sufficient to warrant removal. In addition, removal allows the redwood to grow unimpeded. There is no cost to BCC, as the homeowner agrees to be responsible for costs.

The Grounds Committee recommends APPROVAL of this application and asks BCC HOA Board to approve the application. Thank you.

Respectfully submitted,

Battlecreek Commons Grounds Committee
Megan Trow, Chair
Virginia Ferguson, Co-Chair

EXHIBIT B

TREE REMOVAL, STUMP GRINDING, AND TREE MAINTENANCE REPORT TO THE BCC HOA BOARD July 20, 2023

The Grounds Committee sought bids from 5 companies to address removing nine (9) dead and dying trees from the BCC grounds as recommended in the Prager Tree Assessment report previously provided to the HOA Board. On July 19, the Grounds Committee reviewed bids from four of these companies (one declined to participate) and made the following selection:

Tree Removal and Stump Grinding: Timberview Tree Service, LLC, Humberto Pedraza, owner.

Mr. Pedraza bid \$7200 to remove the nine indicated trees.

Mr. Pedraza offered a separate bid to grind and clear up to 20 old stumps for \$2600.

The Committee reviewed comments by three of the four professionals who made bids that the nine trees identified for removal do not necessarily require stump grinding if the cutting is done properly to grade level because of the location of the trees in areas that are not in major view of the BCC grounds in general and/or because grinding the stumps would impact the surrounding tree roots significantly. The separate bid for grinding old stumps would address the stumps left in 2022 and previous years that do impact the looks of large open areas of BCC. This would allow the Grounds Committee to repair the scars left by planting smaller spreading shrubs over those areas. Replacement trees would be placed in more open areas that would provide a better environment for large trees without trying to compete with roots and detritus from the previously removed trees.

Tree Maintenance: Mountainview Tree Service, Paul Jackson, Certified Arborist

Mr. Jackson bid \$2800 per service for maintaining the trees on BCC grounds.

The Grounds Committee strongly recommends that the HOA enter into an on-going contract with Mountainview Tree Service to maintain the safety and health of the BCC trees. This would involve twice/year service initially to clean up the dead limbs seen on many trees on the BCC grounds (see Prager report), using a three-man crew, bucket-truck and chipper, and a climber if necessary. Ongoing maintenance would address:

- 1) **Safety** - remove dead, dying and hazardous limbs.
- 2) **Clearance** – pruning trees to provide clearance of buildings and roadways as required by law and for safety of pedestrian and vehicle traffic.
- 3) **Health** – Pruning to improve health of trees through canopy balancing, thinning and weight reduction to reduce likelihood of tree failure.
- 4) **Aesthetics** – improve the visual impact of trees to enhance the overall setting and value.

Board Approve Request:

The Grounds Committee strongly encourages the Board to approve the bids of Mr. Pedraza for felling the nine identified trees and grinding the stumps left from previous tree work, and to enter into a contract with Mr. Jackson for one (1) maintenance event in the fall of 2023 and two (2) during the calendar year 2024.

Financial Considerations:

Current Balance in Line Item 5550 -	\$18,912
Tree Removal	\$7,200
Stump Removal	\$2,600
Maintenance – Fall 2023	\$2,800
2023 proposed costs:	<u>\$12,600</u>
Budget remainder in line item 5550 in 2023	\$ 6,312
Budget proposed for 2024 -	\$6,000

Respectfully submitted,

Battlecreek Commons Grounds Committee
Megan Trow, Chair
Virginia Ferguson, Co-Chair

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

- Nothing to report.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS

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

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The July BCC Newsletter is complete and distributed.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS

Aline Autenrieth (Chair), Bob Mason, Katie Martin, Joan Bechtel (Board Liaison)

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

Board Approval Request:

- Minor updates to R&Rs were drafted and sent to Board for review and approval.

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

Mary Schroeder (Chair), Margaret Campbell, and Ruth Hewett.

TRANSFER FEE (AD-HOC) COMMITTEE

Committee Chair: Betsy Hughes

REPORT

- Nothing to report.

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 Grasseeth, Ruth Hewett, Aline Autenrieth, Gayle Holland, Terri Curlin, Jim Nixon, Bev Marquardt, Bill Marquardt, and Joan Bechtel (Board Liaison).