

# **MAINTENANCE & REPAIR COMMITTEE**

Committee Chair: Virginia Ferguson (Interim)

Pavement Committee Chairs: Christina, with Richard Staats

## **REPORT**

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Paving Update:

Two companies have submitted bids for repairs to two specific areas in need of attention: The Continental corner that is badly broken up, and the entrance to two arms of Huntington where the tree roots have broken up the concrete and the sidewalk in between. One bid is only for asphalt work, and the other is for combining asphalt and concrete. The combination of concrete and asphalt cost is higher due to the complexity of combining the two materials but would give a longer lasting and more esthetically pleasing result. I have asked that company for a second bid to address just using asphalt so we can compare “apples to apples.” I hope to have both quotes ready to discuss at the Board Meeting.

## **COMMITTEE PURPOSE**

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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**

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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**

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Rich and Chris Staats (Paving Project Leads), Bill Burnside, Tom Elliott, and Virginia Ferguson (Board Liaison).

# ARCHITECTURAL COMMITTEE

Committee Chair: Bill Burnside

## REPORT

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No report submitted

### COMMITTEE PURPOSE

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

### R&RS RELATED TO THIS COMMITTEE

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

### COMMITTEE MEMBERS

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

# PLANNING & PROJECTS COMMITTEE

Committee Co-Chairs: Bill Dalton/Sue Harris

## REPORT

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- Pool Project
  - New Filters and pumps are on order, and are scheduled to start the installation of 3 pools filters on Monday, April 21<sup>st</sup>.
  - Emerald Pools will need the 50% Deposit mailed to them 30 days before installation.
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- Exterior Paint and Clubhouse Improvement Project
  - A small work group of licensed interior designers (BCC homeowners) are creating presentation materials during the month of February.
  - The workgroup hopes to have DRAFT exterior paint color schemes and clubhouse improvement ideas to present at a larger Sub-committee meeting in mid-March 2025.

## COMMITTEE PURPOSE

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Develop plans/proposals to guide and assist the Board and Finance Committee with maintenance and replacement projects. The committee may have ad-hoc subcommittees such as an Amenities Committee as projects arise.

## COMMITTEE MEMBERS

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Bill Dalton (Co-Chair), Bill Burnside, Shelley McAlpine, Sue Harris (Co-Chair and Board Liaison).

# ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

## REPORT

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- One homeowner was visited on February 2<sup>nd</sup>, and another is scheduled for February 20<sup>th</sup>.

## COMMITTEE PURPOSE

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Welcome and provide needed information to new homeowners.

## R&RS RELATED TO THIS COMMITTEE

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

## COMMITTEE MEMBERS (UPDATED 11/28/23)

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Mary Schroeder (Chair), Sue Harris, Jeanne Dalton, and Sharon Grasseeth (Board Liaison).

# NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

## REPORT

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- No report submitted

## COMMITTEE PURPOSE

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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

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

## COMMITTEE MEMBERS

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

# EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT

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- Emergency Preparedness Committee did not meet in February.
- Emergency Preparedness will have its next committee meeting on Tuesday April 1st, 2025 unless called sooner.

**BOARD ACTION:** No action requested of the BCC Board.

## COMMITTEE PURPOSE

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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

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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 Grasseeth (Board Liaison).

# NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: To be determined

## REPORT

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- Thanks to the grounds committee for getting the tree trimmed back near the exterior light pole near the clubhouse.
- The electrician has ordered a new 16 ft. pole and light fixture to be installed sometime in March.
- The Flock Security Camera is on back order, but the hope is that the area will be all ready and prepped, for the security camera once it has arrived.
- As of 2/12/25, the Flock Security Camera is waiting on BCC payment and needs to return a contractor's form, so there are some additional delays that may impede product delivery and schedules. Next Committee meeting will be held March 13 in the clubhouse.

In the last meeting we discussed sending you several incident report forms to choose from. Even though Deb Higgins did find several, she was unable to edit them to fit Battlecreek's needs, so she created a Google doc using their info and added some of Battlecreek's. We think a form should be concise and simply contain all pertinent information. The draft is included in this packet and is on the agenda for you to approve.

We would like to suggest putting this on the BCC website as well as in each newsletter with a reminder to all residents that we are ALL part of the neighborhood watch. We hope an easy form will increase neighbor participation.

We also think it might be a good idea for BCC to add our own page on the "Nextdoor" app, which can be accessed either online or on your phone.

## COMMITTEE PURPOSE

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

## R&RS RELATED TO THIS COMMITTEE

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

## COMMITTEE MEMBERS

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Lynda Hunt, Megan Trow, Debi Higgins, Mike Higgins, David Best, and Sue Harris (Board Liaison/Acting Chair).

# FINANCE COMMITTEE

Committee Chair: Dee Doyle (Interim)

## REPORT

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No report submitted

### COMMITTEE PURPOSE

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

### R&RS RELATED TO THIS COMMITTEE

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

### COMMITTEE MEMBERS

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Nancy Clark-Edwards, Ruth Hewett, Kathie Forstrom, Mike Stapleton, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison, with Jeanne Dalton as a backup).

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Committee Co-Chairs: Megan Trow, Virginia Ferguson

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- R&R Tree Service trimmed trees on Lexington Circle; they will continue with fall maintenance.
- They can also do arborist work on small trees and shrubs, such as the rhodies.

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- ASH CREEK company sprayed the stream bed and part of our pond in November.
- We need to do planting of City provided plants which are currently being held in our community garden.
- Ash Creek or R&R (whichever has lower bid) will also plant 1" plants along creek.
- We discuss later how to water the plants in the late spring before any drought.

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- Use slow release fertilizer on trees in March/April

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- To be determined from committee members' suggestions for agenda:
- Stream along Fairway: spraying of berries pro/con
- Updates needed for asphalt repair in regard to tree roots/health
- Hedge along Rees Hill being cleaned by Gayle Holland: can crew help?

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

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

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Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bruce Schnieber (Master Gardener), Bob Mason, Cindy Herremanns, Lynn Davis, Joe Clark, and Jeanne Dalton (Board Liaison).

# **SOCIAL COMMITTEE**

Committee Chair: Bonnie Shaughnessy-Smith

## **REPORT**

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No report submitted

## **COMMITTEE PURPOSE**

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Plan social events for homeowners.

## **COMMITTEE MEMBERS** (UPDATED 06/05/24)

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

# NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT

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- The March 2025 BCC Newsletter is in progress and will be distributed on February 25th.

## ADDITIONAL INFO

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No Board decision is requested at this time.  
Currently, there are no new members to present.

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## COMMITTEE PURPOSE

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

## COMMITTEE MEMBERS (UPDATED 11/28/23)

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Aline Autenrieth (Chair), Joan Bechtel, Bob Mason, Dee Doyle (Board Liaison).

# DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

## REPORT

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In December, the Board approved a new rule that I drafted but I made a mistake regarding the committee's name, which Betsy noticed and brought to my attention.

NOTE 1: New board members are voted on a position number, which is maintained by the **Nominating** Committee. They are expected to serve the assigned term limit but, if unable to finish their term, they can resign, and the Board can appoint a replacement to finish the term. (See A.2 below). No board member can serve more than nine years total, whether consecutive or non-consecutive terms/years. (Added December 2024)

NOTE 2: If the annual meeting is not held in person and votes are done by ballots, the Election Committee will meet on the day following the normal annual meeting date to count the ballots. The chairperson or a representative of that committee will inform the Board president of the outcome, and an announcement of the results will be sent to all homeowners within 24 hours.

I had intended to submit this correction for the January meeting, but it completely slipped my mind, therefore, please review and be prepared to vote to accept the correction in this month's board meeting.

## COMMITTEE PURPOSE

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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

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Mary Schroeder (Chair) and Margaret Campbell.