



BATTLECREEK COMMONS
Board of Directors Meeting Minutes
March 25, 2025 – 5:30 pm, via Zoom Online Meeting

WELCOME HOMEOWNERS – There were 12 owners present

QUORUM CALL: The meeting was called to order at 5:30 pm, with all board members present

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| <input checked="" type="checkbox"/> Sharon Grassest (President) | <input checked="" type="checkbox"/> Sue Harris (Secretary) |
| <input checked="" type="checkbox"/> Nathan Goldberg (Director) | <input checked="" type="checkbox"/> Kathie Forstrom (Director) |
| <input checked="" type="checkbox"/> Dee Doyle (Treasurer) | <input checked="" type="checkbox"/> Virginia Ferguson (Vice President) |
| <input checked="" type="checkbox"/> Jeanne Dalton (Treasurer Backup/Director) | |

MINUTES OF PREVIOUS BOARD MEETING:

The minutes for February 25, 2025, Board meeting were approved as amended.

MANAGER REPORTS:

- ☒ **Office Manager** – Susan with AMS gave Anna Flores report as she was absent. There were no sales this past month, transition with AMS is going smoothly as they continue to work together to get owners accounts set up and processed. She also reported that there are still a few owners dropping their payments off at the on-site office. Anna to get those owners contact info to Sharon so she can work with them.
- ☒ **Grounds Manager** – No report was submitted but he did give an update to Sharon who reported that they have continued working on moss control, convert light posts to LED and refinish benches. There was a last-minute report of a water main leak on Lexington of which he could not get a plumber out that did not cost an exorbitant amount so Susan with AMS will get a list of plumbers for him.
- ☒ **AMS** – Susan reported that she and the Staff Accountant met with the Finance Committee to review the financial packet and make some adjustments. Susan and Sharon will be working with the association attorney and insurance agent to ensure the language is clear for owners. She also reported that going forward the committee reports will be posted on the website and portal instead of having details in the minutes.

COMMITTEE REPORTS:

- ☒ **Maintenance/Repair** – Virginia Ferguson (Interim Chair) – Virginia Ferguson informed folks that the trees they see marked are the ones being looked at by an Arborist to make sure they are properly protected as the asphalt and concrete repairs and replacement project gets under way this year. She also reported that she researched and met with pest control companies about the voles and the cost is way too absorbent, of which they still cannot guarantee they can control them. She and Don will be looking for alternatives.
- ☒ **Architectural** – Bill Burnside resigned.
- ☒ **Planning & Projects** – Sue Harris gave an overview of the work the committee has been doing on the clubhouse painting and flooring replacement project. They will have a solid proposal and plan to share in April.
- ☒ **Emergency Preparedness (EP)** – Aline Autenrieth reported that the committee and other neighbors got together and installed the shelves in the cache. Now that there are shelving CERT has informed them they have more supplies they will bring by. Next meeting is April 7th at 6pm in the clubhouse and will be joined with the Neighborhood Watch Committee.

☒ **Neighborhood Watch** – Sue Harris (Interim Committee Chair) reported that the incident reporting form will be completed next board meeting. She also requested some funds for an additional private property and 3 pet pick up signs of which Sharon approved.

☒ **Grounds** – Virginia Ferguson reported that the Scotch Creek work is continuing and that in April they will conduct a walk through where they will focus on the inside mow strips.

☒ **Newsletter** – Aline Autenrieth reported the monthly newsletter for this month went out.

OLD BUSINESS:

A. None

NEW BUSINESS:

A. Staff Holidays: Sharon shared the feedback from the staff and then made a motion to add 1 day off during the month of their birth for each staff member. Virginia seconded and there being no objections motion passed unanimously.

B. Incident Report: Tabled

C. Clarification of work orders for common grounds: There was only discussion on this topic, of which Sharon will talk with Anna and Don on how to process and work with the committee chairs.

D. Appoint members for finance and architectural committees: Tabled

CORRESPONDENCE: None

GOOD OF THE ORDER: None

The meeting adjourned at 6:37 p.m.