

COMMITTEE REPORTS

Battlecreek Commons
January 2026



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MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

REPORT

Nothing to report this month.

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

Tom Elliott, Bob Mason, Wayne Cox, Elbert Stribling, and Virginia Ferguson (Board Liaison).

ARCHITECTURAL COMMITTEE

Committee Chair: John Morgan (Interim)

REPORT

Nothing to report this month.

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

John Morgan (Interim Chair), Steve Starkey, Kathie Forstrom (Board Liaison)

CLUBHOUSE IMPROVEMENT PROJECT SUB-COMMITTEE

Megan Trow, Shelley McAlpine, Brenda Hammack

REPORT

Nothing to report this month.

COMMITTEE PURPOSE

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

Clubhouse sub-committee: Megan Trow, Shelley McAlpine, Branda Hammock

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

Nothing to report this month.

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), Jeanne Dalton, Kate MacKenzie, and Sharon Grassetth (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

Nothing to report this month.

The Committee is always in need of volunteers.

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 Currin, and Jeanne Dalton (Board Liaison).

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

Nothing to report this month.

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

Aline Autenrieth (Chair), Lynda Hunt, David Best, John Lewis, Jeanne Dalton, Bill Dalton, Mary Schroeder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Nate Goldberg, Maggie Schlosser, Sharon Grassetth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair:

REPORT

Nothing to report this month.

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

Lynda Hunt, David Best, Megan Trow

Finance Committee

Committee Chair: Jeanne Dalton

REPORT

Present: (members) Debbie Imig, Jeanne Dalton, and Lisa Coates(by phone); Dee Doyle (Board liaison).

The Committee met on 1/21/2026.

- Reviewed credit and debit card resolution(attached) sent to us by Susan West, manager from AMS. This is for policy for debit card use by employees and homeowners. We agree with the resolution and suggest the Board make any other corrections needed.
- Reviewed the financial figures from 11/30/25 against the 2025 budget figures. Committee reviewed and noted those accounts that were over budget at this time. There were a few that were significantly over budget which were expected, such as sewer maintenance. We are awaiting 12/31 financials.
- Reviewed and edited form written by member to have committee chairs acknowledge expenses > \$250 to send to the office manager so that we have an account of expenses during the month, rather than waiting 2 months to review expenses in the budget. (attached)
- Next month we will review charter and R& R related to Finance Committee to update.

Recommendations:

- 1) Edit and approve debit/credit card resolution
- 2) Review and accept/reject **Budget Expense Notification Form**

Next meeting will be February 18, 2026, at 5pm at the Clubhouse.

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

Jeanne Dalton, Committee Chair, Nancy Clark-Edwards, Kathie Forstrom, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison).

Grounds Committee

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

The Grounds Committee has purchased a pole saw to allow for the on site maintenance team to complete some needed tree trimming.

The on site maintenance team will also be receiving some training from a local expert on mole catching and removal.

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), Bernie Sims, Gayle Holland, Sheila Johnson, and Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

A Volunteer appreciation event is being planned for March, more details to follow.

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS (UPDATED 06/05/24)

Bonnie Shaughnessy-Smith (Chair), Marilyn House, Rosalind Helber, Kathy Kaspari, Kathy Miller, and Sharon Grassetth (Board Liaison).

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

Nothing to report this month.

COMMITTEE PURPOSE

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

COMMITTEE MEMBERS (UPDATED 11/28/23)

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

DOCUMENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

Nothing to report this month.

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 Sue Harris (Board Liaison).