

# **MAINTENANCE & REPAIR COMMITTEE**

Committee Chair: Virginia Ferguson (Interim)

Pavement Committee Chairs: Christina, with Richard Staats

## **REPORT**

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### **Paving Update:**

Virginia met again with Rich from A&R Daimond Paving to figure out how best to use the total funds available this year. He thinks by using asphalt on the two major serious areas, there should be enough to address broken aggregate areas on Lexington and replace the problems at the entrance to the complex by the clubhouse with real sidewalks and curbs up to the clubhouse driveway. I am now waiting on information from the tree service as to whether the best way to protect the impacted trees is we use asphalt on Continental and Huntington.

### **Voles:**

The second person contacted indicated that voles were terribly hard to control, and he doesn't bother. He said he advised homeowners to purchase a product from Amazon that is safe and generally efficient. I discussed this with Don, and we will continue to work on the problem. I don't see any value in the costs involved with hiring the company that gave us a bid. We can do essentially the same thing with the on-site staff.

## **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. Bill is resigning so you need to appoint a new committee chair.

### 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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The Planning and Projects Committee meet on Friday, March 14 at the clubhouse on the following topics:

### **Clubhouse Improvements**

BCC Homeowners: Sue Harris, Brenda Hammack and Shelley Alpine presented clubhouse improvement ideas such as interior painting and flooring recommendations. Committee agreed that painting should be completed before flooring work. The 2025 budget for clubhouse improvements is \$4,300. Bids on the interior painting (includes paint, ceiling, walls, cabinets and kitchen areas) ranged from \$3,400 to \$5,500 (The lowest bid is attached, **Attachment 1**).

One homeowner asked if we could get a bid from paint contractor for painting only the ceiling, in order to stretch funds. Then maybe we can have homeowners willing to paint walls and cabinets. With this approach, it would require paint volunteers to sign a liability release form. This idea will be discussed more at the next meeting. One flooring bid came in at \$5,987 (Empire) with a few more bids expected within a week. Due to the budget limitations, it was also asked if the BCC maintenance crew might have some expertise in laying new flooring, but this would not carry a labor warranty, if any errors were made, etc.

The Committee's recommendation is to get all the bids in and present final recommendations at the next Committee meeting on April 11<sup>th</sup>. Some on the committee asked if there was any room to move the clubhouse house improvement "reserve study project" sooner than scheduled (within 5 years). Due to low reserves, the committee was informed that only in emergency cases should a reserve study project be moved sooner than scheduled.

Other ideas for locker room improvements were presented but will need to wait until reserve study projects are scheduled.

### **New Exterior Paint Colors, for BCC Homes**

The BCC exterior home paint cycle will begin again in 2026. A sub-committee of licensed interior designers was assigned and created a new exterior home color palette for the larger P&P Committee and meeting attendees (12 people) to consider. Brenda Hammack presented the new exterior colors (4-5 body and 2-3 trim colors). After the presentation, the Committee and attendees were very verbal and in favor of the new color presented. One homeowner asked for one additional color choice for consideration. The final color palette will be presented at the next committee meeting on April 11<sup>th</sup> at 1pm in the clubhouse. In addition, a community-wide feedback session will be held on Saturday, April 12<sup>th</sup> from 10:30am to 12 noon at the clubhouse, so homeowners can see the color palettes and provide feedback to the committee. Logistics on which units to be painted first and how homeowners choose colors will be discussed at the next meeting. A final presentation to the Board is targeted for April 2025.

**BOARD REQUEST:** The committee would like to request that the April 2025 Board meeting be held in person at the clubhouse, so that the Board can hear and visually see a formal presentation to obtain feedback, direction, and final approvals.

### **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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- 3 pending visits but no dates set due to homeowners still settling in or remodeling.

## 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 Committee met with the Neighborhood Watch Committee. See notes in their report.

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

# NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Sue Harris (Interim)

## REPORT

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The Neighborhood Watch Committee met on March 13, 2025 to go over several projects as follows:

### **Incident Form**

An Incident Form final draft (**Attachment 2**) was reviewed and edits completed. This form will be available from the BCC website to share with homeowners to report any suspicious incidents that may happen in/around the BCC community (<https://www.battlecreekcommons.com/nwc-contact/>). This form can be submitted online, or a PDF to download and fill out is available to be returned to the BCC Business Office.

### **Pet Waste Signage (Attachment 3)**

The Committee selected a pet waste sign for the BCC community. Committee recommends ordering two (2) signs (\$36/each) for use in the grass areas near Lexington Circle and near the clubhouse in front of the pond.

### **Other signage**

The committee recommends a few additional signage recently order to cover two gaps near the pond and berm areas. One more PRIVATE PROPERTY sign and one more Pond sign with (no swimming, no dogs, etc.) – Total \$75.

**Question:** A tow sign displayed at the Lexington entrance to BCC (in front of the clubhouse) is torn up around the edges. Do we get a new sign ordered from the towing company or do we order a custom sign ourselves?

### **Joint Sub-Committee Meeting**

The Neighborhood Watch Committee will meet with the Emergency Prep committee on April 7<sup>th</sup> at 6p at the Clubhouse to discuss joint efforts to create a community-wide awareness group. We'll discuss more efforts to engage and support BCC homeowners within 'community zones'.

## 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 per Dee.

## 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, Kathie Forstrom, Virginia Ferguson (Grounds Committee Liaison), and Dee Doyle (Board Liaison, with Jeanne Dalton as a backup).

# GROUND S COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

No report per Megan.

## 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, 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

### ADDITIONAL INFO

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No report submitted.

### 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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No report per Mary.

## 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.