

COMMITTEE REPORTS

Battlecreek Commons
July 2025



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MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

REPORT

No report was submitted 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

No report submitted 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)

PLANNING & PROJECTS COMMITTEE

Committee Chair: Bill Dalton

Club House Sub Committee: Sue Haris (Board Liaison) Shelley McAlpine, Brenda Hammack

REPORT

Sue submitted the following:

- Due to my current work commitments, I am stepping away from this committee work.
- I have forwarded the vendor estimates gathered earlier in the year to committee members, and a consolidated vendor proposal is expected to be presented at the next Board meeting.

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

Bill Dalton (Chair), Bob Mason, Shelley McAlpine, Gayle Holland, Sue Harris (Board Liaison).

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

Mary Reported that committee members met with new homeowners at the end of June and also in early July.

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

It's time to be looking forward to the Battlecreek Commons annual election of the Board of Directors for the 2026 term. During August, the Nominating Committee will be actively recruiting homeowners to run for the position on the Board. Please contact any member of the Nominating Committee if you are interested or if you want to learn more.

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

- Committee met July 1st.
- We discussed our 2026 budget request and also some of what we want to acquire as supplies for the cache.
- The certification of all of our CERT trained members expired during the pandemic. The city CERT Trainers have designed a recertification program that will allow those wishing recertification to do so with a streamlined program. One member has begun the process.
- The annual National Night Out will happen again on August 5th. The Emergency Preparedness committee will host again in the clubhouse from 5:00 pm to 8:00 pm. We have asked the Neighborhood Watch committee to invite a representative from the Salem Police Department to come to the event and we also will invite Joe Hutchinson, City Emergency Manager to join us. It will be potluck or bring your own sack meal. We will have a table for some "show and tell" emergency preparedness information and also some rehydrated emergency meals to sample!

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), Nate Goldberg, Lynda Hunt, David Best, 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: Sue Harris (Interim)

REPORT

- Mike and Debi Higgins have officially resigned from the Neighborhood Watch Committee. Their primary reason is that they feel the committee has accomplished its current goals, including the installation of community signage and a security camera system. With their departure, I am the only remaining official committee member in a limited capacity.
- Regarding the security camera system, Bernie Sims has agreed to assist in monitoring the footage. Account access has also been shared with Anna, Sharon, Nathan, David Best, Megan Trow, and previously with Mike and Debi. Each of these individuals has received an invitation to set up an account with the Flock Security platform, which enables them to view footage associated with their email address.
- Currently, Bernie and I have access to the online camera portal and are available to review any incidents that may occur over weekends. I plan to connect with Anna upon her return to the office to review how to access footage, possibly via phone, in case weekend support is needed. I am available to provide a simple online training for anyone who would like to learn how to use the system.
- As for the National Night Out event, I unfortunately cannot lead the planning this year due to my current workload. If there are any homeowners or volunteers interested in taking the lead, I fully support that effort.

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, Sue Harris (Board Liaison/Interim Chair).

Finance Committee

Committee Chair: Dee Doyle (Interim)

REPORT

No report submitted 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

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

GROUNDS COMMITTEE

Committee Co-Chairs: Megan Trow, Virginia Ferguson

REPORT

- **COMMENTS FROM LUKE WESTPHAL**

- Kudos for our shared work with the City of Salem to improve the boundaries of BCC with the Park.

- **GROUNDS-RELATED BUDGETS –2026 Keep the same**

- Keep the same
- **Tree Replacement/Landscape Maintenance - #5000**
 - 2026 needs – New trees and shrubs, rhododendron clean-up, Scotch Creek
- **Barkdust/fertilizer/topsoil - #5100**
 - 2026 needs – about the same.
- **Major Tree Work - #5125**
 - Will take several years of 4 trees/year to get to all the main road trees trimmed; need to check the trees along Cinnamon Creek/Fairway.
 - 2026 needs – continue with 2 year contract.
- **Pond Maintenance - #5130**
 - Money used for chemicals, clean-up and general upkeep of the area.

- **MAINTENANCE UPDATES**

- R & R Tree Company crew weeded Continental Hill and around the pond 7/14/25 in 3 hours, saving us more expense ½ day fee.
- Weeding done along Scotch Creek on City Side 7/3/2025
- The Grounds Committee finished the inspection of owners' mow strips for required maintenance. Some properties need maintenance re-checks. Owners will get notice of non-compliance or kudos. Fines/work completed by landscapers at owners' expense may result.
- Replanting by Scotch Creek. We have plant donations for planting in October.

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

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

Nothing planned but looking at participating in National Night out.

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 Grasseeth (Board Liaison).

NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

- The August BCC Newsletter is expected to be distributed by July 25, 2025

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

Mary reported nothing new to report at this time.

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).