

# COMMITTEE REPORTS

Battlecreek Commons  
February 2026



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# MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

## REPORT

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Paving and Painting projects are being scheduled for the nice Spring weather. Painting will include striping of the cut-through areas to make it clear that they are not "streets" for residents or visitors/business vehicles to use. The cut-throughs are for maintenance vehicles and **emergency** use only. Paving will continue to focus on repairs to problem areas with the asphalt or concrete on the BCC grounds.

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

# **ARCHITECTURAL COMMITTEE**

Committee Chair: John Morgan (Interim)

## **REPORT**

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Nothing to report this month.

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

## **CLUBHOUSE IMPROVEMENT PROJECT SUB-COMMITTEE**

Shelley McAlpine and Brenda Hammack

### **REPORT**

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Nothing to report this month.

### **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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Clubhouse sub-committee: Shelley McAlpine, Branda Hammock

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# **ORIENTATION COMMITTEE**

Committee Chair: Mary Schroeder

## **REPORT**

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A new homeowner moved in in February and has been contacted about an orientation.

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

# **NOMINATING COMMITTEE**

Committee Chair: Betsy Hughes

## **REPORT**

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The Committee is always in need of volunteers.

### **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.

# EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT TO THE BCC FEBRUARY 24, 2026 BOARD MEETING

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- Committee last met in January 2026.
- 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 almost completed the process. There is a CERT training currently happening and more of our expired CERT members may use this class to continue their recertification process.
- Since our last report, several of our members have met with Lee Cowan from the Sunnyslope CERT group. Lee has volunteered to help us affix our cache shelving to the its walls and also help us build a desk and maybe more. This project is ongoing.
- The Committee is working on ways we can more quickly be in touch with our neighbors in the event of an event or situation. We are considering identifying one unit in each BCC building (2-plex or 4-plex) who would be a contact person who, in turn, would notify the residents in their building. **If you would like to volunteer to be this person, please let Aline know.**
- The Emergency Preparedness Committee has divided the BCC community into 6 "Search Areas." Each Area has one or usually 2 committee members who will contact residents in their area if there is an emergency. One of our committee members has temporarily stepped back from some committee responsibilities including being a "Search Area" contact so we are in need and search of someone to take on this role for the time being. The committee welcomes suggestions. **For more information, please contact Aline.**
- Our next quarterly meeting will be on April 7<sup>th</sup> in the clubhouse to which ALL are welcome.

### 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, John Lewis, Jeanne Dalton, Bill Dalton, Mary Schroeder, Karna Berry, Gerry Stewart, Chris Stewart, Tom Elliott, Nate Goldberg, Maggie Schlosser, Sharon Grasseth (Board Liaison).

# NEIGHBORHOOD WATCH COMMITTEE

Committee Chair:

## REPORT

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Nothing to report this month.

## COMMITTEE PURPOSE

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Develop and manage the Neighborhood Watch 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, David Best

# Finance Committee

Committee Chair: Jeanne Dalton

## REPORT

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The Committee met on 2/18/2026.

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

- Reviewed the financial figures from 12/31/25 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. Of particular interest was the Water/Sewer bill for December which was > \$10, 000 over the budgeted amount. Since there was no irrigation during this month, it seemed to be very much out of line. Dee Doyle, treasurer, is going to check to make sure that the coding was done correctly. The other concern was that an item were bought with funds that were thought to be under budget and when we received the December 31, 2025 actuals vs. budget line items, it was noted that they were over budget, particularly 5760, Minor Equipment purchase). Since we don't have access to current financials it makes it difficult to know when purchases are over budget in real time.
- We reviewed the Finance Committee Charter and R&Rs related to Finance Committee. (See attachment).  
The R&R's were very out of date and I have included those corrected copies. The Rules stated that the HOA could use mutual funds to diversify our monies. However, only FDIC-insured instruments can be used by HOAs. (see attachment).
- We would like to check with AMS to make sure that our funds are being put in the best interest-bearing accounts, including CDs.

### Recommendations:

- 1)** Finance Committee Chair work with Documentation Committee Chair to update Finance Committee charter and R&Rs.  
Get information from AMS to determine if our funds are being invested in CDs or accounts with the greatest interest rates.

## **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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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

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### COMPILED AND DISCUSSED PROJECT GOALS: 2026

- Review needs for all aspects of BCC campus:
  - Tree maintenance, including removal of hazards over homes and garages
  - Shrub and tree work by arborists to encourage optimum shaping and growth
  - New plantings as necessary to fill in hedges and entries to 3 circles
  - Streams including clearing invasive plants on Scotch Creek
  - Pond including clearing invasive plants using rakes to pull out the roots
  - Common areas to remove invasive plants
  - Walk-about to check mow strips, including fire hazards from fire-risk plants too close to homes/decks
  - On-going meetings with BCC grounds crew about how to reduce costs from R&R Tree Service

### COMMITTEE PURPOSE

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

### R&RS RELATED TO THIS COMMITTEE

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

### COMMITTEE MEMBERS (UPDATED 1/19/2026)

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Megan Trow (Co-Chair), Virginia Ferguson (Co-Chair and Retired Master Gardener), Bernie Sims, Gayle Holland, Sheila Johnson.

# **SOCIAL COMMITTEE**

Committee Chair: Bonnie Shaughnessy-Smith

## **REPORT**

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

### **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, Rosalind Helber, Kathy Kaspari, Kathy Miller, and Sharon Grassetth (Board Liaison).

# NEWSLETTER COMMITTEE

Committee Chair: Aline Autenrieth

## REPORT

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- The March BCC Newsletter will be distributed on February 25<sup>th</sup>, 2026.

## 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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Nothing to report this month.

### **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), Margaret Campbell, and Sue Harris (Board Liaison).