

COMMITTEE REPORTS

Battlecreek Commons
December 2025



1. Maintenance & Repair	2
2. Architectural	3
3. Clubhouse Improvement Project Sub Committee	4
4. Orientation	5
5. Nominating	6
6. Emergency Preparedness	7
7. Neighborhood Watch & Security	8
8. Finance	9
9. Grounds	10
10. Social	11
11. Newsletter	12
12. Documentation	13

MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

REPORT

There is one more day of tree trimming scheduled for December 30th.

Other projects such as asphalt, concrete and striping are on hold until better weather.

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 was provided 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

Committee received a rebate card from Lowe's that can be used to complete projects.

Megan donated a door for the closet. A track kit will be purchased and the door installed with funds from the rebate card.

Megan has looked into non-slip and weather resistance rugs for the entrance, as well as a chair or bench for the entrance and art for the women's restroom as possible purchases for the rest of the rebate funds.

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

No report was provided 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

Terri Curlin resigned.

The Committee needs volunteers.

Jeanne Dalton was appointed to the committee.

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, Joan Bechtel, and Jeanne Dalton.

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Aline Autenrieth

REPORT

No report was provided 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 Grasseth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Sue Harris (Interim)

REPORT

There is a flock camera on site, but there is not much detail on the camera. This is going to be reviewed as well as other camera options. Nate Goldberg will coordinate a work session on this.

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

The Committee met on 12/15/2025.

- Reviewed the financial figures from 10/31/25 against the 2025 budget figures. Those accounts that were over budget at this time were reviewed and noted That there were a few that were significantly over budget.
- Reviewed Virginia Ferguson's request for tree trimming to go over budget and use funds from GL 5000 Tree replacement/landscape maintenance. We approved this request as there are sufficient funds to do so.
- Chair brought to the Committee a request from Megan Trow to use a rebate gift card for other items needed in the clubhouse update. We approved this with the caveat that all receipts be brought to Anna and that she does not spend more than is on the card.
- Has the Board developed a policy re credit and debit card use by employees and homeowners?

Recommendations:

- 1) Allow Virginia to go over budget to get tree trimming done this year.
- 2) Allow Megan Trow to use gift card funds to buy items needed to finish the clubhouse update.
- 3) Have AMS get a debit/credit card policy drafted for the committee to review at their January meeting.

Next meeting will be January 21, 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

No report was provided this month.

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

December 6th Christmas Dinner was a success.

Sunday, December 21st 12-4pm and there will be some houses in the community open for neighbors to walk through and view the Christmas decorations.

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

December newsletter will be distributed on the 24th or the 26th.

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

No report was provided 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).