

COMMITTEE REPORTS

Battlecreek Commons
May 2025



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MAINTENANCE & REPAIR COMMITTEE

Committee Chair: Virginia Ferguson (Interim)

Pavement Committee Chairs:

REPORT

Lexington driveways are getting done and troublesome spots on Continental and Huntington should get attention this summer. The bad driveways on Continental and Huntington will be fixed in September. The delay in those repairs is to protect the trees that will get root-cut.

Starting to work on plans for 2026 and beyond for replacing the aggregate sidewalks and eventually chips sealing the entire paving system.

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

Bill Burnside, Tom Elliott, and Virginia Ferguson (Board Liaison).

ARCHITECTURAL COMMITTEE

Committee Chair: John Morgan (Interim)

REPORT

No report submitted

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), Kathie Forstrom (Board Liaison), and Steve Starkey.

PLANNING & PROJECTS COMMITTEE

Committee Chair: Bill Dalton

REPORT

- Megan Trow is working with Sherwin Williams to get more exact paint/primer costs by the gallon for the 32 homes to be potentially scheduled to be painted 2026.
- An outreach will begin again obtaining updated bids on 'labor only' costs, and a total with paint costs will be obtained for a more accurate picture to be submitted to Finance Committee for the 2026 Budget Cycle.
- Sherwin Williams representative would like to provide a 20-minute presentation at the June Board meeting, if possible, to present on their paint quality, and how it out-performs other brands in performance and durability. Noteworthy, they are also providing deep discounts on bulk paint orders for BCC.
- Two bids were obtained for providing deep-cleaning on both locker rooms, bids ranged from \$1,500-\$2,500. Service Pro is local, and the other contract (cheaper) is a Portland-based contractor.
- A quick reminder to all committee chairs seeking new bids with new contracts not already registered with Net Vendor (AMS's Vendor registry). Please Note: there is a \$120 annual fee associated with the initial registration with Net Vendor and an annual \$120 fee to maintain as a Net Vendor eligible vendor. Vendors must be registered in advance of working on a BCC committee project.
- Note: Sue Harris is stepping down as Committee Co-Chair. Bill Burnside is no longer on the committee.
- The Clubhouse Project sub-committee is taking a break for now, until more guidance is received on submitting 2026 Budget requests.

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), Megan Trow, Brenda Hammack, Shelley McAlpine, Sue Harris (Board Liaison).

ORIENTATION COMMITTEE

Committee Chair: Mary Schroeder

REPORT

Nothing new to report per Mary except to add Kate Mackenzie as a member

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 Grasseeth (Board Liaison).

NOMINATING COMMITTEE

Committee Chair: Betsy Hughes

REPORT

Nothing new to report per Betsy

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 and Terri Currlin.

EMERGENCY PREPAREDNESS COMMITTEE

Committee Chair: Aline Autenrieth, for Nate Goldberg

REPORT

- Committee did not meet in May.
- Members of the committee who have been CERT trained are working on becoming recertified. The certifications for all CERT members expired during the pandemic. The next opportunity for the Recertification Short Course will be in the Fall.
- The next Emergency Preparedness Committee meeting will be July 1st.

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, Maggie Schlosser, Sharon Grasseeth (Board Liaison).

NEIGHBORHOOD WATCH COMMITTEE

Committee Chair: Sue Harris (Interim)

REPORT

- As of Thursday, May 22, 2025, we are still waiting for Flock Security to arrive and install the security camera. It was originally scheduled for Monday, May 12th, but their crews are fully booked and are taking longer than expected to arrive in Salem.
- The new Incident Report form is now available on BCC's website under 'Resources' and an email has been distributed to homeowners of its availability, to be used as needed. **Special thanks** go to homeowners, Debi Higgins, for creating the form for our community.

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

Megan Trow, Debi Higgins, Mike Higgins, David Best and Sue Harris (Board Liaison/Interim Chair).

FINANCE COMMITTEE

Committee Chair: Dee Doyle (Interim)

REPORT

No report submitted

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, Ruth Hewett, Kathie Forstrom, Mike Stapleton, 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

- No meeting was held this month.
- The Grounds Committee accomplished the "Walk-About" to inspect owners' mow strips for required maintenance. Flyers were left to advise residents that the inspection was upcoming. Then, based on the inspection, flyers were left as follows: "Thanks for your hard work!" or "Your space needs some work." The committee will follow up on the latter to ensure compliance/offer suggestions for help.

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, Cindy Herremanns, Bernie Sims, Sheila Johnson and Jeanne Dalton (Board Liaison).

SOCIAL COMMITTEE

Committee Chair: Bonnie Shaughnessy-Smith

REPORT

No report was submitted

COMMITTEE PURPOSE

Plan social events for homeowners.

COMMITTEE MEMBERS (UPDATED 06/05/24)

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

- The June BCC Newsletter is expected to be distributed by May 26, 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

Nothing new to report per Mary

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) and Margaret Campbell