

Minutes of August 5th, 2026, Agenda Meeting

Call to Order: 3:36 PM

In Attendance: BOD: Bill Gregory, Steven Levine, Kathy Olsen, and John Heft Jr. Audience: Danny Casey, Ron Tenison

1. Board Vacancy — Sue Westby. Bill announced that Sue Westby had resigned from the Board. He explained that, according to the Association's Bylaws, the Board may nominate and vote on a replacement without conducting an HOA-wide ballot.

Bill reported that he had spoken with **Danny Casey** regarding filling the vacant position and asked Danny to provide the Board with a summary of his experience.

Danny explained that he is an accountant by profession and currently works part time. He has previously served on HOA boards in both Hawaii and San Diego. Danny stated that he appreciates the way the current Board operates and would like to contribute to the Board, particularly by participating on the Budget Committee.

2. Meeting Workflow and Agenda

Bill presented a proposed meeting workflow intended to keep Board meetings to approximately **1½ hours 7 days before:** Submit agenda items and background materials to the President, including estimated discussion time and any deadlines or legal urgency.

Agenda selection: Items may be deferred due to time constraints, low priority, or insufficient background information.

4–7 days before: President sends the agenda and materials to Board members. Materials may also be shared with homeowners for review.

Before the meeting: Board members review all materials in advance.

At the start: Board may modify the agenda as needed.

During discussion: Board members briefly present each topic; detailed information should be in the background materials. Pre-written motions should be used when possible.

Time limits: If an item exceeds its allotted time, the Board decides whether to allow additional time or defer it to a future meeting.

Meeting close: Regular Board business ends after **1 hour and 15 minutes**, unless a critically urgent

Homeowner comments: The final **15 minutes** are reserved for homeowner questions, concerns, and feedback.

Motion: Bill moved to adopt the proposed meeting workflow and agenda. **Second:** Kathy seconded the motion.

Discussion: Bill requested that Board members provide their agenda items to him one week prior to the regular Board meeting. **Action:** Motion passed.

3. Financial Report — Kathy Olsen

Kathy Olsen reported that the Association currently has more than **\$303,000** deposited with Bank of America. She has spoken with Bank of America regarding opening another insured account through its Merrill Lynch brokerage subsidiary.

Kathy also presented **KeyBank** as another option. KeyBank offers an account paying approximately **3.75% interest**, but opening the account would require the Association to provide its original Articles of Incorporation. The location of those documents is currently unknown.

Kathy reported that the Merrill Lynch account would have an annual fee of approximately **\$250**. However, the account could be opened without requiring the Board to go into the bank.

Motion: Kathy moved to transfer \$125,000 into a Merrill Lynch Money Market account. **Second:** John seconded the motion. **Discussion:** The Board discussed whether a full Board meeting was required to open the account. It was determined that the Bylaws do not require a full Board meeting for this action. **Action:** Motion passed.

4. HOA Website and Financial Information

Kathy asked whether additional information could be added to the HOA website to assist real estate agents in obtaining documents and information they may need. She also raised questions regarding whether the HOA is required to post past budgets on the website. Whether real estate agents need to receive monthly financial information or only annual financial information. Bill reported that, based on his understanding of Oregon law, the HOA is required to provide financial information only to current homeowners.

5. 2025 Financial Statements

Kathy reported that she has spoken with the HOA's CPA regarding the **2025 financial statements**. The CPA expects to have the financials completed by **October**. Kathy stated that going forward, she will make sure the CPA has all necessary information by **February** so the financial work can be completed in a timely manner.

6. Siding Repair — Clear Choice

John Heft Jr. reported that the contract with **Clear Choice** for the siding repair has been signed by Bill and Steve. John is currently awaiting confirmation from Clear Choice regarding the scheduled start date for the work. **Action:** No further action was taken at this time.

Adjourn: 4:48 PM

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION

#1

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Lakeside Ballroom August 19, 2026

CALL TO ORDER:

- The meeting was called to order at 3:32 PM by President Bill Gregory. Bill welcomed all attendees and invited everyone to introduce themselves. Bill reported that three homes in neighborhood currently has three homes with sales pending, with closing expected in August or early September.

Residents in attendance:

- **Pat Saxton, Jan Bartlett, Marcia Taylor, Gina Rudolph, Barbara Padden, Ron Tenison, Diane Sisk, Nancy Sahler, Danny Casey, and Joann Jeub.**

Board Members Present:

- President: **Bill Gregory**
- Vice President: **Position Vacant**
- Treasurer: **Kathy Olsen**
- Secretary: **Steven Levine**
- Member-at-Large: **John Heft Jr.**

ACCEPTANCE OF MINUTES – Steve Levine

- The minutes for the July 15th and August 5th were distributed electronically.
- The July 15th Board minutes included highlights of the July 1st agenda meeting. Printed copies were also provided to the board at this meeting.
- The Board reviewed the July 15th minutes. Bill made a motion to approve the minutes as presented. There were no objections and the motion was approved.
- Bill then made a motion to approve the August 5th agenda meeting minutes. There were no objections, and the motion was approved.

PRESIDENT – Bill Gregory

- Bill introduced Danny Casey who had been asked to fill the vacant Vice President's position. Danny, who prefers to be called Danny, has lived in Summerfield for 3 years with his brother, Michael. He grew up in Hawaii and served on other HOA boards for approximately 40 years. Danny is semi-retired and works part-time for a Hawaiian employer. He has extensive HOA experience and has agreed to help with the Association's accounting.
- Bill explained the Bylaws provision regarding vacancies in elected Board positions occurring before the completion of a term. A motion to accept the vice president vacancy as required by the Bylaws was made by Bill and seconded by John. The motion passed unanimously.
- Bill made a motion to appoint Danny Casey to the Board as Vice President of STASA #1. Kathy seconded the motion. There was no further discussion, and the motion passed unanimously. Danny was welcomed to the Board; he may immediately participate and vote as permitted by the Bylaws.
- Bill reviewed meeting procedures and explained that when a motion is made, it must be seconded before discussion can take place. A second indicates that the motion is worthy of discussion. Speakers should be allowed to present without interruption, with questions and discussion to follow.
- Bill proposed using the first Wednesday agenda-setting meeting as a Hybrid meeting. It was discussed and found no objections so it could be tried out in the future.
- Going forward, individual Board members will prepare their agenda items and submit them, along with any necessary background materials, to Bill at least one week before the regular monthly Board meeting. Bill will compile the agenda package and distribute it to the Board and all owners. Board members are expected to review all background materials before the meeting to facilitate efficient discussion.

- Motions associated with agenda items should be pre-worded, and an estimated time duration should be assigned to each agenda item. The goal is to complete Board business within one hour and 15 minutes, followed by 15 minutes for the Owners' Forum.
- The Board retains the right to modify the agenda during the regular meeting.
- Owners wishing to raise an issue must state what they would like to discuss and submit a proposal for the item to be added to the agenda. This process provides advance notice to other residents and prevents the Board from being "blindsided."

TREASURER – Kathy Olsen

- Kathy reported that she is working with recommendations provided by the Association's CPA as of December 31, 2025.
- Kathy explained that the Association uses nonprofit fund accounting, which differs from standard accounting practices. New accounts will be structured to mirror the CPA's reports. Danny Casey has experience with nonprofit fund accounting and will assist Kathy.
- The balance sheet for the month ending July 31, 2026, was presented on the screen. Monthly income was \$23,384, which was as expected.
- Monthly expenses totaled \$21,608, which included the quarterly insurance payment, the deposit for the upcoming siding repair, and a higher-than-usual water bill.
- Net income for the month was \$1,175.
- Year-to-date financial information was also presented and will be retained in the Association's files for anyone wishing to review or receive a copy.
- Kathy again explained that the Association's bank balances currently exceed FDIC insurance limits.
- Kathy presented two local banking options for moving excess funds into interest-bearing accounts:
 - **KeyBank:** Offers FDIC-insured CDs at 3.75% interest with no fees. The bank requires a copy of the Association's Articles of Incorporation, which Bill located.
 - **Merrill Lynch (Bank of America):** Charges an annual fee of \$450 and may have additional ongoing fees.
- Kathy made a motion to move \$150,000 into a KeyBank CD at 3.75% interest. John seconded the motion. During discussion, Kathy explained that moving \$150,000 would keep the Association's primary Bank of America accounts below the \$250,000 FDIC-insured limit. Opening the accounts will require four Board members to be present. The motion passed unanimously.

VICE PRESIDENT – Danny Casey (No Report)

MEMBER-AT-LARGE – John Heft Jr.

BUILDING MAINTENANCE and LANDSCAPE:

- A contract has been signed with Clear Choice for \$8,120 to remove vinyl siding in selected areas and replace it with Hardie cement siding. A \$4,000 deposit, representing approximately 50% of the contract, has been paid. The expected start date is September 8. Affected homeowners will be notified.
- The handyman has not yet repaired the golf-ball dents in the siding. Any new damage will also be addressed.
- John stated that he and Bill recommended Clear Choice as the contractor for the siding project.
- Building maintenance also included cleaning the remaining gutters.
- The SCA sent out a notice saying they were planning to spray weeds on the common area. Tom (Rain or Shine) continues routine mowing, edging, and pruning. Lawns were fertilized last week on the golf course side. Irrigation remains on a six-day-per-week schedule, approximately 25 minutes per zone.

OLD BUSINESS:

- Bill explained that the Bylaws require Board members to attend meetings in person, except in the case of emergency meetings. Fully remote meetings are not currently permitted without a Bylaw change.
- Hybrid meetings are also not currently possible because the meeting room lacks the necessary equipment. The estimated cost of the equipment is between \$1,000 and \$2,000. The SCA would need to purchase and maintain the equipment. The HOA does not plan to spend Association funds on equipment for remote access. If the SCA purchases the necessary equipment, the HOA will use it for hybrid meetings.

SOCIAL COMMITTEE:

- The "New People Party" / "Block Party" potluck is scheduled for Tuesday, September 15, at Jan's garage, beginning at 5:00 PM.
- Attendees are asked to bring whatever they would like for the potluck.
- The Association will reimburse up to \$150 for supplies, leaving approximately \$400 in the social fund.
- A Christmas party will not be held in December. A New Year's party in January, tentatively on the second or third Wednesday, is being considered instead.
- The December ballroom reservation will be canceled.

BUDGET COMMITTEE:

- Kathy is seeking members to serve on the Budget Committee. Work will begin in early October. The committee's purpose will be to review the current and previous years' budgets, prepare for review of the Reserve Study, and establish fees for the upcoming year. Members may use the time previously reserved for the first Wednesday meeting at 3:30 PM for this committee's work.

OPEN DISCUSSION:

- Traffic on Greens Way is a concern because some drivers are using the street as a cut-through to avoid the speed bumps. Most of the drivers doing this do not live on Greens Way.
- A suggestion was made to request that the city install speed bumps at both ends of the street.
- Parked commercial vehicles on the street can make it difficult for traffic to pass. It was suggested that residents with commercial vehicles be asked to park partially on the driveway approach rather than in a location that creates an obstruction when another vehicle is parked on the opposite side of the street.
- Bill suggested that Barbara add this issue to the agenda and submit it to him in advance.
- It has again been observed that some residents are feeding wildlife. This has become a nuisance and is attracting rats.
- **The Board strongly recommends that residents feeding wildlife discontinue the practice.**
- Information regarding wildlife feeding will be added to the New Homeowner package and included as a reminder in the monthly newsletter.

Upcoming Meetings & Events:

- The informal BYOB gathering will take place in the Living Room immediately following this meeting.
- Bill made a motion to adjourn. John seconded the motion.
- The meeting adjourned at 4:35 PM.

Respectfully submitted,
Steven Levine – STSA #1 Secretary