SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Lakeside Ballroom July 15, 2026

CALL TO ORDER:

- The meeting was called to order at 3:30 PM by President **Bill Gregory.** Bill welcomed all attendees and invited everyone to introduce themselves. Bill then thanked all the people involved in our annual meeting and dinner. Bill thanked Nancy for helping to find two new members and welcomed the new members for volunteering. Bill also expressed a goal of making it easier for members to volunteer.

Residents in attendance:

- Pat Saxton, Jan Bartlett, Jan Harrington, Marcia Taylor, Gina Rudolph, Sandra Lawson, Sandy Sisk, Sandy Popkes, Steve & Barbara Jones, Ron Tenison, Diane Sisk, and Robin Levine.

Board Members Present:

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

ACCEPTANCE OF MINUTES

- Steve was unable to have printed copies available for this meeting, but they were emailed to the residents. Steve explained on July 1st, the Board met to establish the agenda for this meeting. No formal minutes were recorded for that meeting, but in the future Bill would like them kept. The minutes of the June meeting were reviewed and approved by the Board.
- Following approval of the June minutes, the Board authorized the necessary changes to the Bank of America account signatories, adding Bill and Kathy and removing Jan and Ron. Steve remained an authorized signatory on the account.
- John presented three bids for the siding repair. After reviewing the proposals, he recommended selecting Clear Choice, noting that the company had provided a detailed proposal. John was directed to request a formal contract from Clear Choice for the Board's review and approval.

REPORT OF DIRECTORS

PRESIDENT – Bill Gregory

Meeting Procedures and Robert's Rules of Order

- The meeting began with a discussion of the frequency, length, and content of meetings. The goal is to ensure that meetings remain concise, focused, and efficient, particularly in response to concerns that meetings have been running too long. There were no objections to this approach.
- It was noted that state law requires the meetings to be conducted according to Robert's Rules of Order. The board acknowledged that the rules are extensive and can be intimidating but agreed to make every effort to follow them to provide a clear framework and improve meeting efficiency.
- Two key procedures were emphasized: members should not interrupt while someone else is speaking, and members wishing to speak should raise their hand and be recognized before doing so.
- The board was also reminded that when a motion is made, it must be seconded before discussion can continue. A second does not indicate approval of the motion; it indicates only that the member believes the motion should be brought forward for discussion.
- The board agreed to make a good-faith effort to follow Robert's Rules of Order as consistently as possible.

TREASURER – Kathy Olsen

- **Jan Harrington** presented the June 2026 Profit and Loss Statement along with the year-to-date results. Our income and expenses were in line with expectations. For our YTD, we had an extra expense for Professional services.
- Jan reviewed the Association's bank balances and reiterated that certain accounts currently exceed FDIC insurance limits. The new officers completed and signed the required bank documents to ensure proper account signatories. The Board is reviewing options for managing funds that exceed FDIC insurance limits, including Bank of America Merrill Lynch and other local banks. As of July 1, a substantial amount of funds was moved from the non-interest-bearing checking account and savings account into a CD earning approximately 3.5%.
- The Board thanked Jan for her assistance during the transition.
- Steve moved to approve the June 2026 Financial Report. The motion was seconded by John and passed unanimously.

VICE PRESIDENT – Sue Westby

MEMBER-AT-LARGE – John Heft Jr.

BUILDING MAINTENANCE:

- John stated that he and Bill recommended Clear Choice as the contractor for the siding project. The Board noted that Clear Choice's earlier proposal was $6,920, but the updated proposal was $8,120 due to increased construction and material costs. John made a motion to accept the Clear Choice Windows and Doors proposal for removal of the selected vinyl siding and replacement with Hardie Plank in the amount of $8,120. Kathy seconded the motion. During discussion, John explained the difference in the costs. He now awaits their timeline on starting the project. Affected homeowners will need to be notified prior to the start of the work. As part of this contract, Clear Choice will be painting the siding to match, it was noted that if there is any additional wood rot, Clear Choice will repair or replace that at an additional cost, after John approves the change order.

- The Board discussed potential additional repairs discovered after the siding is removed. Mold or mildew treatment is included at no additional cost. Any dry rot or other rot repairs would be billed separately at the cost of materials plus $120 per hour. John made a motion to accept this contract and agreed he would oversee the work and inspect any issues they found. Sue seconded the motion and it passed unanimously. There is a possibility that a home could get nail pops in their drywall, if so to let him know and the HOA would pay to repair this.

LANDSCAPE:

- Tom (Rain or Shine) continues routine mowing, edging, and pruning. Residents are encouraged to submit landscape requests using the appropriate forms. Irrigation remains on a six-day-per-week schedule, approximately 25 minutes per zone. Building maintenance included cleaning the flat roofs which were completed. Gutter and downspout work is ongoing and will continue to be monitored. No further issues were reported. During discussion, it was asked if Tom does weed abatement, John says he does use a "weed and feed" in the spring but does not keep that ongoing.

OLD BUSINESS:

- Bill made a motion to postpone the topic of Zoom meetings till next month, Sue seconded and no discussion was needed and the motion passed.

NEW BUSINESS:

SOCIAL COMMITTEE:

- The Board discussed upcoming social events, including National Night Out, the holiday event, and a possible newcomers' gathering. Plans are still in the early stages, with the Social Committee to finalize details. It was found that we have about $400 set aside for social events supplies
- A potluck-style National Night Out was proposed for January at Bartlett's driveway. The holiday event may also be moved to January. Men's and ladies' lunches and post-meeting happy hours will continue as appropriate. A invitation flyer will go out next week to each home, it was decided on a potluck style
- Kathy made a motion that the board sponsors at least the three events that Sue has outlined and that the committee feels that there is substantial interest in. And that they go forward with their planning and using accumulated funds from various social events and submitting for reimbursement any additional expenses to a maximum of $150 per event, Sue seconded, the motion was voted on and approved.

OPEN DISCUSSION:

- The Board opened the floor for comments and suggestions regarding the number and frequency of meetings, meeting content, and any other topics. Members were encouraged to share both positive and negative feedback, with each speaker allowed approximately two minutes.

Upcoming Meetings & Events

- Our BYOB will gather in the Living Room immediately after the meeting.
- A motion to adjourn was made by Bill, seconded by John, and the meeting concluded at 4:28PM

Respectfully submitted,
Steven Levine – STSA #1 Secretary