

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Clubhouse Conference Room
Jan. 15, 2025

CALL TO ORDER: The meeting was called to order at 3:35 p.m. by President Barbara Sherman who welcomed everyone in the Clubhouse Conference Room. Other Board Members present were Vice-President Ron Tenison, Secretary Claudia Connolly, Treasurer Janet Harrington and Member at Large Pat Saxton. The following residents signed in: Sandy Popkes, Barbara Padden, Jan Bartlett, Joann Jeub, Susan Roeser, Marcia Taylor, Julie Courson, Sandy Sisk, Nancy Sahler, Lynn Cynar, Ian Chisholm, Bill Gregory, John Heft and Sylvia Dorney. Barbara said that she thinks 2025 will be a good year for the HOA. She said that the years-long project to measure each unit's exterior walls and come up with a fair and equitable assessment for each unit that follows the bylaws should be completed this year. The measuring project is nearly complete, which Ron will talk about later.

ACCEPTANCE OF MINUTES:

Claudia presented the November meeting minutes for approval (there was no meeting in December). Claudia made a motion to accept the November minutes as presented; Ron seconded the motion and it was unanimously approved 5 to 0.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN:

None

TREASURER: JANET HARRINGTON

Jan presented the November 2024 financials (attached) and said that the December bank statement just arrived in the mail that day so the December 2024 and January 2025 financials will be presented at the February meeting.

Jan explained that the board at its agenda-setting meeting had given her approval to open a new CD at Bank of America to replace one that expired Dec. 27 because she didn't want to wait two weeks with lower interest rates expected. She made a motion to purchase a new CD to replace the expired one; Pat seconded the motion; and it was approved 4 to 0. Claudia did not vote because she was not at the agenda-setting meeting.

VICE PRESIDENT: RON TENISON

Ron said that a few volunteers had been checking some of J.R. Johnson's measurements and verifying the accuracy of their report and should not need much more time to complete the project. He said it should be completed in January, and then a spreadsheet listing all the units and various information about them can be finished; it will project each unit's assessment and make

the assessments bylaw-compliant. He said that all owners will receive printed copies of the report for their unit.

Newcomers moving into the HOA were the Gregorys in 2024 and the Levines, who moved in during January 2025. Norma Bales has moved out

MEMBER-AT-LARGE: PAT SAXTON

(Note: This is a long report due to no meeting in December.)

Landscape: Pumpkin removal by Rain or Shine done at the end of November. Landscape work done since November: Leaf removal along Summerfield Drive, both sides of Greens Way and golf course side; landscaping work in breezeways between buildings; general landscape clean-up of all areas; tree branch clean-up from winds; lawn edging.

Application of fertilizer (containing iron) to all lawn areas. Lawns are now “greening up.”

Hand mowing today because soil is still wet from rain.

Note to residents: Please submit landscape requests to Pat as needed via the website OR by filling out a paper request form and delivering it to Pat (there is a clip on her front door inside her screen door for this purpose). If you have a problem with either of these methods, call her and let her know. She is not aware of your landscape needs unless you let her know! Any requests received by Tuesday afternoon she will relay to Rain or Shine on Wednesday.

Gutters and flat- roof cleaning: Completed 12/12; bill for second half of contract submitted to the HOA and paid to Rain or Shine. With the Christmas and New Year holidays falling on Wednesdays the crew worked on the Thursdays following the holidays.

Irrigation: System still shut down for the winter.

Building maintenance:

On 12/11 Ken Berry reported to Pat that the lamppost at 15850 needed repairs and that there were also cracked glass panels. He called Frahler Electric to do the needed electrical repairs, including replacing a photo sensor. The bill was submitted to the HOA and paid to Frahler. Regarding the replacement of the panels, he had previously been able to obtain them through Chris Allen, but Chris told him that they were no longer available. Ken subsequently went to Home Depot and found a fluorescent light ceiling panel for which he paid \$17, along with a cutter for \$4.99. He was able to cut three panels to replace the cracked ones at 15850 and had enough left for 25 more! Ken was reimbursed for his expenses. Kudos to Ken for his creative and economical solution!!

Ken said he was also told by Chris Allen that he could have done the electrical work cheaper than Frahler, but Pat informed him that our bylaws require installation of photo sensors by a licensed electrical contractor.

Ron Tenison reported to John that his new neighbor discovered an area of Ron’s siding that was visible only from the neighbor’s courtyard was peeling back. John has been working on a resolution to the problem. (Note: Chris Allen repaired the siding.)

Please remember that it is against SCA rules to feed wild animals in Summerfield, including squirrels and birds. Please stop if you are feeding them.

Siding repairs: Painting will be completed in January. (Note: It was completed.) Someone reported that a glass window or sliding door was shattered at the empty Peacock home, and Jan will contact the family about it. (Note: No problem was found.) A homeowner said that at the top the "V" of Delores Tate's empty house facing the Clubhouse there is a lot of moss. It doesn't look good, and there could be possible damage.

NEW BUSINESS:

The Summerfield SCA is getting bids for trimming the large trees along Summerfield Drive. Julie Courson said that she talked to someone at the Summerfield SCA, and it may be possible for our HOA homeowners who live along Summerfield Drive with trees in their parking strips to get a lower price if they are part of the bid. Homeowners should talk to Jennifer at the SCA office about this and to get more information. There also will be more information in the Summary. Homeowners along Summerfield Drive are financially responsible for this service, and they can pursue their own quotes.

After many, many years of organizing the ladies' monthly lunches, Sally Stuart has resigned. She also has resigned from writing the monthly newsletter, so volunteers are needed for both positions (Note: Mindy Tenison stepped up to take over the lunches, and Susan Roeser volunteered to take over the newsletter.)

ADJOURNMENT:

Barbara adjourned the meeting at 4:30 p.m. Sylvia Dorney hosted the Happy Hour in the Clubhouse Living Room following the meeting, and since no one signed up to host 2025 Happy Hours on the sign-in sheet that was passed around during the meeting, Sylvia said she would host Happy Hours in the Living Room following our meetings in the Conference Room.

Respectfully submitted,
Claudia Connolly (note-taker) and Barbara Sherman (writer)

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Clubhouse Conference Room
FEBRUARY 19, 2025

CALL TO ORDER: The meeting was called to order @ 3:35 pm by President Barbara Sherman who welcomed everyone in the Clubhouse Conference Room. Board members present were Vice-President Ron Tenison, Secretary Claudia Connolly, Treasurer Janet Harrington and Member at Large Pat Saxton. The following residents signed in: John Heft, Jr., Marcia Taylor, Bill and Sylvia Dorney, Nancy Sahler, Sandy Popkes, Susan Roeser, Joann Jeub, Sandy Sisk, Marty Pachciarz, Donna and Jack Montgomery, Jan Bartlett, Lynn Cynar, Sue Westby and Barbara Padden

ACCEPTANCE OF MINUTES: Secretary Claudia Connolly:

Pat Saxton put in her January report that a homeowner said that at the top of the "V" of Delores Tate's empty house (15955) there was a lot of moss. The house is **not empty** and the moss is probably algae.

Connolly moved to accept the January minutes as distributed: Jan Harrington 2nd and motion was passed unanimously by the board.

Roster: updates have been submitted to HOA website master Peter Frye to update the online roster. Roster will be printed and distributed to each household by the end of February.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN

Sue Tenison has stepped down as a Welcome Lady who provides new Resident packages and welcomes new residents to our neighborhood. Barbara thanked Sue for volunteering to welcome newcomers for so long and also thanked Ron Tenison for digitizing and organizing all the information in the packet, saying they made a great team. Marty Pachciarz and Sue Roeser have stepped up to fill the vacancy.

TREASURER: JANET HARRINGTON

Profit & Loss as of December 31, 2024 and also January 31, 2025

Reports are attached separately.

Jan will be developing a committee to review the HOA contracts to make sure we are getting the best price. Xfinity is the main contract and Susan Roeser has volunteered to serve on the committee. If you are interested in serving on this committee, please contact Jan Harrington. The Xfinity contract is due to renew in September..

The Reserve Study also needs to start being reviewed and updated with any new price information.

VICE PRESIDENT: RON TENISON

In moving forward with coming up with a method to determine HOA assessments, Ron handed out spreadsheets for his home measurements (15870) and Barb Sherman's home (15710) that identified all the exterior walls, their measurements ad whether they have vinyl or HardiPlank siding. Residents were asked for their comments and if the charts were understandable before each homowner receives a spreadsheet for their home. Marty Pachciarz suggested a key be added identifying the abbreviaitton. He said he would do that.

The consensus by those in attendance was that this report was good and easy to understand.

MEMBER-AT-LARGE: PAT SAXTON

LANDSCAPING:

Landscape

Summary of landscape work done since mid-Jan.: general cleanup of all areas, including breezeways between buildings; general "spring cleanup" of all areas; tree branch cleanup from winds; edging, weeding, blowing and mowing. Rain or Shine will be applying a combination insecticide for crane fly larvae, fertilizer, and iron for moss control possibly next week while the ground is still wet.

Note to residents: Please submit landscape requests to Pat as needed via the website OR by filling out a paper request form and delivering it to her (there is a clip on her door inside the screen door for this purpose).

If you have a problem with either of these methods, call her and let her know. She is not aware of your landscape needs unless you let her know! Any requests received by Tuesday afternoon will be relayed to Rain or Shine on Wednesday.

Irrigation: System still shut down for the winter.

Building maintenance:

Pat mentioned to the board earlier that it would be a good idea to keep an inventory of HOA-owned materials.

She received the following note from Ken Berry on 2/11 regarding HOA property currently in his possession:

5- 65-watt LED flood lights for Address Lights.

9- 75-watt LED light bulbs for Post Lights.

10- Vinyl panels 13 feet long X 9 inches wide.

4- small Vinyl scrap pieces for small patches.

1 1/3 gallons of Siding paint

1/2 gallon of Trim paint

1 plastic sheet for post lights, 39" X 24"

1 cutting tool for plastic sheets

Ken also mentioned that some residents may have leftover vinyl siding panels in their attics that they could give to him to add to the supply.

John Heft also has 1+ bundles of roofing shingles for needed roof repairs.

The board received a bill from Chris Allen for painting done at 15950 & 15735 and for algae removal at 15875 which came to \$533.

Maintenance manager report-- John Heft

Roofing: John is working with JBC to get a quote for the next 2 buildings that will be re-roofed in 2025 - probably in August. The board agreed that he can start this quote process.

New Business: Nominating Committee: Barb Sherman

The are going to be 3 Board positions vacant as of June 2025:

President, Secretary and Member at Large.

Barbara said that except for Pat, three of the board members were serving their second term on the board, Ron is serving his third term, and John Heft served two terms and has been a defacto board member for the last two years, serving as maintenance chair and roofing chair. She pointed out that all the board members have served on the board more than half the time they have lived in the HOA, and most people who serve on the board do it for two terms. She said that this should indicate to residents that serving on the board is a positive experience and it is time for new people to step up and run. If you are interested in running for one of these positions, or serving on the Nominating Committee, please contact Barbara Sherman.

OLD BUSINESS: Sylvia Dorney who is handling monthly Happy Hours, wanted everyone to know you are welcome to join us even if you do not bring an appetizer. Please know you are welcome to join us in the Living Room at the Clubhouse - after each board meeting unless otherwise noted.

Meeting was adjourned By Barbara Sherman at about 4:45.

March Meetings:

AGENDA: March 5, 2025 3:30 Clubhouse Conference Room

Monthly Board Meeting: March 19, 2025 3:30 Clubhouse Conference Room

Respectfully submitted by:

Claudia Connolly: - STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Clubhouse Conference Room
March 19, 2025

CALL TO ORDER: The meeting was called to order @ 3:35 pm by President Barbara Sherman who welcomed everyone in the Clubhouse Conference Room. Board members present were Vice-President Ron Tenison, Secretary Claudia Connolly, Treasurer Janet Harrington and Member at Large Pat Saxton. The following residents signed in: John Heft, Jr., Marcia Taylor, Bill and Sylvia Dorney, Sandy Popkes, Susan Roeser, Joann Jeub, Sandy Sisk, Jan Bartlett, Steven Levine, Julie Courson, Russ and Carole Kitto.

ACCEPTANCE OF MINUTES: Secretary Claudia Connolly:

In February minutes Pat Saxton provided a list of materials that Ken Berry has stored in his garage. Listed for plastic sheet for post lights, measurement should read 39" X 24", reported as 39" and 24". Saxton reported in Feb that the board received a bill from Chris Allen for painting at 15950 - remove & after the address of 15950. This information was copied / pasted from a report sent to Connolly from Saxton and could have been transported incorrectly.

Connolly moved to accept the February minutes as distributed: 2nd by Ron Tenison and motion was passed unanimously by the board.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN

Barb was at the grand opening of the new Just Compassion homeless shelter that included Gov. Tina Kotek, the Tigard mayor, the Washington County chair, the Metro chair and Rep. Andrea Salinas; it opens March 24.

At the SCA meeting the board gave information about the delinquent annual HOA dues. This could be caused by the change that the annual dues needed to be paid in full by 2-15-25 and people have been able to pay monthly. SCA is working with those residents to resolve this issue. The total of late fees is almost \$60,000.00.

Nominating committee and upcoming Open Board positions. Barbara will be working to get people to join the Nominating Committee, as this needs to be completed by 4-15-25. We added 2 columns on the meeting sign-in sheet: Run for Open Board Position and Nominating Committee. We have 1 homeowner that indicated they would run for an open board position..

TREASURER: JANET HARRINGTON**Profit & Loss for February 28,, 2025**

Reports are included below of this report:

Jan is close to completing the CPA review for 2023 that is now required every year. Schwindt and Co. has requested that Jan create several sub accounts for reporting activity. Instead of accumulating bulk amounts of Reserve funds collected in Operating and then moving funds to Reserve accounts over several months, transfers to Reserves will now be done monthly, shortly after our monthly assessments are paid. Previously, we were moving funds to Reserve CDs which required larger minimums, but now we have more flexible CD products at Bank of America which accommodate lower minimums. This is also a better accounting practice.

Schwindt has quoted our HOA a bid for the 2024 CPA audit at \$2750 - \$3250. Janet motioned that we accept the bid from Schwindt, Ron Tenison 2nd and the motion was passed unanimously by the board.

The FDIC has a \$250,000.00 deposit limit so any amount over that will need to be moved to a different bank.

Harrington motioned to open a Platinum Business account at US Bank. The amount currently needing to be moved is \$99,000.00.

Ron Tenison 2nd and the motion was passed unanimously by the board.

VICE PRESIDENT: RON TENISON

Ron gave a brief summary of the siding study for the homeowners.

He, John and Craig worked hard to validate the measurements of each home that were provided to us by J.R. Johnson. Ron reported they are confident the #'s are as close as we will get.

Ron has provided to Buzz Smith all the corrected siding to enter into the spreadsheet he has created for the treasurer to use in developing assessments each year after the budget has been developed. Instead of using made up numbers of \$12/mo. extra for two stories, and \$6/mo. extra for end units the new tool will use the actual siding in your home. As the treasurer determines the amount that needs to be set aside to cover the maintenance and replacement needs of siding in our budget, that total will be divided among all the homes by using their actual fraction of the total siding. Buzz's program will add all of the measured siding totals for each home to get a total for the community and then determine for each home, its fraction of the total. As the assessments will not change until January 2026, when we will hope to use the new assessment tool, we have planned to do a test by using the budget for this immediately completed past year (2024). Ron has sent Buzz the checked values from JR Johnson's measurements and suggested that he used them to recalculate the values that would have used in the 2024 assessments. The board, as well as each homeowner, will be able to compare

the test run to the actual assessment from last year, as we continue our discussions leading up to using the new system in January 2026.

Ron has promised to prepare an individual spreadsheet of the measurements for each owner and provide it along with an explanation of how to read and use the numbers it contains and send them to each owner.

Pat and Ron went to a Future Planning Seminar regarding reserves. The suggestion is that you plan out 10 years for maintenance costs (we currently do this via our annual Reserve Study update process).. Due to price increases it is our responsibility to make sure we have planned and forecasted as best we can.

Ron suggested making a BackDate calendar of maintenance projects which basically will show when we need to have updates started and or completed.

MEMBER-AT-LARGE: PAT SAXTON

LANDSCAPING:

Landscape

March landscape maintenance to date: Hand mowing while ground is soggy; general cleanup including blowing debris on Summerfield Dr. side and raking tree needles on golf course side. Rain or Shine applied a combination insecticide for crane fly larvae, fertilizer, and iron to lawns on Mar. 10 th right before rainfall on the following days. The lawns should be getting noticeably greener.

Our Roof and Gutter contract with Rain or Shine was last signed on Mar. 20, 2024 for one year. Tom has requested renewing the contract for 2 years, with no change in rate, to coincide with the remainder of our 3 year contract for Landscape Maintenance which expires in Mar. 2027.

Saxton motioned the board to extend the current contract of \$9200.00 through 2027.

Harrington 2nd and the motion was passed unanimously by the board.

Upon approval by the board Pat will type up the contract to be signed by Barb and Tom.

FYI: The SCA has approved Chris Middaugh's plans to take down the large Blue Spruce tree in front of his residence (15785). He plans to replace it with another Blue Spruce.

Note to residents: Please submit landscape requests to Pat as needed via the website OR by filling out a paper request form and delivering it to her (there is a clip on her door inside the screen door for this purpose). If you have a problem with either of these methods, call her and let her know. She is not aware of your

landscape needs unless you let her know! Any requests received by Tuesday afternoon will be relayed to Rain or Shine on Wednesday.

Irrigation: System still shut down for the winter until April. The irrigation contract calls for a \$600 semiannual payment in April when the system is turned on.

Building maintenance/roofing: (John Heft) Update on JBC bid for next roofing.

Building maintenance:

JBC is to provide a quote to John Heft for roofing on the remaining 3 buildings. Of these 3 buildings, 2 have 5 homes and 1 has 6 homes. Depending on potential cost increases the board may decide to complete the balance of roofs in 2025, It will depend on quotes versus finances available.

2 homes have been reported to have roof leaks. 15875 has a leak in the Master Bedroom. John is getting a quote for repair and/ or re-roofing. Because this house is now off the market until the roof issue is resolved, it makes sense to re-roof this one home now. John has JBC coming out to provide a quote and then the board will make the decision.

New Business: Nominating Committee: Barb Sherman

The are going to be 3 Board positions vacant as of June 2025: President, Secretary and Member- at-Large.

If you are interested in running for one of these positions, or serving on the Nominating Committee, please contact Barbara Sherman.

For those that are required by the City of Tigard to have a BackFlow Test completed on your irrigation, the information is provided for you with the meeting minutes.

OLD BUSINESS:

Question was asked as to whether Barb Sherman had heard any further information from the city regarding 1 side street parking on Greens Way. She did not.

Meeting was adjourned By Barbara Sherman at 4:40 pm.

April Meetings:

AGENDA: April 2, 2025 3:30 Clubhouse Conference Room

Monthly Board Meeting: April 16, 2025 3:30 Clubhouse Conference Room

Respectfully submitted by:
Claudia Connolly: - STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS MEETING
Clubhouse Conference Room
April 16, 2025

CALL TO ORDER: The meeting was called to order @ 3:35 pm by President Barbara Sherman who welcomed everyone in the Clubhouse Conference Room. Board members present were Vice-President Ron Tenison, Secretary Claudia Connolly, Treasurer Janet Harrington and Member at Large Pat Saxton. The following residents signed in: John Heft, Jr., Marcia Taylor, Sandy Popkes, Susan Roeser, Joann Jeub, Sandy Sisk, Jan Bartlett, Steven Levine, Julie Courson, Donna and Jack Montgomery, Diane Sisk, Nancy Sahler, Alice Nahm, Marty Pachciarz, Buzz Smith and Cathy Cutler.

ACCEPTANCE OF MINUTES: Secretary Claudia Connolly:

No errors reported for March minutes.

Connolly moved to accept the March minutes as distributed: 2nd by Janet Harrington and motion was passed unanimously by the board.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN

Barb reported that she and Janet H. get quite a few calls regarding information needed and or questions from realtors when selling a house in our HOA. Barb suggested that if you are considering selling please try to list with a realtor familiar with Summerfield and our HOA before to limit the amount of involvement from the board members.

Tree trimming on Summerfield Drive.

The City of Tigard has complained to the SCA that the trees on Summerfield Drive need to have a 15 -foot clearance over the street.

The SCA has received 3 quotes from contractors. The SCA is going to use Evergreen Tree Services, who they have worked with before and who bid the lowest price. If all trees are done (including HOA #2 trees on the north side of Summerfield Drive) and many other houses and townhouses along Summerfield Drive, it would reduce the cost to approximately \$200.00 per tree. HOA #1 has 29 trees on Summerfield Drive. Evergreen would provide the permit for all trees, and provide flaggers for traffic.

Janet Harrington motioned that the HOA pays for our trees to be pruned using the SCA's contractor. Pat Saxton seconded the motion and further discussion was held.

The HOA bylaws state that the tree trimming for trees higher than 20 feet is the responsibility of the homeowner. The residents along Summerfield Drive

recently had to have sidewalk repairs done at their expense. Janet Harrington reported that based on our funds and future house sale income, the HOA has the funds to pay for this unbudgeted expense for the homeowners but asked Barb to request that the SCA pay half of our bill since all Summerfield residents enjoy the trees.

****If you have a tree in your front area that you would want to add to this service, please contact JENNIFER in the front office of the Clubhouse to see if that would be possible.

NOMINATING COMMITTEE:

Barb requested people sign up to be on the Nominating Committee. We will have 3 open positions on the Board in June.

Steve Levine signed up for the Nominating Committee on the meeting sign-in sheet, and Barb asked Julie Courson and Sandy Sisk to be on the committee, and they both agreed. Thank you.

TREASURER: JANET HARRINGTON

Profit & Loss for March 31, 2025

Reports are on separate attachments to this report.

Jan reported that we had a successful internal 2023 review of our finances by our CPA. Schwindt and Co. Schwindt has quoted our HOA a bid for the 2024 CPA audit at \$2750 - \$3250. Janet will be working to start the 2024 internal review while continuing to work revising the reserves into the suggested sub-accounts rather than generic expenses.

Buzz Smith reminded us that due to the number of houses in our HOA that are for sale and or being prepared for sale, how do we keep a better watch on these houses (for leaks or damages)? If you have interest or ideas, please contact any board member.

VICE PRESIDENT: RON TENISON

Buzz Smith gave a brief summary of the siding study for the homeowners, how we started and how we have progressed to the current conclusion.

Buzz Smith entered all the corrected wall measurements into the spreadsheet he has created for the treasurer to use in developing assessments each year after the budget has been developed. Instead of using made up numbers of \$12/mo. extra for two stories, and \$6/mo. extra for end-units the new tool will use the actual wall measurements in your home. Buzz presented a hand out that showed each address and how the monthly assessments would change IF we had used this system for 2025. The information shown will be the base amount for 2026. This does not include any percentage cost of living increases from 2025 to 2026. Ron will send each homeowner the specific spreadsheet for their home so you know exactly how we arrived at this

formula, which will be documented for future Boards to know how we arrived at this calculation. Everyone will get a letter written by Ron that is an explanation of why we did the project and where the one number used in Buzz's assessment calculation comes from. Mostly it is an explanation of how to read the spreadsheet that will be coming to people individually. These will be sent out starting in May and will contain the individual measurements that were made by the professional staff at J.R. Johnson of each of the walls on their home. We are sending this to the community as promised. Only one number (the final total square footage) from each home spreadsheet is used by Buzz to calculate the assessment for that home, and that is the final total sum of the siding, and is located in the bottom right corner. Because this is a general letter to go with the individual data that will be coming in a couple of weeks, a set of data for one home is used as an example.

The reports in this spreadsheet are meant for you to review and the board plans to vote on them at the May meeting.

MEMBER-AT-LARGE: PAT SAXTON

LANDSCAPING:

Landscape

April landscape maintenance to date: Continued blowing, mowing, edging, and spraying for weeds followed by weed-eating when dead according to Tom at Rain or Shine.

Irrigation: System still shut down for the winter until later in April or early May.

Building maintenance/roofing: (John Heft)

Jane Brown's home was being re-roofed and will be completed in April.

The balance of homes to be re-roofed will start in August and be completed by September. We have paid ½ down to hold the start date. This will complete the total building re-roofing project approximately 1 year earlier than we forecasted. JBC has also reduced the price of plywood from \$125.00 down to \$75.00 per sheet after completing Jane Brown's roof.

Janet Harrington moved to adjourn the meeting.

Pat Saxton 2nd and unanimously passed by the board.

Meeting was adjourned By Ron Tenison - Vice President 4:50 pm.

May Meetings:

AGENDA: May 7, 2025 3:30 Clubhouse Conference Room

Monthly Board Meeting: May 21, 2025 3:30 Clubhouse Conference Room

Respectfully submitted by:
Claudia Connolly: - STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS MEETING
Clubhouse Conference Room
May 21, 2025

CALL TO ORDER: The meeting was called to order @ 3:35 pm by President Barbara Sherman who welcomed everyone in the Clubhouse Conference Room. Board members present were Vice-President Ron Tenison, Secretary Claudia Connolly, Treasurer Janet Harrington and Member at Large Pat Saxton. The following residents signed in: John Heft, Jr., Marcia Taylor, Sandy Popkes, Susan Roeser, Joann Jeub, Sandy Sisk, Jan Bartlett, Sylvia and Bill Dorney, Barry Mulder, and Bill Gregory.

ACCEPTANCE OF MINUTES: Secretary Claudia Connolly:

No errors reported for April minutes.

Connolly moved to accept the April minutes as distributed: 2nd by Janet Harrington and motion was passed unanimously by the board.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN

Barb reported that Carene Svoboda of the SCA board asked HOA #1 to host a Summerfield Puppy Parade. Barb did not commit to anything. Barb to contact HOA #2 to see about sharing hosting since the likely route would include Greens Way (HOA 1 street) and Green Leaf Dr. (HOA #2 street),

NOMINATING COMMITTEE:

Nominating committee has been able to get 2 people to agree to run for three open positions on the board. Sandy Sisk reported there is a person interested but has not committed.

Per the by-laws, the board can consist of 3 to 5 members but it would be much better to have 5 members to share the workload. There is still time to run so anyone who is interested should contact a board member. Ballots will be distributed to each home soon.

TREASURER: JANET HARRINGTON

Profit & Loss for March 31, 2025

Reports are on separate attachments to this report.

Costs for reroofing Jane Brown's house and deposits for August roofing on the balance of three buildings are reflected in May financials.

The Reserve Study will be starting in June. If you would like to be on that committee, please contact Janet Harrington.

Budget committee will start meeting in June. The committee consists of Nancy Sahler and Susan Roeser. If you would like to be on the budget committee, please contact Janet Harrington.

VICE PRESIDENT: RON TENISON

Ron reported he has been busy working to provide each homeowner with individual spreadsheets that show the measurements from JR Johnson for the walls on their homes. Since they are individual, they take time to prepare and send, and there are still some to finish up. If you have not received yours by the end of next week, or you need them on paper instead of via email, you can contact Ron Tenison.

The board has proposed that the actual siding measurements be used in place of the \$6 / month and \$12 / month estimates, for the impact of extra siding on end units and two story structures as part of the assessment computation.

Janet Harrington motioned to vote to accept the measurement report and use the new assessments as the basis for the 2026 assessments. Ron Tenison 2nd and the board voted unanimously 5-0 to approve the new assessment structure.

Unanimous vote by the board passed, 5 -0, and will be used starting in January 2026. The assessment report at the April meeting showed what and how your monthly assessment is calculated based on using the new siding information rather than the estimates. A table was sent with the minutes showing what difference it would have made using this current year's assessment. The use of the new actual measured information, will bring the assessment process back into compliance with the by-laws because we now know how to fairly calculate the assessment values for each owner and will allow us to remove the arbitrary charges for 2-story and end-unit amounts that had been in previous formulas.

This brings us into compliance with the by-laws and allows us to close a 2-plus year project of work by many people on this. Thank you, all.

MEMBER AT LARGE: PAT SAXTON

Pat reported that the HOA received a large invoice from the City of Tigard for meter replacements. There were no meters replaced, and the City issued a credit for that invoice.

LANDSCAPING:

May landscape maintenance to date: Continued weed-eating, mowing, and edging. Also blowing of maple seeds mainly on Summerfield Drive.

FYI: The seeds of maple trees that fall to the ground are called samaras, but are commonly known as helicopters or whirlybirds due to their spinning, wing-like structure. These seeds are the fruit of the maple tree and are dispersed by wind as they spin and fall to the ground.

IRRIGATION

Pat has had several residents ask when the irrigation water will be turned on. The system has been unlocked by the City for the season and has been back-flow tested (see note below). Now each of the 17 zones has to be checked for leaks before the watering schedule is set up. This process should be completed in the next week or 2 after the lawns are mowed.

Note FYI: Backflow occurs when water flow reverses, potentially contaminating the clean water supply with dirty water, chemicals, or other pollutants. Backflow prevention devices can fail over time, and regular testing (often annually) helps maintain their effectiveness. Testing ensures that the device effectively prevents this contamination by monitoring pressure levels and valve functionality

Building maintenance/roofing: (John Heft)

Some homes in the last buildings to be roofed may have covers over patios that encroach on the roof. John will be checking which homes are affected and contacting the homeowners. This will be the homeowner's expense and will need to be coordinated with John and JBC Roofing before roofing starts in August. John will check with JBC to see if this is a service they will even offer. If they do not offer this, the homeowner will need to find a contractor.

June Meetings:

AGENDA: Board Meeting June 4, 2025 3:30 pm Clubhouse Conference Room

ANNUAL Board Meeting and Dinner:

Meeting: June 18, 2025 3:30 Lakeview Room

HAPPY HOUR and Dinner to follow the meeting. **BYOB**

The dinner will be covered by the HOA and will consist of rolled sandwiches, chips, salad and 2 desserts.

If you can help set up and decorate, please meet at 3:00 pm in the Lakeview Room

Meeting was adjourned at 4:35.

Respectfully submitted by:

Claudia Connolly: - STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
ANNUAL MEETING OF THE BOARD OF DIRECTORS
Clubhouse Lakeview Room
June 18, 2025

CALL TO ORDER: The meeting was called to order @ 3:35 p.m. by President Barbara Sherman who welcomed everyone in the Clubhouse Lakeview Room. Board members present were Vice-President Ron Tenison, Secretary Claudia Connolly, Treasurer Janet Harrington and Member at Large Pat Saxton. The following residents signed in: John Heft Jr., Marcia Taylor, Sandy Popkes, Joann Jeub, Sandy Sisk, Sylvia and Bill Dorney, Steve Levine, Shirley Ng, Nancy Sahler, Bill Gregory, Anita Gregory, Barbara Padden, Alice Nahm, Sue Westby, Diane Sisk, Marty Pachciarz, Steve and Barb Jones, Donna and Jack Montgomery,

ACCEPTANCE OF MINUTES: Secretary Claudia Connolly:

No errors reported for May minutes.

Connolly moved to accept the May minutes as distributed: 2nd by Pat Saxton and motion was passed unanimously by the board.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN:

Barb provided a summary of the accomplishments of HOA #1, see attached report.

TREASURER: JANET HARRINGTON

Profit & Loss for May 31, 2025

See attachment to this report. Landscaping and irrigation are combined in the Landscaping total and Janet will do a journal entry to separate the two charges. Costs for reroofing Jane Brown's house and deposits for August roofing on the balance of three buildings are reflected in May financials.

The Reserve Study will be starting in June. If you would like to be on that committee, please contact Janet Harrington.

The budget committee will start meeting in June.

Janet is monitoring the HOA Flex CDs closely. One will be maturing and a decision will need to be made with the new board as to this CD.

Janet has attended sub association meetings and reported some HOA dues are going up 14%. Our HOA is one of the best managed as to our Reserve study needs and budget. She thanked Craig Benjamin for having the foresight a few years ago to see that we needed to build up our reserves in order to manage the maintenance on buildings, which the board did by passing a special assessment of \$4320.00 per unit.

VICE PRESIDENT: RON TENISON

Ron gave a summary of our now completed siding project and thanked John Heft Jr. and Craig Benjamin for all their help in confirming and validating the siding measurements from Jr Johnson so that we could distribute the information to home owners and the board can confidently use the information in making decisions into the future. He also thanked Buzz Smith for all his computer work in creating the new spreadsheet tool for the Treasurer to use each year in determining each homeowner's real portion of the maintenance and operating costs and therefore the amount that they need to be assessed in their HOA monthly dues. This assures us that we now have a method of assessing dues that is fair and equitable and can be justified. The new tool will save the treasurer hours of calculating each year.

MEMBER AT LARGE: PAT SAXTON

Landscape:

June landscape maintenance to date: continued weed-eating, mowing, etc., along with several individual resident's requests for maintenance which were completed during my absence the past week.

Irrigation:

Last month Tom (Rain or Shine) submitted the bill for the semi-annual payment of \$600 for irrigation maintenance, which includes turning on the sprinklers, checking all zones and heads, and programming and setting the clock. During their inspection of the system after the City of Tigard unlocked the meter, they discovered 5 broken pipes; 2 valves needing to be replaced; and a clock problem in which the connections to the zones had apparently been messed up by the previous contractor (according to Tom), whereby the zones were not in sequence. These problems needed to be corrected. Apparently, James, who had been in charge of the irrigation system, has just been "putting up with" the problem for the past 4 years!

As of today (6/18) most of the irrigation system issues have been fixed except for one wire.

Our contract with Rain or Shine states that any repairs of the system will be billed at a rate of \$50 per man hour, plus parts, to be reimbursed to the contractor.

Building maintenance/roofing: (John Heft Jr.)

No issues reported by John. Roofing of the last buildings will start August 2nd or 3rd.

In closing, Pat stated that it had been a pleasure to work with this board for the past two years, and that it had been a very educational experience in that she learned so much about how a self-managed HOA operates. The work these people do in the interest of

working for you to maintain our beautiful HOA is not known until you step into a volunteer role. It takes many people working together to keep things running smoothly.

NEW BUSINESS

Ballots for new board members were counted. We had 27 ballots turned in. The newly approved board members are: Steve Levine, Bill Gregory.

Susan Roeser withdrew her name as a candidate.

Existing board members Ron Tenison and Janet Harrington continue on the board.

The new board members withdrew to another area and determined which positions they will take.

The NEW BOARD member positions are:

Ron Tenison - President

Bill Gregory: Vice President

Steve Levine: Secretary AND Member at Large

Janet Harrington: Treasurer

CONGRATULATIONS TO THE NEW BOARD OF HOA #1

Janet Harrington thanked the outgoing board members, Barbara Sherman, Claudia Connolly and Pat Saxton, and presented each with a card and \$25.00 gift certificate for their service to the HOA. John Heft Jr. was also included as he has served as a volunteer member continuing to handle the roofing and serving as building maintenance manager under Pat Saxton, Member at Large. Buzz Smith was also thanked for his work on the Siding Project.

Janet Harrington moved to reimburse the dinner fund \$100.00, for money used to buy gift certificates for the members leaving the board, with the money coming from the operating account.

2nd: Ron Tenison

Passed unanimously by the board.

July Meetings:

AGENDA: Board Meeting July 2, 2025 3:30 pm Clubhouse Conference Room

BOARD MEETING: July 16, 2025 3:30 pm Clubhouse Conference Room

HAPPY HOUR: after the meeting (approximately 5:00 pm) in the Clubhouse Living Room

BYOB and an appetizer but not needed to attend. All are welcome

Hosted by Bill and Syvia Dorney

The meeting was adjourned at 4:20 p.m.

Shirley Ng and her crew, Alice Nahm, Joann Jeub and Sandy Popkes did an excellent job of providing a nice summer dinner to all who attended. Thank you again for all your hard work.

Respectfully submitted by:

Claudia Connolly: STSA #1 Secretary

There was no board meeting in July 2025.

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS' MEETING
Summerfield Clubhouse
August 20, 2025

CALL TO ORDER

The meeting was called to order at 3:34 PM by President Ron Tenison, who welcomed attendees and invited everyone to introduce themselves.

Residents in attendance: Sandy Popkes, Diane Sisk, Barbara Padden, Mary & Chuck Wilson, Joann Jeub, Barbara & Steve Jones, Barbara Sherman, Marcia Taylor, Pat Saxton, Nancy Sahler, Sylvia & Bill Dorney, and John Heft.

Board Members Present:

- President: Ron Tenison
- Vice President: Bill Gregory
- Secretary & Member-at-Large: Steve Levine
- Treasurer: Janet Harrington

ACCEPTANCE OF MINUTES

Secretary Steve Levine presented the June minutes. There was no July meeting as several Board members were unavailable.

Motion to approve the June minutes was made by Steve, seconded by John. Motion passed unanimously.

REPORTS OF DIRECTORS

PRESIDENT – Ron Tenison

- Shared updates on homes for sale and those sold but not yet occupied.
- Encouraged welcoming new homeowners and inviting them to HOA activities.
- Noted that HOA men hold a monthly breakfast on the 3rd Tuesday at 11 AM at Elmer's.
- Announced the upcoming "Law Day" seminar on September 26, 8 AM–2 PM. The cost is \$35 per person. Both Ron and Janet had previously attended and recommended it.

TREASURER – Janet Harrington

- Distributed financial reports: Profit & Loss (Jan–June 2025), June 2025, and July 2025.
- Reviewed ongoing and one-time costs, CD reserves, and related taxes. HOA remains financially strong and on track.
- Noted that an onsite updated reserve study is overdue (last done two years ago). Jan moved to approve a Level 2 study with Schwindt & Co. at a cost of \$2,700. Bill seconded. After discussion, the motion carried.
- Study will project long-term repair needs (siding, concrete, electrical).

VICE PRESIDENT – Bill Gregory

- Reported on research into the upcoming cable TV contract. Comcast/Xfinity is the only provider offering both TV and internet, while Ziplly offers only internet but at a lower cost.
- After discussion, Bill was tasked to investigate contract renewal options and possible adding basic internet service for all homeowners. He will report back next month.
- Collaborating with the Webmaster to update board member information and improve website content.

MEMBER-AT-LARGE – Steve Levine

- Introduced a new homeowner service request form, to be available on the website and by email.
- Developed a repair order worksheet for vendors with a follow-up form for tracking. Once work is complete, Steve will notify the homeowner and authorize vendor payment.

COMMITTEE REPORTS

LANDSCAPING

- Diane Sisk's trees were not trimmed as requested; Steve will follow up with landscaper Tom (Rain or Shine).
- Steve reported concerns about a dead tree on Summerfield Dr. The homeowner will be responsible for removal, stump grinding, and replanting.
- Steve requested permission to walk the property to identify additional tree/shrub issues.

IRRIGATION

- Repairs completed: broken sprinkler valve, pipes, and heads. City corner repair was also finished and re-landscaped.
- Lawns fertilized last week and are in good condition. Watering schedule to be reviewed next week.

BUILDING MAINTENANCE / ROOFING – John Heft

- Final round of roof replacements began August 4. Five roofs completed to date; completion is expected by late September.
- Gutter and flat roof cleaning underway, to be finished after roofing is complete.
- Roof moss treatments have begun; new roofs will be treated in the fall.
- Board discussed replacing rain gutter screens (available at Lowe's for \$25/box). Steve will check current stock and consult with Tom.
- Burned-out light bulbs will be replaced by Steve.

OLD BUSINESS

Ongoing concerns about street parking along Greens Way. The City of Tigard is reviewing the possibility of restricting parking on one side. Challenges exist due to lack of easement for signage. Parking congestion remains a problem for residents and emergency vehicles.

NEW BUSINESS

- Issue raised regarding residents feeding squirrels, which contributes to rodent problems. Ron will address this in the newsletter.
- Steve asked if homeowners are interested in replacing golf screens and will explore vendor options.

UPCOMING MEETINGS & EVENTS

- BYOB social immediately following the meeting in the Clubhouse Living Room, hosted by Sylvia & Bill Dorney.
- Next Board Meeting: September 17, 2025, 3:30 PM – Clubhouse Conference Room.

Meeting adjourned at 5:29 PM by Ron.

Respectfully submitted,

Steve Levine – STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Clubhouse September 17, 2025

CALL TO ORDER

The meeting was called to order at 3:35 PM by President Ron Tenison, who welcomed attendees and invited everyone to introduce themselves.

Residents in attendance: Sandy Popkes, Joann Jeub, Barbara & Steve Jones, Barbara Sherman, Marcia Taylor, Pat Saxton, Nancy Sahler, Sylvia & Bill Dorney, and John Heft.

Board Members Present:

- President: Ron Tenison
- Vice President: Bill Gregory
- Secretary & Member-at-Large: Steve Levine
- Treasurer: Janet Harrington

ACCEPTANCE OF MINUTES

- **Minutes:** A motion was made (Bill Gregory) and seconded (Janet Harrington) to accept the August Board Meeting Minutes with the following Corrections (HOA is only responsible for electrical on the streetlights and lights over the address numbers. Motion passed unanimously.

REPORTS OF DIRECTORS

PRESIDENT – Ron Tenison

- Ron discussed that Steve was overwhelmed by having two positions on the board and it was discussed that John could step in and replace him as the Member-At-Large and Steve would assist him. Bill made a motion to accept John as the Member-At-Large, Jan seconded. Motion to accept John passed unanimously.
- Ron shared the names of the new homeowners. He and Kathy will work to get the phone numbers and emails updated, hopefully the SCA will do a better job of sharing the new H/O info with Ron. There are a few others that have not quite moved in yet including Steve's sister Gina.
- Encouraged welcoming the new men to the monthly men's breakfast, the women do a better job on inviting them to theirs and the other HOA activities.
- The neighborhood behind ours had a burglary last month; another home had a squatter that used the entire house plus stole her car and crashed it. We need to be more aware of our neighbors' homes when they are away, close our garage and lock our doors. Look for people just hanging around, get license numbers if possible.
- Ron announced the "Safety Committee meets the second Wednesday of the month at 3pm, next month will be on gas safety. Marcia provided a booklet on safety in the past but no longer available, Ron will try to copy it and post it on our website. We need to be better prepared for a disaster.

TREASURER – Janet Harrington

- Distributed financial reports: Profit & Loss for August 2025 (see attached).
- Roofing expenses were almost \$52,000, so total monthly expenses were \$15,000 w/o the roof as was net income \$4,300.
- HOA remains financially strong, and expenses are on track.
- Our CPA has let us know they will recommend for 2026 that we add some new expense categories specific to Reserve items to make our reporting for Operations clearer, and will let us know what to re-characterize for fiscal 2025

- Our Special Assessments income is up for the year; we are ahead of projected new residence fees. The budget was \$4,000 and currently sits at \$9,100.
- The 2026 budget is almost done, await the committee meeting to finalize it.

VICE PRESIDENT – Bill Gregory

- Reported on research into the upcoming cable TV contract. Recommendation is to let the TV contract renew with Comcast/Xfinity for a year while he researches other options, including internet service. The budget next year should include the current cost plus a 5% increase.
- After discussion, Steve made a motion to let our cable TV contract run for another year, hopefully at the same cost. Ron seconded and the motion passed unanimously.

MEMBER-AT-LARGE – Steve Levine

LANDSCAPING

- Most of the H/O requests were completed, they still have a few to complete and Steve will follow up with landscaper Tom (Rain or Shine) tomorrow.
- The tree trimming is completed along Summerfield Dr. Our HOA agreed to pay \$200 per tree, one time.
- Steve received another bid from Ash Tree Service to cut down the dead tree and grind the stump on Summerfield Dr, he will review this with the H/O. He will ask Tom for a price to replace the tree.

IRRIGATION

- We believe all the repairs have fixed the leaking problem, but the water time was reduced to twice a week and maybe turned off this week for the season. This too will be reviewed with our landscaper Tom.

BUILDING MAINTENANCE / ROOFING – John Heft

- The final four houses are underway with completion due by early next week. Costs are what was budgeted, the extra costs were for plywood replacements.
- There was a leak to a flat roof at 15785, John got a quote of \$3,149 to replace it. Jan made a motion to approve the money to replace the roof, Ron seconded, motion passed. John will ask the roofer to inspect the other 12 flat roofs and give an estimate if any others need replacement and the cost. The flat roofs drain clog easily, so we need to investigate screens to keep them clear. Bill to ask Tom and JVC
- Gutter and flat roof cleaning are completed except for the homes getting the new roofs. John recommended we increase the flat roof cleaning to 3X per year and investigate a screen to keep debris from falling into the drain. He will get a price from Tom for that and increase the down spout cleaning to twice a year. At the next gutter cleaning we will have the missing and broken gutter guards replaced.
- Roof moss treatments are completed; new roofs will be treated in the fall. Tom to inspect down spouts.
- Several burned-out light bulbs were replaced; we may need to have an electrician look at 2 homes.
- This fall we will be looking at the golf ball damage to the siding and repairing the dents.

OLD BUSINESS

- Steve presented a price to replace the golf screens on the homes along the course. They would run approximately \$2,200 per home, have black poles and fiberglass netting. He will try to get a price reduction and see if smaller sizes are available.
- The City has said they are unable to add no parking signs because the “right of way” is too narrow. Steve asked the roofers if they would only park on one side of the street or on Summerfield Dr, this would help.
- Sylvia has agreed to purchase and deliver pumpkins to each household; she has money left over from last year but requested donations. This creates our “Pumpkin Way” look and will run from 10-5 to Thanksgiving. Tom will pick up the old pumpkins and dispose of them.

NEW BUSINESS

- Sylvia passed out an information request form for our ‘Neighborhood Watch’, this gives us emergency contact information. We have several block captains, and most neighbors participate in this program. It will be emailed out to all and be included in the welcome package.
- Steve was asked if the minutes could be sent out earlier, the board must first approve the minutes, but he will email it to the board for corrections first, then email it to the group as an “unapproved copy”.

Upcoming Meetings & Events

- BYOB social immediately following the meeting in the Clubhouse Living Room, hosted by Sylvia & Bill Dorney.
- Next Board Meeting: October 15, 2025, 3:30 PM – Clubhouse Conference Room.

Motion to adjourn the meeting at 5:29 PM by Steve, seconded by Bill.

Respectfully submitted,

Steve Levine – STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Clubhouse October 15, 2025

CALL TO ORDER

The meeting was called to order at 3:36 PM by President Ron Tenison, who welcomed all in attendance and a special thank you to the new residents in attendance. He invited everyone to introduce themselves. Ron told the audience that Janet Harrington (treasurer) was enjoying a well-deserved vacation in Hawaii

Residents in attendance: Sandy Popkes, Joann Jeub, Barbara Sherman (took board photo then left), Marcia Taylor, Jan Bartlett, Sandy Lawson, Diane Sisk, Sue Westby, Daniel Casey, Nancy Sahler, Sylvia & Bill Dorney, Rolf & Kathy Olsen.

Board Members Present:

- President: Ron Tenison
- Vice President: Bill Gregory
- Secretary: Steve Levine
- Member-at-Large: John Heft Jr.

ACCEPTANCE OF MINUTES

- **Minutes:** Steve explained that he is sending out the draft (unapproved) minutes before each regular meeting.
- After everyone had a chance to review the September minutes, Steve asked if there were any corrections. Hearing none, he made a motion to approve the minutes as presented. John Heft Jr. seconded the motion, and it passed unanimously.

REPORTS OF DIRECTORS

PRESIDENT – Ron Tenison

- Ron shared the names of the two new homeowners, Judy Sprauer and Steve's sister Gine Rudolph. He was excited to have two more females to the neighborhood. Again, he encouraged welcoming the members to HOA activities.
- We will have two more houses going on the market in the next month.

TREASURER – Steven Levine reported for Janet Harrington

- Profit & Loss statement for September 2025 was distributed (see attached).
- Building Maintenance: Expenses for the month totaled **\$82,876**, covering the roofing project, tree trimming along Summerfield Drive, gutter cleaning, and moss treatment. All other expenses were within budget. A few additional home sales last month increased our reserves, keeping us ahead financially.
- A discussion followed regarding why the HOA paid for the tree trimming instead of the SCA. It was noted that the city required the trimming, and although homeowners were technically responsible for the cost, the HOA covered it
- A year-to-date financial report was requested. The report is current through August but not yet updated for September.
- Steve made a motion to approve the financial report, John seconded, the motion passed unanimously.

VICE PRESIDENT – Bill Gregory

- The new cable contract will reduce costs by **\$5-\$7 per month**, with the provider allowed up to a **5% annual increase**. The HOA has renewed the **Xfinity contract for another five years**.
- Since it would be difficult to get all homeowners to agree on a preferred internet service, **Bill recommended conducting a survey** to better understand members' needs and preferences. He will

create and manage the survey, then present the results to the board. **Ron made a motion** to allow Bill to proceed with the survey at **no cost to the HOA; Steve seconded**, and the motion passed unanimously.

- Bill will get the updated roster onto the Website this week.
- Bill suggested using the “**What’s Up**” app as a neighborhood communication tool. It would allow residents to ask for help, share concerns, offer assistance, and stay informed about community matters.

MEMBER-AT-LARGE – John Heft Jr.

LANDSCAPING

- Regular mowing, edging, and general cleanup are ongoing. Residents are encouraged to submit any maintenance requests as **leaf cleanup is beginning** and will take a couple of months to complete. The **sprinkler system has been turned off for the season**. Two areas with coverage issues have been noted and will be addressed in the spring.

BUILDING MAINTENANCE – John Heft Jr

- John purchased a box of leaf guards, which will be given to Tom to replace damaged ones during the next gutter cleaning.
- JBC inspected the flat roofs and determined that none needed replacement at this time. However, the flat roof leak at **15760** still requires repair. John will inspect the damage tomorrow. JBC will be scheduled to replace the roof and any rotted wood before the owner completes interior repairs. The estimated cost of **\$3,149** was approved last month. The interior damage is extensive, including personal property loss. The owner has a video showing water leaking from the ceiling and will provide photos for John. John will coordinate with the owner and JBC to complete the work as soon as possible. A plumber may also need to inspect the drainpipe.
- A comment was made about the bird vents and if JBC was supposed to replace any missing covers, John would inspect these also.
- Steve reported that an electrician will be on-site next week to repair or replace faulty light fixtures or sensors at four homes. A total of five homes need attention, identified after attempts to replace bulbs.
- John inspected the homes on the golf course side and noted siding damage. Repairs will be scheduled.

OLD BUSINESS

- The Neighborhood Watch program is still in the process of implementing updates, with Sylvia continuing to lead the effort.
- As noted last month, Sylvia purchased and delivered pumpkins to each household. Tom will collect and dispose of the old pumpkins.

NEW BUSINESS

- It was suggested that we organize a **Neighborhood Watch and Emergency Preparedness seminar** to help homeowners learn simple ways to better prepare their homes for emergencies.
- Steve announced that all our **meeting times and locations for next year** have been approved and added to the SCA calendar.

Upcoming Meetings & Events

- BYOB social immediately following the meeting in the Clubhouse Living Room, hosted by Sandy and Steve. IN December we are looking for volunteers for our Holiday Potluck. Next month the planning will start.
- Next Board Meeting: November 19, 2025, 3:30 PM – Clubhouse Conference Room.
- Motion to adjourn the meeting at 4:44 PM by Steve, seconded by John.

Respectfully submitted,

Steve Levine – STSA #1 Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Clubhouse November 19, 2025

CALL TO ORDER

The meeting was called to order at 3:45 PM by President Ron Tenison. He apologized for the late start, explaining that the Board had been in a training session with the Webmaster. Ron welcomed all attendees and gave a special welcome to our new resident, Gina Rudolph (Steve's sister). He then invited everyone to introduce themselves

Residents in attendance: Sandy Popkes, Joann Jeub, Barbara Sherman (took board photo then left), Marcia Taylor, Alice Nahm, Pat Saxton, and Gina Rudolph.

Board Members Present:

- President: Ron Tenison
- Vice President: Bill Gregory
- Treasurer: Janet Harrington
- Secretary: Steve Levine
- Member-at-Large: John Heft Jr.

ACCEPTANCE OF MINUTES

- **Minutes:** Steve distributed a revised copy of the October minutes. A typo was identified on line two (the word "residence" should be "residents"), which Steve will correct. **Jan** made a motion to approve the minutes, and **Bill** seconded. The motion passed unanimously.

REPORTS OF DIRECTORS

PRESIDENT – Ron Tenison

- **Ron** shared the results of the Webmaster meeting. **Bill** will take on the responsibilities of updating the website, including posting monthly minutes, adding new homeowners, and listing upcoming events.
- **Ron** noted that **Matt** is currently house-sitting at **Ken's home**. Matt drives a silver van that may occasionally be parked on the street, though he will make an effort to keep it in the driveway.
- **Ron** is working with the SCA board to address the reflective roof across the golf course, **Steve** requested the SCA chair give an update to their proposed action with the homeowner.
- **The Emergency Preparedness Team** has scheduled a **"Be Ready" course**. Ron recommended having tools on hand to shut off gas and water lines, as well as keeping a fire extinguisher—and knowing how to use it. (Fire extinguishers are available at The Home Depot).
- **Neighborhood Watch** is updating emergency forms for new residents to identify friends or neighbors who can assist in the event of an emergency.

SECRETARY – Steven Levine

- **Steve** reported that he will be on medical leave for the month of December. He will complete and distribute the November minutes but will not be able to attend the next meeting. He will ask his wife if she can fill in for him during his absence.

TREASURER – Janet Harrington

- **Jan** reported the Profit & Loss statement for October 2025, a copy was distributed (see attached). It reflects a net income of \$12,000 after normal monthly expenses of \$7,900. Total assets to date are \$192,000, much of which is designated for reserves. Building Maintenance included \$2,614 for the

remaining roof replacement costs, funded by reserve savings. Year-to-date income is \$251,000, with approximately \$116,000 in expenses, leaving a positive balance of about \$135,000. **Steve** made a motion to approve the financial report, **Jan** seconded, and the motion passed unanimously.

- **The Board** discussed the percentage increase for HOA dues for 2026. Typical annual increases range from 4% to 6%, and a comparison chart was distributed showing the revenue generated by each option. Beginning in 2026, the new assessment—delivered earlier this year—will be used as the base amount, with the percentage increase applied to that figure. The updated assessment is based on each home's square footage, including adjustments for two-story homes and end units, which require additional siding.
- **Jan** noted that the association is currently ahead with dues collected, with some who prepaid and with the higher number of home sales this past year. However, most reserve funds have been used for roof replacement, and we need to get ahead for siding replacement. Our CPA is conducting a comprehensive on-site review, the first since 2023, and recommends 5% dues increase. This would add approximately \$16 per month to each homeowner's dues. **Steve** made a motion to approve CPA's recommendation of a 5% dues increase. **John** seconded the motion. After discussion, the motion passed unanimously.
- The 2026 homeowner dues statements will be mailed by December 1st. The budget for next year assumes two home sales at \$2,000 for transfer fees,
- **Jan** added that although next year's insurance premium is not yet available, we are fortunate to remain with State Farm, where we are grandfathered in and expect only a minor increase at our January renewal. Other HOAs that left State Farm have faced policy cancellations or significantly higher premiums, as some insurance companies have withdrawn from the marketplace.

VICE PRESIDENT – Bill Gregory

- **Bill** reported that he spent one hour with the Webmaster (at \$30 per hour) to learn how the HOA website operates and how to make future updates. Bill will now take over management of the website and Peter Frye will remain our consultant.
- The new **Xfinity contract** for basic cable and two standard boxes has been signed and is now in effect. The current monthly cost of \$47 will remain the same for the upcoming year, but it will increase in 2027. Additional channel packages and internet service are available at discounted rates.
- **Bill** suggested notifying homeowners about the ongoing rodent issue. Rodents can cause costly damage to electric wires and may carry diseases. Homeowners should be reminded not to feed squirrels or birds, and per the Bylaws, each homeowner is responsible for their own pest control. The city also has an ordinance prohibiting actions that attract rodents, with potential fines for violations.
- A “**WhatsApp**” group chat has been created as a neighborhood communication tool. It will allow residents to request help, share concerns, offer assistance, and stay informed about community matters

MEMBER-AT-LARGE – John Heft Jr.

LANDSCAPING

- **John** reported landscape maintenance is ongoing. Most leaf pickup has been completed except for the golf course side. Flower bed preparation will begin soon; pumpkins will be picked up on the Wednesday before Thanksgiving.
- The landscape request form is available online.

BUILDING MAINTENANCE

- The electrician has completed repairs to the malfunctioning light sensors, and **Steve** has replaced the burned-out bulbs.
- All sloped shingle roofs have now been reroofed

- JBC inspected the flat roofs and determined that none needed replacement at this time. This may need to be addressed in 3-5 years. We have 15 flat roofs, with a rough cost of \$3,500 each - plus the cost of raising air conditioners—the total project would be roughly \$50,000.
- The damaged home with the flat roof failure was impacted by an issue with the roof drain. JBC has ordered the replacement part and will complete the repair as soon as it arrives. The interior has already been torn out in preparation for new sheetrock installation.
- Gutter cleaning will begin shortly, with extra attention to the drain area.

OLD BUSINESS

- The Internet Survey mentioned in the October minutes has not been completed.
- New golf course fence quotes have been received, averaging around \$800 to \$900, significantly lower than the earlier \$2,000 estimates. **Steve** and **Bill** have the contact information.
- The Neighborhood Watch program is still in the process of implementing updates, with Sylvia continuing to lead the effort.

NEW BUSINESS

- **Steve** asked whether we should form a landscape committee to review the corner areas, offering planting ideas to neighbors, and possibly look into the cost of adding bark along the cart path and corners. He offered to head up this committee. The board does not have authority over the individual homeowner areas, but we can offer guidance and assistance.

Upcoming Meetings & Events

- A BYOB social will take place immediately after the meeting in the Clubhouse Living Room, hosted by **Sandy Popkes**.
- The **Holiday Dinner** is scheduled for December 10th at 5 PM in the Lakeside Ballroom. The cost is \$20 per person, payable to **Shirley Ng**. Please RSVP to **Sandy Popkes**. This will be **Shirley's** last year coordinating the event, so we will need a new chairperson and other volunteers moving forward, she can be called on to help.
- There will be a short board meeting on December 17th at 3:30 PM, clubhouse room TBD.
- A motion to adjourn was made by **Jan**, seconded by **Bill**, and the meeting concluded at 4:53 PM

Respectfully submitted,

Steve Levine – STSA #1 Secretary

The Board of Directors did not meet in December.