

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Clubhouse January 21, 2026

CALL TO ORDER

- The meeting was called to order at 3:37 PM by President Ron Tenison. Ron welcomed all attendees and invited everyone to introduce themselves. The board acknowledged with sadness the passing of Barbara Sherman, who lost her battle with cancer on January 20th. Her family plans to hold a memorial at a later date. The board also noted the recent passing of Gregory Ausland last week.

Residents in attendance: Sandy Popkes, Joann Jeub, Jan Bartlett, Marcia Taylor, Sue Westby, Diane Sisk, Pat Saxton, and Marty Pachciarz.

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:** The November minutes were distributed with all prior corrections made. There was no meeting in December, so no minutes were recorded. **Jan** made a motion to approve the minutes, and **Bill** seconded. The motion passed unanimously.

REPORT OF DIRECTORS

PRESIDENT – Ron Tenison

- **Ron** shared a new neighbor John Wayne Cochran, is gradually moving into 15960 while selling his current home. The home at 15890 is under contract after the previous sale fell through.
- **Ron** and **Bill** are working with the SCA board to address the reflective roof across the golf course. **Bill** has sent a letter outlining the Bylaw rules for additions and the requirement to comply with Summerfield guidelines.

SECRETARY – Steven Levine No additional report

TREASURER – Janet Harrington

- **Jan** reported the November 2025 Profit & Loss statement (see attached). Net income was \$4,467 after \$11,178 in expenses. Total assets were \$196,400, including \$5,000 in checking, \$30,600 in savings, and \$77,200 in CDs. Reserves remain strong for upcoming expenses (see enclosed balance sheet)
- The December statement (also enclosed) reported income of \$16,036 and expenses were \$6,375, resulting in a net income of \$9,661. A total of \$30,000 was transferred from checking into reserve savings. For the year ending December 31st, total income was \$290,545 and expenses were \$386,508. Operating expenses totaled \$120,446 with roofing cost paid by reserves. The CPA will recommend updates on how reserve expenses are reported. Future siding repairs will be paid for by reserves and will not affect operating income. **Steve** moved to approve the November, December, and full-year 2025 financial reports; **John** seconded, and the motion passed unanimously.
- **Jan** distributed the 2026 estimated budget and expenses outline (enclosed) included with the 5% increase approved by the board in October 2025. The 2026 budget projects \$4,000 in interest and two transfer fees of \$2,000 each. Based on this budget, an estimated \$98,100 would be added to reserves. **Buzz** created an Excel spreadsheet to track monthly budgets against the actual expenses.

- **Jan** will give us quarterly updates.
- **Jan** changed the State Farm Insurance billing from annual to quarterly, improving cash flow and early-year accounting with no additional costs.

VICE PRESIDENT – Bill Gregory

- **Bill** sent out a survey to gauge interest in cable versus internet service, and 32 residents responded. Of those, 85% currently use the basic cable service that the HOA provides and pays for through monthly dues. The survey presented four options for services that could be included in HOA dues: cable only, internet only, both cable and basic internet, or no service. Cable only received the most support with 24 votes, which aligns well with our recent renewal of the Xfinity contract. At this time, the board will table the option of offering basic internet service, including selecting a provider, as preferences vary between Xfinity and Zply. As with cable, residents would still have the option to add additional features or higher speeds individually.
- **Bill** has been updating the HOA website to improve readability. He added Board Minutes from June through October and optimized the site for smartphone viewing. Bill requested that the HOA upgrade to the WIX Premium plan at a cost of \$235 per year. This upgrade would remove ads, provide 24/7 customer support, assign a dedicated web address, and offer analytics to track website traffic. Two concerns were raised: (1) the SCA is also considering changes to its website, and it is unclear whether those changes would affect the link to our site; and (2) payment logistics, as WIX does not accept Venmo or checks. Payment would require a credit card, which the HOA does not currently have, meaning a board member may need to pay and be reimbursed. Additionally, switching to monthly billing would increase the annual cost by \$80. Ron made a motion to approve the payment, contingent upon receiving clarification on the SCA's website plans. John seconded the motion, and it passed unanimously.
- **MEMBER-AT-LARGE – John Heft Jr.**

LANDSCAPING

- **John** reported landscape maintenance is minimal this time of year.

BUILDING MAINTENANCE

- The flats cleaning has been completed; roof drains were inspected at the same time.
- The golf ball dents have not been planned out yet, we need to find a company to do the work.
- Gutter cleaning is ongoing right now.

OLD BUSINESS

- The social committee is currently without a chair, as Shirley has completed her two-year term. The board discussed simplifying the Christmas dinner, possibly offering hors d'oeuvres instead of a full dinner.

NEW BUSINESS

- A request was made to use larger fonts in emails. Ron will do his best.
- A request was made for the board to explore using a management company to handle HOA financials. Last summer **Ron** and **Steve** attended a joint HOA presentation from a Property Management Company and found the cost would add \$42 per household minimum to your HOA dues. A board would still be required to make decisions on what our money is spent on and to approve their request. There would be added costs for oversight of projects, preparing tax forms, and any contracted work.

Upcoming Meetings & Events

- A BYOB social will take place immediately after the meeting in the Clubhouse Living Room, plates and napkins will be provided by **Sandy Popkes**.

- The **Holiday Dinner** was held on December 10th at 5 PM in the Lakeside Ballroom. We are still looking for a chairperson to head the social committee.
- A motion to adjourn was made by **Steve**, seconded by **Bill**, and the meeting concluded at 4:49 PM

Respectfully submitted,

Steve Levine – STSA #1 Secretary