

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

Summerfield Clubhouse March 18, 2026

CALL TO ORDER; 3:35 PM

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

Residents in attendance:

- **Sandy Popkes, Joann Jeub, Nancy Sahler, Jan Bartlett, Marcia Taylor, Pat Saxton, Gina Rudolph, Sandy Sisk, Marty Pachciarz, Diane Sisk, and Sue Westby.**

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

- The February minutes required two corrections: the HOA web address is **STSA1.com**, and the HOA is responsible for the roof drain until it exits the exterior of the home. These updates were incorporated into the revised minutes and distributed via email to all members. A motion was made to approve the February minutes with the noted corrections by **Jan** and seconded by **Bill**. The motion passed unanimously.

REPORT OF DIRECTORS

PRESIDENT – Ron Tenison

- **Ron** updated the news on our new homeowners timing to move in. He added the two newest people, Monika Palmer (to the Zupan home) along with Mike and Susan Foote (to the Ausland home).
- **Ron** will email the updated “Read Me First” document (4-5 pages) to the community.
- **Ron** asked for help in approaching people to be on committees and volunteering to help with committee projects. Currently we have three main parties with the Christmas party the least attended and could be dropped. A survey could be sent to our members to get their interest and feedback.

SECRETARY – Steven Levine No additional report

TREASURER – Janet Harrington

- **Jan** presented the February 2026 Profit & Loss statement was provided (distributed at the meeting and on file). Income for the month totaled \$13,675, while expenses were \$9,526, resulting in a net income of \$4,148—consistent with a typical month. Total assets across all three savings accounts are \$256,465. **Jan** will transfer excess funds from the **BofA** checking account (balance over \$71,000) into our **BofA** CD or regular savings account. The higher balance is due to lower expenses at the start of the year.
- The Board and community were informed of the Oregon State requirement that HOAs with more than \$75,000 in annual assessments must conduct an annual financial review. The 2024 review has been completed, and the 2025 review is now due. The estimated cost ranges from \$3,000 to \$5,000, the review was previously conducted by Schwindt & Co. **Jan** made a motion to retain Schwindt & Co. again, noting their familiarity with our accounts and that their pricing is comparable to other firms reviewed. After further discussion, the motion passed.

- Both **Ron** and **Jan** discussed the upcoming CAI Trade Show and Conference, anyone in our HOA can attend because the SCA is a member. The next one is Friday the 20th and another in is April.
- The backup of the HOA laptop has been completed with **Bill** in possession of that back up, future backups will be done monthly.
- Next was a discussion on the HOA insurance coverage. Our HOA State Farm agent, **Tyler Evans**, went over our current coverage with **Jan** for accuracy, he addressed that the \$25,000 deductible on our HOA master policy should be covered by the individual's policy and they should check to make sure they have that. He would be available to address our community if we want. All new Homeowners get the insurance component in their welcome packet.
- The backup of the HOA financials on our laptop has been completed, with **Bill** maintaining possession of the backup off site. Future backups will be performed monthly.

VICE PRESIDENT – Bill Gregory

- **Bill** has given **Ron** permission to update the HOA website; he was given detailed instructions. Several questions were raised during the discussion. One focused on how the budget is assessed, and another addressed the need for prospective buyers to understand the financial health of the HOA, as required under a new Oregon law.
- Certain financial information will be made available on the website. The Board will also explore providing more sensitive information through a secure, private login accessible only to current homeowners. Additionally, the Board will investigate options to either grant temporary access (e.g., five days) to selling agents so they can retrieve necessary documents or streamline access for the Treasurer to distribute this information more efficiently.

MEMBER-AT-LARGE – John Heft Jr.

LANDSCAPING

- **John** reported the lawns were fertilized and today they were mowed. Next, he will address the need to clean up the flower beds on HOA areas.

BUILDING MAINTENANCE

- **John** reported that the gutter cleaning has been completed and will be scheduled again after the trees finish budding. **Steve** asked whether the roofs were also blown off during the gutter cleaning. **John** was unsure and would follow up with the company to confirm.

OLD BUSINESS

- The date for the **Barbara Sherman** memorial is March 28th at 2pm in the clubhouse.

NEW BUSINESS

- **Bill** proposed purchasing **BitDefender Total Security** antivirus protection program for the HOA laptop for a two-year cost of \$84.99. The motion to purchase this antivirus protection package was second by **Jan** and the motion passed.

COMMITTEES

- The **Technology Committee** (established by the Board in February) met on March 6th, its purpose is to evaluate our current technology and data storage practices to ensure future Boards have complete, accessible records rather than relying on institutional memory. The committee will also develop a long-term strategy and identify responsible individuals to maintain the HOA laptop and related technology as Board membership changes.
- **Buzz** and **Jan** have started putting some of the treasurers' assessments onto an Excel spreadsheet

- The committee is also exploring ways to ensure future Boards have consistent access to prior meeting minutes, financial records, and maintenance schedules. The notes from that meeting were given to the board
- The **Financial Committee** presented their report to the board; this was done by **Marty Pachciarz**. Her entire report is on file, below are the highlights presented.
- **Management Company**
 - Not recommended at this time.
- **Treasurer Role & Challenges**
 - Very time-consuming; current manual systems increase risk of errors. Second person currently helps with checks. Recruiting a new treasurer will be challenging without modernizing financial processes.
- **Online Direct Transfers for Assessments**
 - Implementing voluntary online transfers directly into our account does **not require a resident vote**.
 - Options: Zelle or Bill Pay via our Bank of America account.
 - Transfers must include “Unit #” and date for tracking.
 - Sub-administrators to access the account (currently only by **Jan H**).
 - Paper and electronic checks are still accepted.
 - Automatic Bill Pay for recurring bills (e.g., Xfinity).
 - **Action Plan:**
 - Announce option and provide account/routing info with instructions.
 - Provide volunteer support to help residents set up transfers.
 - Add a second **HOA #1 Board** member as sub-administrator.
- **Treasurer Responsibilities – Proposed Changes**
 - Split into two distinct roles (both Board members):
 - **Treasurer:** New resident onboarding, monitor payments, track unpaid units.
 - **Accounting Treasurer:** Handles accounting, reports, budget, works with tech committee on system options.
- **Contracting Financial Support (Books to Go)**
 - Example: HOA3 pays \$450/month for 53 homes (~\$8 per household).
 - Services: monitor direct transfers, pay bills, deposit checks, provide monthly and quarterly financial reports, prepare year-end forms.
- Would require a resident vote.
- This **Board** agrees that this is not a bad idea and the campaign can proceed. HOA members would be encouraged to participate but not required. The board may have to look at a bylaw change to add a second treasurer

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**.
- A motion to adjourn was made by **Jan**, seconded by **Bill**, and the meeting concluded at 5:10PM

Respectfully submitted,

Steve Levine – STSA #1 Secretary