

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 homeowners 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 Sylvia 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