

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