

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 Ziply 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