

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

MINUTES OF THE BOARD OF DIRECTORS' MEETING

Summerfield Clubhouse September 17, 2025

CALL TO ORDER

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

Residents in attendance: Sandy Popkes, 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

- **Minutes:** A motion was made (Bill Gregory) and seconded (Janet Harrington) to accept the August Board Meeting Minutes with the following Corrections (HOA is only responsible for electrical on the streetlights and lights over the address numbers. Motion passed unanimously.

REPORTS OF DIRECTORS

PRESIDENT – Ron Tenison

- Ron discussed that Steve was overwhelmed by having two positions on the board and it was discussed that John could step in and replace him as the Member-At-Large and Steve would assist him. Bill made a motion to accept John as the Member-At-Large, Jan seconded. Motion to accept John passed unanimously.
- Ron shared the names of the new homeowners. He and Kathy will work to get the phone numbers and emails updated, hopefully the SCA will do a better job of sharing the new H/O info with Ron. There are a few others that have not quite moved in yet including Steve's sister Gina.
- Encouraged welcoming the new men to the monthly men's breakfast, the women do a better job on inviting them to theirs and the other HOA activities.
- The neighborhood behind ours had a burglary last month; another home had a squatter that used the entire house plus stole her car and crashed it. We need to be more aware of our neighbors' homes when they are away, close our garage and lock our doors. Look for people just hanging around, get license numbers if possible.
- Ron announced the "Safety Committee meets the second Wednesday of the month at 3pm, next month will be on gas safety. Marcia provided a booklet on safety in the past but no longer available, Ron will try to copy it and post it on our website. We need to be better prepared for a disaster.

TREASURER – Janet Harrington

- Distributed financial reports: Profit & Loss for August 2025 (see attached).
- Roofing expenses were almost \$52,000, so total monthly expenses were \$15,000 w/o the roof as was net income \$4,300.
- HOA remains financially strong, and expenses are on track.
- Our CPA has let us know they will recommend for 2026 that we add some new expense categories specific to Reserve items to make our reporting for Operations clearer, and will let us know what to re-characterize for fiscal 2025

- Our Special Assessments income is up for the year; we are ahead of projected new residence fees. The budget was \$4,000 and currently sits at \$9,100.
- The 2026 budget is almost done, await the committee meeting to finalize it.

VICE PRESIDENT – Bill Gregory

- Reported on research into the upcoming cable TV contract. Recommendation is to let the TV contract renew with Comcast/Xfinity for a year while he researches other options, including internet service. The budget next year should include the current cost plus a 5% increase.
- After discussion, Steve made a motion to let our cable TV contract run for another year, hopefully at the same cost. Ron seconded and the motion passed unanimously.

MEMBER-AT-LARGE – Steve Levine

LANDSCAPING

- Most of the H/O requests were completed, they still have a few to complete and Steve will follow up with landscaper Tom (Rain or Shine) tomorrow.
- The tree trimming is completed along Summerfield Dr. Our HOA agreed to pay \$200 per tree, one time.
- Steve received another bid from Ash Tree Service to cut down the dead tree and grind the stump on Summerfield Dr, he will review this with the H/O. He will ask Tom for a price to replace the tree.

IRRIGATION

- We believe all the repairs have fixed the leaking problem, but the water time was reduced to twice a week and maybe turned off this week for the season. This too will be reviewed with our landscaper Tom.

BUILDING MAINTENANCE / ROOFING – John Heft

- The final four houses are underway with completion due by early next week. Costs are what was budgeted, the extra costs were for plywood replacements.
- There was a leak to a flat roof at 15785, John got a quote of \$3,149 to replace it. Jan made a motion to approve the money to replace the roof, Ron seconded, motion passed. John will ask the roofer to inspect the other 12 flat roofs and give an estimate if any others need replacement and the cost. The flat roofs drain clog easily, so we need to investigate screens to keep them clear. Bill to ask Tom and JVC
- Gutter and flat roof cleaning are completed except for the homes getting the new roofs. John recommended we increase the flat roof cleaning to 3X per year and investigate a screen to keep debris from falling into the drain. He will get a price from Tom for that and increase the down spout cleaning to twice a year. At the next gutter cleaning we will have the missing and broken gutter guards replaced.
- Roof moss treatments are completed; new roofs will be treated in the fall. Tom to inspect down spouts.
- Several burned-out light bulbs were replaced; we may need to have an electrician look at 2 homes.
- This fall we will be looking at the golf ball damage to the siding and repairing the dents.

OLD BUSINESS

- Steve presented a price to replace the golf screens on the homes along the course. They would run approximately \$2,200 per home, have black poles and fiberglass netting. He will try to get a price reduction and see if smaller sizes are available.
- The City has said they are unable to add no parking signs because the “right of way” is too narrow. Steve asked the roofers if they would only park on one side of the street or on Summerfield Dr, this would help.
- Sylvia has agreed to purchase and deliver pumpkins to each household; she has money left over from last year but requested donations. This creates our “Pumpkin Way” look and will run from 10-5 to Thanksgiving. Tom will pick up the old pumpkins and dispose of them.

NEW BUSINESS

- Sylvia passed out an information request form for our 'Neighborhood Watch', this gives us emergency contact information. We have several block captains, and most neighbors participate in this program. It will be emailed out to all and be included in the welcome package.
- Steve was asked if the minutes could be sent out earlier, the board must first approve the minutes, but he will email it to the board for corrections first, then email it to the group as an "unapproved copy".

Upcoming Meetings & Events

- BYOB social immediately following the meeting in the Clubhouse Living Room, hosted by Sylvia & Bill Dorney.
- Next Board Meeting: October 15, 2025, 3:30 PM – Clubhouse Conference Room.

Motion to adjourn the meeting at 5:29 PM by Steve, seconded by Bill.

Respectfully submitted,

Steve Levine – STSA #1 Secretary