

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS MEETING
Clubhouse Conference Room
May 21, 2025

CALL TO ORDER: The meeting was called to order @ 3:35 pm by President Barbara Sherman who welcomed everyone in the Clubhouse Conference 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, Susan Roeser, Joann Jeub, Sandy Sisk, Jan Bartlett, Sylvia and Bill Dorney, Barry Mulder, and Bill Gregory.

ACCEPTANCE OF MINUTES: Secretary Claudia Connolly:

No errors reported for April minutes.

Connolly moved to accept the April minutes as distributed: 2nd by Janet Harrington and motion was passed unanimously by the board.

REPORTS OF DIRECTORS

PRESIDENT: BARBARA SHERMAN

Barb reported that Carene Svoboda of the SCA board asked HOA #1 to host a Summerfield Puppy Parade. Barb did not commit to anything. Barb to contact HOA #2 to see about sharing hosting since the likely route would include Greens Way (HOA 1 street) and Green Leaf Dr. (HOA #2 street),

NOMINATING COMMITTEE:

Nominating committee has been able to get 2 people to agree to run for three open positions on the board. Sandy Sisk reported there is a person interested but has not committed.

Per the by-laws, the board can consist of 3 to 5 members but it would be much better to have 5 members to share the workload. There is still time to run so anyone who is interested should contact a board member. Ballots will be distributed to each home soon.

TREASURER: JANET HARRINGTON

Profit & Loss for March 31, 2025

Reports are on separate attachments to this report.

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.

Budget committee will start meeting in June. The committee consists of Nancy Sahler and Susan Roeser. If you would like to be on the budget committee, please contact Janet Harrington.

VICE PRESIDENT: RON TENISON

Ron reported he has been busy working to provide each homeowner with individual spreadsheets that show the measurements from JR Johnson for the walls on their homes. Since they are individual, they take time to prepare and send, and there are still some to finish up. If you have not received yours by the end of next week, or you need them on paper instead of via email, you can contact Ron Tenison.

The board has proposed that the actual siding measurements be used in place of the \$6 / month and \$12 / month estimates, for the impact of extra siding on end units and two story structures as part of the assessment computation.

Janet Harrington motioned to vote to accept the measurement report and use the new assessments as the basis for the 2026 assessments. Ron Tenison 2nd and the board voted unanimously 5-0 to approve the new assessment structure.

Unanimous vote by the board passed, 5 -0, and will be used starting in January 2026.

The assessment report at the April meeting showed what and how your monthly assessment is calculated based on using the new siding information rather than the estimates. A table was sent with the minutes showing what difference it would have made using this current year's assessment. The use of the new actual measured information, will bring the assessment process back into compliance with the by-laws because we now know how to fairly calculate the assessment values for each owner and will allow us to remove the arbitrary charges for 2-story and end-unit amounts that had been in previous formulas.

This brings us into compliance with the by-laws and allows us to close a 2-plus year project of work by many people on this. Thank you, all.

MEMBER AT LARGE: PAT SAXTON

Pat reported that the HOA received a large invoice from the City of Tigard for meter replacements. There were no meters replaced, and the City issued a credit for that invoice.

LANDSCAPING:

May landscape maintenance to date: Continued weed-eating, mowing, and edging. Also blowing of maple seeds mainly on Summerfield Drive.

FYI: The seeds of maple trees that fall to the ground are called samaras, but are commonly known as helicopters or whirlybirds due to their spinning, wing-like structure. These seeds are the fruit of the maple tree and are dispersed by wind as they spin and fall to the ground.

IRRIGATION

Pat has had several residents ask when the irrigation water will be turned on. The system has been unlocked by the City for the season and has been back-flow tested (see note below). Now each of the 17 zones has to be checked for leaks before the watering schedule is set up. This process should be completed in the next week or 2 after the lawns are mowed.

Note FYI: Backflow occurs when water flow reverses, potentially contaminating the clean water supply with dirty water, chemicals, or other pollutants. Backflow prevention devices can fail over time, and regular testing (often annually) helps maintain their effectiveness. Testing ensures that the device effectively prevents this contamination by monitoring pressure levels and valve functionality

Building maintenance/roofing: (John Heft)

Some homes in the last buildings to be roofed may have covers over patios that encroach on the roof. John will be checking which homes are affected and contacting the homeowners. This will be the homeowner's expense and will need to be coordinated with John and JBC Roofing before roofing starts in August. John will check with JBC to see if this is a service they will even offer. If they do not offer this, the homeowner will need to find a contractor.

June Meetings:

AGENDA: Board Meeting June 4, 2025 3:30 pm Clubhouse Conference Room

ANNUAL Board Meeting and Dinner:

Meeting: June 18, 2025 3:30 Lakeview Room

HAPPY HOUR and Dinner to follow the meeting. **BYOB**

The dinner will be covered by the HOA and will consist of rolled sandwiches, chips, salad and 2 desserts.

If you can help set up and decorate, please meet at 3:00 pm in the Lakeview Room

Meeting was adjourned at 4:35.

Respectfully submitted by:

Claudia Connolly: - STSA #1 Secretary