

**SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1**  
**MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING**  
**Jan. 15, 2020**

The meeting was called to order at 3:30 p.m. by President Bill Dorney.

Board members present: President Bill Dorney, Vice President Nancy Sahler, Secretary Barb Sherman, Treasurer Barb Eberle and Member-at-Large John Heft Jr. Homeowners attending: 23.

**SELF INTRODUCTIONS/OWNERS' THREE MINUTES:** None

**REPORTS OF DIRECTORS**

**MINUTES:** *Nancy made a motion that the minutes of the Dec. 18, 2019, meeting be approved as presented; and Barb Eberle seconded the motion, which was approved unanimously.*

**PRESIDENT/BILL DORNEY:** Nothing to report.

**VICE-PRESIDENT/NANCY SAHLER:** Nothing to report.

**TREASURER/BARB EBERLE:**

Balance in checking as of 11/30/19	\$51,187.38
Total Income	\$7,218.00
Total Disbursements	\$19,154.01
Cash in operating checking as of 12/31/19	\$39,251.37
Reserve checking as of 11/30/19	\$120,147.90
Total income	\$5.23
Reserves checking as of 12/31/19	\$124,338.63
Certificates of deposit – total	\$96,496.73
Total cash on hand as of	\$260,086.73

**MEMBER-AT-LARGE/JOHN HEFT JR.:**

**Roof moss control and gutter cleaning update:** A contract between the HOA and Rain or Shine was signed to remove moss from roofs and clean out the gutters and downspouts on all the roofs, including the 15 flat roofs. Tom reported that one flat roof had 3 feet of standing water due to a clogged downspout. The situation should be corrected with semi-annual roof and downspout cleaning. John and Ken Berry will check the flat roofs more frequently to make sure they don't have standing water. Jan Bartlett pointed out that the bylaws prohibit board members from getting up on high ladders.

**Tree maintenance ballot:** John asked Joann Jeub to reconvene the Tree Committee to find out what HOA #3 is doing regarding pruning trees and if possible, to report back to the board at the next meeting.

**Northwest Landscaping Service update:** John said that the foremen changed quite frequently, and he spoke with the new foreman, Will, who told him most of the crews had been on vacation over the Christmas holiday and so no leaf blowing, or pruning had been done.

Betty Gordon said that her leaves and those of her neighbors had been removed, but some homeowners still have leaves on the ground. John said that if residents' leaves have not been removed and winter pruning done by mid-February, then they should submit a maintenance form (available online on the website) to John requesting that the work be done.

There also was a discussion about how to mark shrubs and bushes that homeowners do not want pruned with everyone using a common system. Barb Eberle added that she had paid the last NLS bill for \$1,962, the amount in the contract, not the higher bill that was submitted as she could not get an explanation from anyone at NLS and that was the amount that was budgeted. The contract can be terminated by either party but otherwise ends 4/1/21.

#### **SECRETARY/BARB SHERMAN:**

Barb reported that at the 1/13/20 SCA board meeting she learned that the City of Tigard is replacing all the Neighborhood Watch signs in Summerfield. The question was raised about the purpose of Neighborhood Watch and how it functions, and Bill will ask HOA #1 Neighborhood Watch Coordinator Barbara Padden to come to the next board meeting to explain how the program works.

The Summerfield Disaster Planning Committee has a new chair, and the group will be more active in the future.

There also was a discussion about better communication among the neighbors to let others know about illnesses and injuries and ways we can help each other. Jan offered to be the go-to person so residents should let her know about these issues, and she will tell Barb S. so she can send out an email as almost all residents have email.

Barb also reported that more golf marshals are needed to patrol the golf course.

#### **NEW BUSINESS:**

Bill reported that he was meeting with the HOA insurance agent, Tyler Evans of State Farm, the following week to set up a review of the policy, which has not been done in three or four years. Tyler will be invited to make a presentation at a board meeting and give residents the opportunity to ask questions.

Craig Benjamin suggested that people do not park on Greens Way opposite each other as there is barely room for vehicles to drive between them, and it would be impossible for fire trucks to get through.

The meeting was adjourned at 4:25 p.m.

The next board meeting will be held Feb. 19 at 3:30 p.m.

Submitted by Barb Sherman, Board Secretary

**The Board meetings are open to all residents of STSA #1 and are held in the Clubhouse Conference Room.**