

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
January 17, 2018

The meeting was called to order at 3:30 pm. by President Gloria Hill.

Board members present: Gloria Hill, Jean Kay, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: M. Chewning, J. Wheeler, J. Bartlett, B. Gordon, H. & E. Stabenow, E. & S. Popkes, J. Stentz, B. Dorney, B. Padden, J. Brown, N. Wilson, K. & S. Berry.

**Reports of Directors:**

The HOA #1 garage sale will be held June 15 & 16. SCA will be contacted for a permit. Each home will have their own sale in the garage and/or driveway, unless they choose not to be involved. Mark the date on your calendar. Details to come.

**Secretary/Sally Stuart:** *Jean moved that the minutes of the December 20, 2017 board meeting be accepted as presented. Motion was seconded and approved by a unanimous voice vote.*

**President/Gloria Hill:** No report

**Vice-President/Jean Kay:** No report

**Treasurer/Jim Eberle:**

Balance in checking as of November 30, 2017	\$34,804.96
Total Income	\$15,755.00
Total Disbursements	\$10,529.24
Cash in operating checking as of 11/30/2017	<b>\$40,030.72</b>
Reserve checking as of 11/30/2017	\$91,684.07
Total income	\$2.22
Reserves checking as of 12/31/2017	<b>\$95,755.04</b>
Certificates of deposit – total	<b>\$92,333.57</b>
Total cash on hand as of 12/31/2017	<b>\$228,119.33</b>

*Sally moved that the Treasurer's report be accepted as presented. Motion was seconded and approved by a unanimous voice vote.*

**Member-at-Large/Brian Williamson:**

- Waiting for homeowners to turn in their comments about the possible choices for landscape

companies before Board makes their decision.

- Representative of Mainstream Landscape will come to answer questions on January 25. Time to be determined with the office and announced to home owners.
- **Maintenance/Norm Wilson:** All roofs will be sprayed for moss every three years. During that time, homeowners are encouraged to check for moss periodically and if they see any green moss on their roof, to report it to Norm for treatment.

Rain or Shine has cleaned gutters, but doesn't plan to clear downspouts until March. If you find that leaves are clogging your downspout, report that to Norm as well.

**Old business:** None

**New business:** Ken Berry, former fire fighter, reported results of his investigation of our natural gas meters. Problems he found include: (1) Many gas meters and shut-off valves are hidden behind covers of siding. If door is nailed on, it's considered permanent & gas company is not allowed to remove it. Switch to screws, not nails. (2) If nailed, gas company looks for street valve in front of house—but many paved over or hidden in landscaping. Means they might have to turn off gas at all houses just because one has a leak or fire. (3) Many doors are built out of Hardyplank and too heavy to lift. (4) In case of earthquake, with multiple gas leaks, currently would be extremely difficult to remove all covers and shut off valves.

Ken presented a number of possible actions we could take, and the Board will be seeking possible solutions that will work best for our situation. Unfortunately, our homes were built before current building codes required that gas meters be installed on the outside of the house—as a few of ours are.

Next board meeting will be held February 21 or March 21 at 3:30 p.m. To be announced.

Meeting was adjourned at 4:15 p.m.

Submitted by Sally Stuart, Board Secretary

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

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
February 21, 2018

The meeting was called to order at 3:30 pm. by President Gloria Hill.

Board members present: Gloria Hill, Jean Kay, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: H. & E. Stabenow, K. & S. Berry, J. Bartlett, B. Gordon, D. Tate, J. Brown, E. & S. Popkes, J. Wheeler, N. Wilson, B. Dorney, M. Chewning, N. Sahler, J. Nussbaumer, B. Padden, J. Bowman.

Ken Berry and Barbara Padden will get together soon to check on all doors to gas meter turn offs and make recommendations as to how to improve access.

**Reports of Directors:**

**Secretary/Sally Stuart:** *Jean moved that the minutes of the January 17, 2018 board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.*

**President/Gloria Hill:**

- Handyman Ken Walker has agreed to clean the vinyl siding on all homes that need it—during March or April—for a total cost of \$300. *Sally moved that we accept his bid as presented. Motion seconded by Jean and passed with a unanimous voice vote.*
- Ken and Gloria have nearly completed clearing the downspouts of plugs on all but a few houses that need additional Roto Rooter help.
- A few house, yet to be identified, need repairs for dry rot issues.
- Clarified that if any house has an add-on (not part of the original structure), such as a cover of route between house and garage, update/repairs of that part are the financial responsibility of the owner.

**Vice-President/Jean Kay:** No report.

**Treasurer/Jim Eberle:**

**Trial balance/Year-end report** indicates we had a balance of \$228,119.33.

**Current Treasurer's Report:**

Balance in checking as of December 31, 2017	\$40,030.72
Total Income	\$31,538.00
Total Disbursements	\$30,869.44

Cash in operating checking as of 1/31/2018	\$40,699.28
Reserve checking as of 12/31/2018	\$95,755.04
Total income	\$2.42
Reserves checking as of 1/31/2018	\$100,172.04
Certificates of deposit – total	\$92,333.57
Total cash on hand as of 1/31/2018	\$259,659.75

- Additional reports: Trial Balance & Balance sheets for 1/31/2018
- *Jean moved and Sally seconded a motion that we accept the treasurer's report as presented. Motion passed with a unanimous voice vote.*

**Member-at-Large/Brian Williamson:** Concerning Landscape Contract

- Brian reported on his investigation of Mainstream Landscaping. Results were positive.
- Each Board member expressed their opinion on which company we should contract with.
- Based on the Board members individual choices, *Gloria moved that we accept the bid from Northwest Landscaping Services for April 1, 2018 through March 31, 2021, as indicated in the contract. Motion seconded by Sally, and passed with a raised-hand vote of 4 yeses and one no vote.*

**Old business:** None

**New business:** None

**No Board meeting will be held in March.** Next board meeting will be held April 18, at 3:30 p.m.

Meeting was adjourned at 4:15 p.m.

Submitted by Sally Stuart, Board Secretary

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

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
April 18, 2018

The meeting was called to order at 3:30 pm. by President Gloria Hill.

Board members present: Gloria Hill, Jean Kay, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: J. Stentz, E & S Popkes, D. Montgomery, B. Dorney, M. Chewning, J. Brown, J. Bartlett, D. Tate, J. Wheeler, B. Gordon, J. Nussbaumer, J. Heft Jr., B. Padden, J. Bowman, H. & E. Stabenow.

**Reports of Directors:**

**Secretary/Sally Stuart:** *Jean moved that the minutes of the February 21, 2018 board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.* There were no minutes for March, since there was no March meeting.

**President/Gloria Hill:**

- Gloria appointed Herb Stabenow as chairman of the Nominating Committee; Betty Gordon and Norm Wilson will also serve on the committee. If interested in running, contact one of these committee members.
- The Resolution concerning term limits passed 28 Yes and 4 No.
- *Jean moved that we accept Gloria's resignation as of the June 5, 2018 Annual Board meeting. Motion was seconded by Sally and passed with a unanimous voice vote.*
- Gloria appointed Bill Dorney as her replacement as President as of the June 5, 2018 Annual Board meeting, to fulfill her remaining year in office. *Jim moved that we accept Bill's appointment. Motion was seconded by Sally and passed with a unanimous voice vote.*
- Concerning who is authorized to sign checks and other documents for the HOA: *Jean moved that such signers need to be listed at the participating banks by both name and position; the signers being president, secretary, and treasurer. Motion was seconded by Sally and passed with a unanimous voice vote.*
- Our HOA is required to have a review of the year-end financial report annually, unless the Board decides against it, and at least 60% of the membership agrees not to. The Board agreed that such a review was not necessary. *Sally moved that she will be responsible to send out a letter that gives all homes an opportunity to vote on whether or not to have the CPA review. Motion was seconded by Jean and passed with a unanimous voice vote.*
- Handyman, Ken Walker, and son will be coming around to clean vinyl siding on those houses needing it the most, on April 21. Other homes with less of a problem will be addressed later.

**Vice-President/Jean Kay:**

- Jean provided information on how to have your phone number removed from the do-not-call

list. Call 888-382-1222, or go to their Website at DoNotCall.com.

- Our HOA Garage Sale will be held June 15 & 16, 9 a.m to 3:00 p.m. Sally will send out a letter asking which houses plan to participate. Jan Bartlett will look into getting signs and permission to have street closed. Jean will get permission from SCA to have the group garage sale. Garage sale signs are available at the Dollar Store.

**Treasurer/Jim Eberle:**

Balance in checking as of February 28, 2018	\$39,219.90
Total Income	\$8,385.00
Total Disbursements	\$9,271.94
Cash in operating checking as of 3/31/2018	\$39,219.90
Reserve checking as of 2/28/2018	\$104,590.41
Total income	\$3.97
Reserves checking as of 3/31/2018	\$104,590.41
Certificates of deposit – total	\$92,333.57
Total cash on hand as of 3/31/2018	\$ 240,562.43

- Treasurer's report was accepted as presented.
- Board decided to distribute only the monthly Treasure's report, since residents were not interested in seeing the more-detailed additional financial forms passed out at Board meetings previously.

**Member-at-Large/Brian Williamson:** Presented Landscape contract with NLS to be signed.

**Old business:** None

**New business:** None

Next board meeting will be held May 16, 2018, at 3:30 p.m.

Meeting was adjourned at 4:25 p.m.

Submitted by Sally Stuart, Board Secretary

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

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
May 16, 2018

The meeting was called to order at 3:30 pm. by President Gloria Hill.

Board members present: Gloria Hill, Jean Kay, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: J. Stentz, B. Padden, J. Brown, H & E Stabenow, C. Hurner, J. Bartlett, B. Gordon, J. Wheeler, E & S Popkes, B & S. Dorney, I. Chisholm, N. Wilson, M. Chewning

**Residents' 5-minutes:**

- NLS needs to park their big rig by the open strip by 15795, instead of on the curve where it makes it unsafe for other drivers. Brian will remind them, and also check on their policy for taking or leaving recycle containers when picking up yard clippings.
- Down to Earth needs to clean areas around sprinkler heads.

**Reports of Directors:**

**Secretary/Sally Stuart:** *Jim moved that the minutes of the April 18, 2018 board meeting be accepted as presented. Motion was seconded by Jean and approved by a unanimous voice vote.*

**President/Gloria Hill:** Called on Herb Stabenow, Nominating Committee, Chair for a report on nominations for the upcoming Board election. Nominees for the two open positions are: Jim Eberle, Jean Kay, and Nancy Sahler.

**Vice-President/Jean Kay:** Garage Sale scheduled for June 15-16. Fourteen homeowners (plus one maybe) have indicated they will be doing a sale. Garage sale signs and stickers are available at the Dollar Store for \$1. Let Jean know right away if you want to be added to the list.

**Treasurer/Jim Eberle:**

Balance in checking as of March 31, 2018	\$39,184.90
Total Income	\$13,546.00
Total Disbursements	\$10,439.32
Cash in operating checking as of 1/31/2018	\$42,291.58
Reserve checking as of 3/31/2018	\$109,008.96
Total income	\$4.59
Reserves checking as of 4/30/2018	\$113,428.13
Certificates of deposit – total	\$92,333.57

Total cash on hand as of 4/30/2018

\$248,053.28

*\* Jean moved that the April 30, 2018 Treasurer's Report be accepted as presented. Motion was seconded by Sally and approved by a unanimous voice vote.*

**Member-at-Large/Brian Williamson:** Sprinkler system up and running, started May 15. New sprinkling system sprinkles when system indicates it is needed.

**Hospitality/Jan Bartlett:** Annual meeting, Tuesday June 5, 4:30 p.m. Needs help setting up and taking down tables. Sandy Berry doing table decorations. The HOA is providing the dinner for all residents who attend the annual meeting.

Annual meeting is June 5 at 4:30 p.m. Next regular Board meeting will be held July 18, 2018, at 3:30 p.m.

Meeting was adjourned at 4:15 p.m.



SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE ANNUAL BOARD OF DIRECTORS BUSINESS MEETING  
June 5, 2018

The meeting was called to order at 4:30 pm. by President Gloria Hill.

Board members present: Gloria Hill, Sally Stuart, Jim Eberle, and Brian Williamson.

Board member absent: Jean Kay

Homeowners attending: N. Wilson, H & E Stabenow, D. Tate. C. Hurner, S. Van Lente, E & S Popkes, K & S Berry, M. Chewning, J. Wheeler, J. Nussbaumer, J. Brown, B. Padden, J. Rogers, J. Bartlett, L Cynar, I Chisholm, S & B Jones, J & D Montgomery, J. Heft, S Dorney, Betty Gordon.

**Reports of Directors:**

**Secretary/Sally Stuart:** *Brian moved that the minutes of the May 16, 2018 board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.*

**Nominating Committee: Herb Stabenow, chair, Betty Gordon & Norm Wilson:** Dismissed to count ballots for Board Members.

**President/Gloria Hill:** There will be no Board meeting on June 20, 2018; next Board meeting will be July 18, 2018 at 3:30 p.m.

**Vice-President/Jean Kay:** Unable to attend due to health issues.

**Treasurer/Jim Eberle:**

Balance in checking as of April 30, 2018	\$42,291.58
Total Income	\$8,400.00
Total Disbursements	\$9,772.51
Cash in operating checking as of 5/31/2018	<b>\$40,919.07</b>
Reserve checking as of 4/30/2018	\$113,428.13
Total income	\$4.61
Reserves checking as of 5/31/2018	<b>\$117,847.32</b>
Certificates of deposit – total	\$92,333.57
Total cash on hand as of 5/31/2018	<b>\$251,099.96</b>

- *Sally moved that the Treasurer's Report be accepted as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*

- We have 10 days to decide if or how we want to reinvest the Certificate of Deposit that came to maturity on 5/31/2018.
- A reminder that those residents with a private sprinkler system in their front yards (Greens Way side) are required to have a back flow analysis annually at this time of year. Noncompliance can result in having water turned off. Call Water Metrics West at 503-603-9988, PM Backflow at 503-830-0171, or others. Cost varies from about \$20 to \$45.

#### **Election Results:**

- Jim Eberle and Nancy Sahler were elected to the two open Board positions.
- New Board was excused to meet privately to determine who will hold what positions for the coming year. President: Bill Dorney, V-President: Nancy Sahler, Secretary: Sally Stuart, Treasurer: Jim Eberle, and Member-at-Large: Brian Williamson.

**Member-at-Large/Brian Williamson:** Thank you to Jane Brown and Barbara Padden who volunteered to work together to check on problem landscaping issues during the coming year. This week the landscapers will be trimming bushes and fixing broken sprinklers.

Gloria Hill was thanked for several years of time and service to our HOA, and received a gift of appreciation.

Next board meeting will be held July 18, 2018, at 3:30 p.m.

Meeting was adjourned at 5:10 p.m., and the attending residents were dismissed to a potluck supper.

Submitted by Sally Stuart, Board Secretary

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

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
July 18, 2018

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

Board members present: Bill Dorney, Nancy Sahler, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: J. Stentz, B. Padden, J. Brown, J. Montgomery, R. Resare, S. & B. Jones, D. Tate, J. Wheeler, M. Chewning, E. & S. Popkes, S. Dorney, N. Wilson.

**President/Bill Dorney:** Presented the new meeting protocol, limiting residents to 3 minutes to speak on a topic prior to regular business of the Board. On entering the room, residents wishing to talk must sign up and indicate the topic of their presentation. President will call on each one to speak, in order. No questions can be asked by the residents or Board until that resident has finished speaking. If an adequate response is not available at that point, the matter will be tabled until the next meeting after the Board looks into it.

**Resident's Time:** Resident at 10130 had concerns on landscaping issues, parking strips, gutter screens, and gas-meter access. New guidelines for sharing such concerns will begin at the August Board meeting.

**Reports of Directors:**

**Secretary/Sally Stuart:** *Jim moved that the minutes of the June 15, 2018 Annual board meeting be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.*

**Vice-President/Nancy Sahler:**

- Will be joining Sylvia Dorney to update new-comer resident packets, and distribute to our new neighbors. Their goal is to build community, share skills, identify future leadership, and build on overall hospitality.
- In response, new-resident Barbara Sherman volunteered to set up a Website for HOA #1. She is being added to this hospitality committee.

**Treasurer/Jim Eberle:** Because there was no regular Board meeting in June, Jim presented reports for both May and June.

May Report:

Balance in checking as of April 30, 2018	\$42,291.58
Total Income	\$8,400.00
Total Disbursements	\$9,772.51
Cash in operating checking as of 5/31/2018	\$40,919.07
Reserve checking as of 4/30/2018	\$113,428.13

Reserves checking as of 5/31/2018	\$117,847.32
Certificates of deposit – total	\$92,333.57
Total cash on hand as of 5/31/2018	\$251,099.96

June Report:

Balance in checking as of May 31, 2018	\$40,919.07
Total Income	\$12,044.00
Total Disbursements	\$9,058.73
Cash in operating checking as of 6/30/2018	\$43,904.34
Reserve checking as of 5/30/2018	\$117,847.32
Total income	\$9.92
Reserves checking as of 6/30/2018	\$122,271.82
Certificates of deposit – total	\$93,518.15
Total cash on hand as of 6/30/2018	\$259,694.31

- *Sally moved that the Two treasurer's reports presented be accepted as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*
- *Jim reported that we left the expired CD in Columbia Bank and negotiated a new interest rate of 1.98%, for 19 months, with an expiration date of January 1, 2020.*

**Member-at-Large/Brian Williamson:**

- Brian reported that NLS's landscape manager for this area went on vacation without completing requested work—and then came home to quit his job—so many requests for work went undone. Our previous manager, Jose, has returned and is working hard too catch up on those requests.
- In an effort to more closely oversee that requests for work are being completed, Brian has asked Jose to sign and date each request when a job is done, and return it to Brian.
- In response to complaints about grassy areas being cut up by mowing when the grass is wet, Brian has asked that the water be turned off on Sunday night, so grass is dry when they mow on Monday morning. Landscapers plan to reseed previously damaged areas.

**Landscaping/Ian Chisholm:** Is out of town for the rest of the month. E-mail requests ([pillbox4@gmail.com](mailto:pillbox4@gmail.com)) for landscaping to Brian. If e-mail is not available, clearly hand-print requests on a landscaping form and drop in Brian's box at 15880. Forms are available at all Board meetings, or

directly from Brian.

**Maintenance/Norm Wilson:**

- Because we need to more closely follow the jobs completed by our handyman, Ken Walker, Norm and Jim will meet with Ken in the near future to work out a schedule for work to be done.
- Looking into a solution for easy access to gas meters in case of an earthquake or similar tragedy.

**Old business:** None

**New business:** None

Next board meeting will be held August 15, at 3:30 p.m.

Meeting was adjourned at 4:25 p.m.

Submitted by Sally Stuart, Board Secretary

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

**SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1**  
**MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING**  
**August 15, 2018**

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

Board members present: Bill Dorney, Nancy Sahler, Sally Stuart, Jim Eberle.

Board member absent: Brian Williamson

Homeowners attending: H. & E. Stabenow, D. Tate, C. Hurner, D. Montgomery, E. & S. Popkes, B. Padden, J. Brown, K. & S. Berry, B. Eberle, S. & B. Jones, J. Wheeler, B. Sherman, B. Gordon, J. Bartlett, I. Chisholm, S. Dorney.

**OWNER'S 3 MINUTES:** 15845 and 15795 brought up landscape issues. Referred to Ian for resolutions.

**Reports of Directors:**

**SECRETARY/SALLY STUART:** *Nancy moved that the minutes of the July 18, 2018 board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.*

**PRESIDENT/BILL DORNEY:** No report

**VICE-PRESIDENT/NANCY SAHLER:**

- The Welcome Packets for new residents have been updated and are ready to deliver as soon as new residents have actually moved in.
- We need a representative to attend the Emergency Disaster Committee meetings. Appointed Ken and Sandy Berry to work together to be our representatives.

**TREASURER/JIM EBERLE:**

Balance in checking as of June 30, 2018	\$43,904.34
Total Income	\$18,427.00
Total Disbursements	\$11,463.51
Cash in operating checking as of 7/31/2018	\$50,867.83
Reserve checking as of 6/30/2018	\$122,271.82
Total Reserve income	\$5.32
Reserves checking as of 7/31/2018	\$126,691.72
Certificates of deposit – total	\$93,518.15
Total cash on hand as of 7/31/2018	\$ 271,077.70

*Sally moved that this treasurer's report be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.*

**MEMBER-AT-LARGE/BRIAN WILLIAMSON:** Out of town.

**Landscaping Manager/Ian Chisholm:**

Ken is no longer the representative from Northwest Landscaping to oversee work being done for our HOA. His replacement is Mike Rice.

**Maintenance Manager/Norm Wilson:**

- Reported on his investigation into how to turn off gas valves in case of an emergency. No universal solution is available because access is different in almost every house.
- Contacting NW Natural Gas to see if they have plans to move the meters outside on the rest of the homes (16 are already outside). The rest are either inside the garage (13 with no access door) or 25 behind a panel in the garage.
- Checking to see if SCA is doing anything to address this problem.
- More work to be done and decisions made as to best possibilities moving forward. Will come back next month with a report on progress.

**OLD BUSINESS:** None

**NEW BUSINESS:** Barbara Sherman reported on the development of the HOA #1 Website. The main content information is completed. Barbara's son has volunteered to create the Website at no cost. Also checking on options for free sites with no regular charges. Will come back next month with a report on progress.

**SOCIAL COMMITTEE:** Reminder about the Pie Social on Sunday, August 19, 4:00 p.m. The Fall potluck is scheduled for September 11, 2018 at 6:00 p.m. Details to come.

Next board meeting will be held September 19, 2018, at 3:30 p.m.

Meeting was adjourned at 4:30 p.m.

Submitted by Sally Stuart, Board Secretary

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

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
September 19, 2018

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

Board members present: Bill Dorney, Nancy Sahler, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: J. Kay, M. Taylor, J. Bartlett, B. Gordon, S. & E. Popkes, K. & S. Berry, J. Wheeler, B. Sherman, N. Wilson, S. Dorney, J. Bowman, C. Hurner, J. Brown, S. Van Lente, M. Chewning.

**OWNER'S 3 MINUTES:**

- The large trees on the golf-course side need to be pruned back. Jean Kay will get bids to have that done.
- Barb Sherman needs light over mailbox fixed.

**Reports of Directors:**

**SECRETARY/SALLY STUART:** *Jim moved that the minutes of the August board meeting be accepted as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*

- **Barb Sherman/Website Development** – Reported on three possible people to set up Website. Will contact Peter Fry (best offer) and present his proposal to the Board. Decisions on what information to include will need to be determined by the Board.
- *Jim moved that we proceed with the development of the Website. Motion was seconded by Brian and approved by a 4 to 1 voice vote.*

**VICE-PRESIDENT/NANCY SAHLER:**

- Ken Berry represented our HOA, attended a Disaster Committee meeting. Looking for area coordinators on that committee. Committee planning an open house in April to present a Disaster prepared program.
- The Hospitality Committee (Sylvia Dorney & Nancy Sahler) are looking for ways to boost attendance at our HOA socials. Perhaps a welcome coffee for new residents, personal phone invitations to socials, and offering rides.

**TREASURER/JIM EBERLE:** Treasurer's Report of August 31, 2018

Balance in checking as of July 31, 2018	\$50,867.83
Total Income	\$7,461.00
Total Disbursements	\$12,080.04
ash in operating checking as of 8/31/2018	\$46,248.79
Reserve checking as of 7/31/2018	\$126,691.72



Total income	\$5.38 interest
Reserves checking as of 8/31/2018	\$131,111.68
Certificates of deposit – total	\$93,518.15
Total cash on hand as of 8/31/2018	\$270,878.62

- *Sally moved that we accept the treasurer's report as presented. Motion was seconded by Brian and passed with a unanimous voice vote.*
- Brian, Jim and Bill will meet with Down to Earth on Monday to discuss landscaping problems.
- Jim will be contacting the City of Tigard concerning recent hikes in our water bills and report at the next Board meeting
- Time to start work on the 2019 budget. Jane Brown and Ken Berry volunteered to serve on the budget committee with Bill and Jim.

#### **MEMBER-AT-LARGE/BRIAN WILLIAMSON:**

- Brian met with Ken Rice, the new supervisor for the NLS workers, and gave him a list of jobs to be completed.
- Suggested that we provide another form where residents could report jobs ordered, but not completed.
- Maintenance of the parking strips on Summerfield Drive is not an item covered by our contract with NLS. There is no easy or inexpensive solution to that problem. Covering the parking strips with rocks was one suggestion, but an expensive one. Estimate from NLS to repair the irrigation along Summerfield Dr. is \$13,000.

#### **Maintenance Manager/Norm Wilson:**

- Has checked with NW Natural Gas about having the 38 gas meters that are currently located in garages moved outside, where they should have been when originally installed. They responded that they could move them, but the cost per home would be \$1,500.
- Gas company also indicated that there are outside turn-offs for gas, but Norm was unable to locate most of those, some being inaccessible because the earth has shifted over the years, others just buried under grass or flower beds.
- Because the gas company has shown no interest in doing anything to help us, Norm will contact Kyle Iboshi at Channel 8 to see if he will investigate for us.

Meeting was adjourned at 4:15 p.m. Next board meeting will be held October 17, 2018, at 3:30 p.m.

Submitted by Sally Stuart, Board Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1  
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING  
October 17, 2018

**PRESIDENT/BILL DORNEY:** The meeting was called to order at 3:30 pm. by President Bill Dorney. Attendees introduced themselves.

Board members present: Bill Dorney, Nancy Sahler, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: H. & E. Stabenow, E. & S. Popkes, J. Bartlett, D. Tate, J. Nussbaumer, B. Gordon, R. Peacock, R. Resare, J. Brown, J. Wheeler, B. Padden, N. Wilson, S. Dorney, K. & S. Berry.

**OWNER'S 3 MINUTES:**

- Reminder that using “HOA #1” is not an official name of our HOA—which should be “Summerfield Townhouse Service Assn. #1—when referring to ourselves in legal documents.
- Residents cannot choose not to receive copies of Board minutes.
- H. Stabenow suggested we put photo eye in post lamps, rather than over mail boxes. Will check to see if light over mailbox is operated on the same photo cell, and report at next meeting.

**Reports of Directors:**

**SECRETARY/SALLY STUART:** *Brian moved that the minutes of the September 19, 2018 Board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.*

**Website:** Sally reported that a meeting is being scheduled with Peter Frye in the next week to finalize plans for the new website.

**VICE-PRESIDENT/NANCY SAHLER:** A “Welcome” Coffee Hour was held October 10<sup>th</sup> for most of the new residents—hosted by Sylvia Dorney and Nancy. Besides general HOA information, they handed out Disaster Preparedness Info.

- A Happy Hour, open to all residents, is now held following monthly Board meetings.
- Christmas Dinner is scheduled for December 4. Happy hour 4:30, dinner 5:00.

**MEMBER-AT-LARGE/BRIAN WILLIAMSON:**

- Because of an expanding travel schedule, Ian Chisholm has resigned as Landscape Manager, and is being replaced by Ken Berry.
- Ken will also keep his position as Disaster Management chairman, at least for now.
- Requests received to have trees trimmed on the golf-course side. Needs to be done by a professional. Further investigation needs to be made and reported at the next Board meeting.
- Herb Stabenow volunteered to check with a tree specialist for advice before we move forward.
- Requests made to improve the look of the parking strips, such as by raking and reseeding, adding river rock, aeration and slice seeding, or the like. No decisions made. Bill will appoint a committee to put together a proposal for this project.

**Maintenance Manager/Norm Wilson:** No report

**TREASURER/JIM EBERLE:**

Balance in checking as of August 31, 2018	\$46,475.79
Total Income	\$9,679.00
Total Disbursements	\$14,327.21
Cash in operating checking as of 9/30/2018	\$41,827.58
Reserve checking as of 8/31/2018	\$131,111.68
Total income	\$5.45
Reserves checking as of 9/30/2018	\$135,531.71
Certificates of deposit – total	\$94,133.99
Total cash on hand as of 9/30/2018	<b>\$271,493.28</b>

- *Sally moved that the treasurer's report be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.*
- The budget committee has held one meeting, and is planning a second one.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

Next board meeting will be held November 21, at 3:30 p.m.

Meeting was adjourned at 4:40 p.m.

Submitted by Sally Stuart, Board Secretary

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

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1

MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING

November 21, 2018

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

Board members present: Bill Dorney, Nancy Sahler, Sally Stuart, Jim Eberle, and Brian Williamson.

Homeowners attending: K. & S. Berry, J. Bartlett, J. Jeub, B. Padden, H. & E. Stabenow, D. Tate, E. & S. Popkes, M. Taylor, J. & D. Montgomery, M. Chewning, G. Haack, J. Eberle, I. Chisholm, Lynn Cynar, J. Brown, S. Dorney.

**Reports of Directors:**

**SECRETARY/SALLY STUART:** *Brian moved that the minutes of the October 17, 2018 Board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.*

**WEBSITE DEVELOPMENT:** Sally Stuart and Barb Sherman provided some information on content of the proposed Website. *Sally moved that we go ahead with the development of the Website, under the technical help from Peter Frye, at \$30 per hour, up to a maximum expense of \$500. Motion was seconded by Jim and approved by a unanimous voice vote.*

**VICE-PRESIDENT/NANCY SAHLER:** Seeking resident to join Disaster Preparation Committee.

**TREASURER/JIM EBERLE:**

Balance in checking as of September 30, 2018	\$41,827.58
Total Income	\$12,057.00
Total Disbursements	\$9,822.36
Cash in operating checking as of 10/31/2018	\$44,062.22
Reserve checking as of 9/30/2018	\$135,531.71
Total income	\$5.86
Reserves checking as of 9/30/2018	\$ 139,952.15
Certificates of deposit – total	\$93,518.15
Total cash on hand as of 10/31/2018	\$278,148.36

*Nancy moved that we accept the treasurer's report as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*

**ANNUAL BUDGET:** Jim presented the 2019 Annual Budget, which was prepared by the Budget

Committee consisting of Bill Dorney, Jim Eberle, Ken Berry, and Jane Brown. A copy of the proposed budget, along with an explanation of each entry, was distributed to all residents prior to the meeting. The 2019 Budget of \$154, 601 indicates little increase over 2018. *Brian moved that the 2019 Budget be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.* All residents will be informed of the amount of their assessment for 2019 by December 1.

**MEMBER-AT-LARGE/BRIAN WILLIAMSON:** Reported that Ian Chisholm, Landscape Manager, has resigned that position, as has Norm Wilson, Maintenance Manager. Brian will act as landscape manager for now, and Ken Berry will deal with maintenance issues. Bill is open to volunteers to fill each of these positions.

**LANDSCAPING:**

- Removing leaves has taken priority, which is why lawn mowing and other landscape chores have been delayed. Old foreman at NLS has left their employ, but been replaced. New foreman is more responsive to our feedback, so service is improving.
- Trees on golf course side: Any trimming or removal of trees over 12 feet is the responsibility of the home owner.
- If any trees on the street side need to be removed, it is the responsibility of the home owner, but the City of Tigard will provide the replacement tree.

**MAINTENANCE:**

- Brian is seeking bids on checking all homes for dry rot, primarily on fascia boards, which appears to be a problem on many homes.
- Also seeking bids on cleaning gutters and downspouts on all homes.

**RESERVE STUDY:** Ken Berry is working on an update of the Reserve Study, which is required annually.

**EVENT COORDINATOR/JAN BARTLETT:**

- Reminder that our Christmas dinner is December 4th. Social Hour at 5:00, and dinner at 5:30. Residents have all received an invitation with details. More than 30 have already signed up, but deadline for signing up is November 27<sup>th</sup>.
- The December Happy Hour, immediately following the Board meeting, will be at Betty Gordon's.
- Jan is planning a Holiday Tour of Homes. Details to come.

**OLD & NEW BUSINESS:** None

Next board meeting will be held December 19<sup>th</sup> , at 3:30 p.m. Open to all residents.

Meeting was adjourned at 4:45 p.m.