

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING
January 16, 2019

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: B. Sherman, S. Berry, H. & E. Stabenow, J. Wheeler, J. Kay, M. Chewning, J. Jeub, B. Gordon, J. Bartlett, M. Taylor, L. Cynar, I. Chisholm, J. Heft, B. Padden, E. & S. Popkes, J. Brown, R. & C. Kitto, J. Bowman.

OWNER'S 3 MINUTES

Reports of Directors:

SECRETARY/SALLY STUART: *Jim moved that the minutes of the November 21, 2018 Board meeting be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.*

WEBSITE: Sally is ready to start sending Website content to Peter Frye.

VICE-PRESIDENT/NANCY SAHLER: No report.

TREASURER/JIM EBERLE: Presented a report for November 21, 2018, since no meeting held in December. Below is report for December 31, 2018:

Balance in checking as of November 30, 2018	\$43,549.82
Total Income	\$8,005.00
Total Disbursements	\$9,112.94
Cash in operating account as of 12/31/18	\$42,441.88
Reserve checking as of 11/30/18	\$144,372.59
Total income (interest)	\$6.16
Reserves checking as of 12/31/18	\$ 148,793.43
Certificates of deposit – total	\$94,133.99
Total cash on hand as of 12/31/18	\$285,369.30

Sally moved that the Treasurer's report of the December 31, 2018 Board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.

* Footnote on the budget: Quote from State Farm Insurance came in \$4,458 under budgeted amount.

MEMBER-AT-LARGE/BRIAN WILLIAMSON:

- Presented proposal on obtaining dry rot assessment of all homes under the Master Maintenance Plan. *Jim moved that we enter into a contractual agreement with Select Inspectors to perform a full physical evaluation of the exterior of all units and provide a detailed report of the repairs and maintenance needs going forward. The total cost for the inspection will be \$6,750. The source of this money will be the Maintenance Reserve Fund. Motion was seconded by Sally and approved by a unanimous voice vote.*
- Also proposed hiring someone to clean moss and gutters on all units, as needed. *Jim moved that we contract with Rain or Shine to remove the moss from roofs, treat roofs to limit moss growth, and to clean gutters. The cost for this service being \$6,000. Motion was seconded by Brian and passed with a unanimous voice vote.*

OLD BUSINESS: None

NEW BUSINESS: None

Next board meeting will be held February 20, 2019, 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
February 20, 2019

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: E. & S. Popkes, M. Chewning, M. Taylor, J. Bartlett, B. Gordon, S. Berry, J. Jeub, S. Van Lente, C. Benjamin, J. Brown, B. Padden, I. Chisholm, L. Cynar, J. Bowman, S. Dorney.

Reports of Directors:

SECRETARY/SALLY STUART: *Nancy moved that the minutes of the January 16, 2019 Board meeting be accepted as presented. Motion was seconded by Jim and approved by a unanimous voice vote.*

WEBSITE: Bill, Sally, and Barb Sherman met with Peter Frye 2/15/19 to make preliminary plans for the new Website. Peter brought a contract covering his work to be done on the Website. Sally presented a list of information to be included on the site. *As there was no additional discussion, Sally moved that the Board accept the signed contract with Peter Frye to develop our HOA Website, to include the following content: Bylaws, Reserve Study, Administrative rules, one year of Board minutes, Current Budget, Landscape contract, landscape request form, maintenance request form, roster of homeowners, vendor list, photos, calendar list of events, list of officers/contact information. Motion was seconded by Jim and passed with a unanimous voice vote.*

TREASURER/JIM EBERLE:

Balance in checking as of December 31, 2018	\$42,441.88
Total Income	\$29,720.00
Total Disbursements	\$27,599.43
Cash in operating acct. as of 1/31/2019	\$44,562.45
Reserve checking as of 12/31/2018	\$148,793.43
Reserve deposit	4,185.50
Total income (interest)	\$6.32
Reserves checking as of 1/31/2019	\$ 152,985.25
Certificates of deposit – total	\$94,604.94
Total cash on hand as of 1/31/2019	\$292,152.64

- Board discussed the need for pursuing non-bank vehicles to create more income from large

amounts of cash not earning any significant interest at a bank.

- *Jim moved that we authorize the Board of Directors to research, analyze, and invest in investment opportunities in non-bank vehicles. Motion was seconded by Sally, and passed by a unanimous voice vote*
- *Jim then moved that we authorize the Board of Directors to establish parameters and guidelines for investing in non-bank facilities. Motion was seconded by Sally and passed by a unanimous voice vote.*
- Action will be taken at the next Board Meeting.

VICE-PRESIDENT/NANCY SAHLER:

- **Disaster Planning:** We still need a resident to represent our HOA at the Disaster Planning Meetings. Nancy has a prospect she will be checking on.
- **Nominating Committee:** Bill has asked Nancy to head up the Nominating Committee to fill two positions: Secretary and Member-at-large. Norm Wilson and Sylvia Dorney are also on the committee.
- Jim Eberle's position as treasurer expires in June 2020, and he will not run again. It was determined that a replacement prospect to work with him for the next year would help make that transition more smoothly when the time comes.

MEMBER-AT-LARGE/BRIAN WILLIAMSON:

- Landscaping projects are being delayed until the weather permits. Flat roofs have been taken care of, and the rest of the roofs cannot be cleaned until the outside temperature reaches 50 degrees or higher—to avoid damage.
- The man who is scheduled to investigate all homes for dry rot is also waiting for better weather and is dealing with a sick child.

OLD BUSINESS: None

NEW BUSINESS: Due to an extensive remodeling construction project on the clubhouse, the Lakeview Room will not be available for our Annual meeting/dinner in June. We were given several alternate ideas for other places we could meet. Jan Bartlett will follow-up to find a suitable replacement for that event.

Next board meeting will be held March 20, at 3:30 p.m.

Meeting was adjourned at 4:20 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
March 20, 2019

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, B. Gordon, J. Bartlett, J. Brown, B. Eberle, J. Jeub, D. Tate, E. & S. Popkes, R. & C. Kitto, L. Cynar, Ian Chisholm, B. Mulder, J. Heft, M. Taylor, J. Wheeler, R. Resare, C. Benjamin, J. Bowman.

Reports of Directors:

SECRETARY/SALLY STUART: *Jim moved that the minutes of the February 20, 2019 Board meeting be accepted as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*

Website Update: Nearing completion. Will be presented by Peter Frye, the Web master, at the April Board meeting. When completed, the new Website will be available through the SCA Website. To access (when available), go to: Summerfield55.org; click on "Links," scroll down and click on "Townhouse #1."

TREASURER/JIM EBERLE:

Balance in checking as of February 28, 2019	\$44,562.45
Total Income	\$12,529.00
Total Disbursements	\$6,214.49
Cash in operating checking as of 2/28/2019	\$50,876.96
Reserve checking as of 1/31/2019	\$152,985.25
Total income (interest)	\$5.86
Reserves checking as of 2/28/2019	\$157,176.61
Certificates of deposit – total	\$94,604.94
Interest earned in 2018	\$1,086.79
Total cash on hand as of 2/28/2019	\$302,658.50

- *Sally moved that the treasurer's report of February 20, 2019 be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.*
- Jim reported that \$2,000 was transferred from the Reserve Account to help pay the \$6,750 for the Unit Exterior Inspection by Select Finish Painting.

- Bill, Jim, and Brian have found a new investment strategy that will pay more interest than the Bank where we currently have our Reserve Funds. Planning to put \$157,000 into various appropriate Treasury Bill accounts, through Fidelity Brokerage, for about 2 ½ % interest. The funds will be relatively liquid and there will be no penalty for early withdrawal. It will take another week or two to get the paper work completed and the accounts set up. There is no risk, as the accounts are covered under FDIC, the same as regular banks.

VICE-PRESIDENT/NANCY SAHLER: Nominating Committee still seeking 2 candidates to run for the Board. We need volunteers.

MEMBER-AT-LARGE/BRIAN WILLIAMSON:

- The roof inspections and moss control applications have already started.
- Rain or Shine has reported that all flat roofs have a drain and are draining, but residents at 15755 and 15775 report that they still have standing water on their flat roofs. Brian will look into this.
- The representative from Northwest Landscaping reports that they have found a water leak at the upper end of the sprinkler system (near Hole 1), which is causing over-watering problems down the line. Also, because the GPS that was supposed to control the watering is not working, they will now control the water flow manually.
- The following landscaping projects are planned: (1) Cleaning up and reseeded of parking strip on Summerfield Drive; (2) aeration; (3) thatching, (4) moss control, and (5) strip seeding.

PRESIDENT/BILL DORNEY:

- Bill, Jim, and Ken Berry are working on a Reserve and Maintenance Master Plan to assure that we are up-to-date and properly funded for any major future maintenance projects, such as painting or new roofs. Ken has put together a spread sheet of timelines for such projects. The plan is to check every year or two to be sure we are on schedule for these projects, and have the required funds.
- Tyler Evans, our State Farm insurance agent, will be at the April 17 meeting to do a presentation and answer any insurance-related questions.

OLD & NEW BUSINESS: None

Next board meeting will be held April 17, 2019, at 3:30 p.m.

Meeting was adjourned at 4:40 p.m.

Submitted by Sally Stuart, Board Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING
April 17, 2019

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: B. Sherman, J. Heft, M. Chewning, B. Gordon, J. Bartlett, M. Taylor, J. Jeub, H. & E. Stabenow, E. & S. Popkes, J. Wheeler, J. Brown, R. & C. Kitto, N. Wilson, K. & S. Berry, J. Kay, J. Bowman, S. Van Lente.

OWNER'S 3 MINUTES:

- Owner at 15710 suggested we check into getting the new ball-drop gas meters for all homes. Resident agreed to help with follow through. Board will check into it.
- Owner at 15775 suggested we clarify whether the HOA or individuals are responsible for trees over 12 feet tall. Residents at 15775 and 15755 will serve on a committee to check into it.
- Owner at 15845 had a complaint about lawn mowers tearing up the grass when mowing wet areas. Brian will look into it.

Reports of Directors:

SECRETARY/SALLY STUART: Correction for March Board minutes: Add Nancy's name to the committee working on a Reserve and Maintenance Master Plan. *Jim moved that the minutes of the March 15, 2019 board meeting be accepted as corrected. Motion was seconded by Brian and approved by a unanimous voice vote.*

TREASURER/JIM EBERLE:

Balance in checking as of 2/28/2019	\$50,876.96
Total Income	\$7,744.00
Total Disbursements	\$10,469.80
Cash in operating checking as of 3/31/2019	\$50,151.16
Reserve checking as of 2/28/2019	\$157,176.61
Total Disbursements	\$2,000.00
Total income	\$6.72
Reserves checking as of 3/31/2019	\$159,368.83

Certificates of deposit – total \$94,604.94

Total cash on hand as of 2/28/2019 \$304,124.93

- *Nancy moved that the Treasurer's report be accepted as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*
- A committee is still working on finding the best investment strategies for our reserve funds.

PRESIDENT/BILL DORNEY: *Bill made the following motion: Our HOA is required by the bylaws to have a review of the year-end financial report annually, unless the Board agrees not to do it, and at least 60% of the owners agree not to. The Board recommends a “No” vote on having a CPA review the HOA's financial records. The Board believes the HOA practices accounting principles that have met our financial reporting requirements. Also, the cost of the review would be a minimum of \$1,500. The Board will send out a letter giving all owners an opportunity to vote whether or not we should have the CPA review. Motion was seconded by Brian and passed with a vote of 4-1. Jim abstained because of his connection to the financial records.*

VICE-PRESIDENT/NANCY SAHLER: Still seeking a second candidate for the Board.

MEMBER-AT-LARGE/BRIAN WILLIAMSON:

- Inspection of roof and exteriors for dry rot to begin the week of April 22, 2019.
- Brian and Jim both unable to contact NLS by phone. Will keep trying; check with SCA to see if they have any information.
- Water meter turned on April 17, 2019. Will be checking for water leaks. Sprinklers will be turned on in another month, or when weather demands.

WEBSITE:

- Peter Frye, Webmaster, made a visual presentation of our new, completed Website—which is now online. Any additions or corrections for the Website should now go to Barb Sherman. To access site, go to: summerfield55.org, click on “links,” and then “Townhouse #1.”
- Website committee will check into privacy issues for having full roster on the site.

Next board meeting will be held May 15, 2019, at 3:30 p.m.

Meeting was adjourned at 4:50 p.m.

Submitted by Sally Stuart, Board Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING
May 15, 2019

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, L. Cynar, B. Thomsen, S. Dorney, R. & C. Kitto, N. Wilson, E & S. Popkes, M. Taylor, J. Bartlett, B. Gordon, J. Jeub, S. Van Lente, B. Eberle, C. Benjamin, J. & D. Montgomery, J. Brown, J. Wheeler, M. Chewning.

Reports of Directors:

SECRETARY/SALLY STUART: *Nancy moved that the minutes of the April 17, 2019 Board meeting be accepted as presented. Motion was seconded by Brian and approved by a unanimous voice vote.*

MEMBER-AT-LARGE/BRIAN WILLIAMSON- Introduced inspector:

Jake Wilson, from Select Inspections, reported on his recent inspection of all homes in our HOA. Board members were given hard copies of his extensive report. He reported finding problems on the outside of every home. Following are his suggestions for work needing to be done:

1. Remove all aluminum cladding on the bargeboards (this will also help to identify hidden dry rot).
2. Repair all dry rot throughout the complex.
3. The remaining moss on the roofs should be treated and the moss removed by mechanical means and blown off the roofs, but not power washed. (Roofs should be treated again in 2021 for moss control.)
4. Professionally pressure wash all painted surfaces, vinyl siding, brick and concrete flat work throughout.
5. Perform any additional repairs discovered following the pressure washing.
6. Ideally, all remaining vinyl siding should be replaced with fiber cement siding, and the entire complex be painted; but at a minimum, the trim should be professionally painted.

PRESIDENT/BILL DORNEY:

- Residents wishing to see what problems were discovered on their homes, can contact a Board member or attend the next Board meeting.

VICE-PRESIDENT/NANCY SAHLER: Report on candidates for Board Members:

- Nancy presented the following slate of nominated new Board Members: Bill Dorney, Barb Sherman, and John Heft. We have 3 openings, and each one elected will serve for 2 years. Ballots will be delivered to your mail slot. Seal voted ballot in attached envelope and return to 15950 by May 31, or bring to Annual meeting on June 4th. Ballots need to be returned.

TREASURER/JIM EBERLE:

Balance in checking as of March 31, 2019	\$50,151.16
Total Income	\$12,879.00
Total Disbursements	\$15,071.77
Cash in operating checking as of 4/30/2019	\$47,993.39
Reserve checking as of 3/31/2019	\$159,368.83
Total income	\$6.60
Reserves checking as of 4/30/2019	\$163,560.93
Certificates of deposit – total	\$95,067.94
Total cash on hand as of 4/30/201	\$306,622.26

- *Sally moved that the Treasurer's Report of April 30, 2019 be accepted as presented. Motion was seconded by Brian and accepted by a unanimous voice vote.*
- *Jim reported the results of the recent ballot concerning whether or not we wanted a financial audit. Resulted in a vote of 43 against, none for the audit. Sally moved that we not conduct a financial audit in accordance with the vote. Motion was seconded by Brian and passed with a unanimous voice vote.*

WEBSITE/SALLY STUART:

- *Sally moved that we contract with Peter Frye to post the HOA roster on the Website—password protected—and continue to update the Website as needed, at \$30/hour. Motion was seconded by Brian and passed with a unanimous voice vote.*

HOSPITALITY/JAN BARTLETT: Hot Dog Dinner is being planned for the Annual Meeting on June 4th. The HOA is paying for the dinner.

Next regular board meeting will be held June 19, 2019, at 3:30 p.m. (Note: This is a change from a previous announcement.)

Meeting was adjourned at 4:45 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.

The Board Meeting was preceded by a thirty-minute Happy Hour, and a dinner of hot dogs, chili, bean salad and potato salad.

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE ANNUAL BOARD OF DIRECTORS BUSINESS MEETING
June 4, 2019

The meeting was called to order at 5:35 pm. by President Bill Dorney.

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

43 Homeowners attended: N. Wilson, H. & E. Stabenow, S. & B. Jones, B. Thomsen, J. Bergstrom, J. Heft, J. Wheeler, B. Eberle, J. Brown, R. & C. Kitto, J. & D. Montgomery, K. & S. Berry, E. & S. Popkes, B. & V. Ochs, B. Sherman, L. & A. Smith, D. Tate, M. Chewning, B. Padden, J. Bowman, L. Grey, S. Dorney, C. & J. Benjamin, J. Jeub, J. Kay, B. Gordon, J. Bartlett, M. Taylor, S. Van Lente.

SECRETARY/SALLY STUART: *Nancy moved that the minutes of the June 5, 2018 Annual Board meeting be accepted as previously presented. Motion was seconded by Brian and approved by a unanimous voice vote.*

NOMINATING COMMITTEE/NANCY SAHLER, SYLVIA DORNEY, NORM WILSON:
Dismissed to count Board election ballots.

PRESIDENT/BILL DORNEY:

- Recognized new residents who had moved in during the previous year.
- Gave an overview of the accomplishments of the last year.
- Recognized the contributions of and thanked the many volunteers, while challenging others to volunteer as needed, for the good of the association.
- Also recognized the various contributions made by each of the current Board Members.

NOMINATING COMMITTEE: Returned to announce that 43 votes were counted, 100% for all three candidates: Bill Dorney, Barb Sherman, and John Heft.

TREASURER/JIM EBERLE: Report deferred to June 19, 2019 Board meeting.

NEW BOARD: Retired to determine positions on the new Board. Returned and announced the following slate of officers: President: Bill Dorney
Vice-President: Nancy Sahler
Secretary: Barb Sherman
Treasurer: Jim Eberle
Member-at-Large: John Heft

Nancy moved that the slate of new officers be accepted as presented. Motion was seconded by Jim and passed with a unanimous voice vote.

PRESIDENT/BILL DORNEY: Presented Certificates of Appreciation and gifts to the retiring Board members: Sally Stuart, secretary; Brian Williamson, member-at-large; and Norm Wilson, Maintenance Chairman.

Next Board meeting will be held June 19, 2019, at 3:30 p.m. Meeting was adjourned at 6:20 p.m.
Submitted by Sally Stuart, Retiring Board Secretary

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING
June 19, 2019

The meeting was called to order at 3:31 p.m. by President Bill Dorney in the Summerfield Clubhouse Conference Room. Board members present: Bill Dorney, Nancy Sahler, Barbara Sherman, Jim Eberle and John Heft Jr.

Board member absent: 0

Homeowners attending: 23

OWNERS' 3 MINUTES:

Norm Wilson (15935 SW Greens Way) asked that the board address the Summerfield Civic Association about cracks in the sidewalks and the black mold on the trees along Summerfield Drive.

(Former Secretary) Sally Stuart (15935 SW Greens Way) explained that she has seven or eight notebooks of various sizes in poor condition full of HOA historic information. She offered to clean them up and put the contents into binders with indexed dividers and asked for \$32 to purchase the materials. While going through the material, she will create a timeline of when various projects such as new roofs were done and pass it on to the board secretary to keep with meeting records. Bill approved the purchase and told her to submit the request to Jim.

One resident said that the landscaping service is not doing a good job edging the lawn along sidewalks, and another said that the sprinklers on the golf course side were working wonderfully.

Due to an ongoing leakage problem in the HOA common area sprinkling system, Ken Berry said that a master valve would be installed that would only allow the water to be on when the sprinklers were on to cut down on water use and expense.

MINUTES: *Nancy moved that the minutes of the May 15, 2019, board meeting and the June 4, 2019, annual meeting be accepted as presented. Barbara seconded the motion, which was approved by a 5-0 vote.*

Reports of Directors:

TREASURER/JIM EBERLE:

		Year to Date
Cash in operating account as of 5/31/19	\$47,680.97	
Total Income in May	\$ 10,256.00	\$73,128.00
Total Disbursements	\$ 15,318.41	\$74,638.91
Cash in operating account	\$ 47,680.97	
Reserves checking as of 4/30/19	\$163,560.93	
Total income	\$ 6.96	
Reserves checking as of 5/31/19	\$163,003.39	
Certificates of deposit – total	\$ 95,067.94	

Total cash on hand as of 5/31/19

\$305,752.30

Barbara moved to accept the treasurer's report, and John seconded; the motion was approved unanimously.

MEMBER-AT-LARGE/JOHN HEFT JR.

John explained that the board is in the process of getting bids for dry rot repairs behind aluminum barge board cladding on some units. Select Finishes Painting previously gave a two-phase bid that also included removing the siding from 15710, 15810 and 15920 to repair damage due to water from gutters flowing behind the siding.

John said that before contractors can make accurate bids, the aluminum cladding must be removed so they can see the extent of the damage first so the board decided to make removal and disposal of the aluminum siding the first phase. He contacted two additional contractors - Sons of the Craftsmen and Fisher Roofing - and expected to get bids from them the week of June 24.

The contractors told John that this is their busiest time of year. Fisher said that it could start in one month, and the project would take two weeks. Ken Berry added that aluminum cladding tends to encourage moisture, and vinyl siding holds moisture too.

SECRETARY/BARBARA SHERMAN

Barbara reported that the HOA website is available for everyone to look at and is being updated with relevant information as it becomes available. As a reminder, it is accessed by going to www.summerfield55.org/click on the Links tab and click on Townhouse #1 – Alpha.

Barbara said that she talked to three other HOA presidents, and one HOA maintains trees in common areas; one maintains trees over 16 feet high within the HOA, and one doesn't have any common area trees. None of the three other HOAs has a problem with gas meters originally being placed inside the footprint of the garage and being built around so they are inaccessible.

Barbara suggested the HOA provide new residents with a 6-inch-by-6-inch card listing board members' names and contact information and how to dispose of yard debris.

OLD BUSINESS: Craig Benjamin previously questioned why homeowners must pay for tree trimming on trees over 12 feet high on their property when the bylaws state that the HOA must maintain landscaping and plantings everywhere except in courtyards. The HOA's current contract with Northwest Landscaping Services has the 12-foot limit due to liability issues.

Craig and Certified Arborist Greg Doering of General Tree Service walked through the properties the last week in April, and Greg sent a letter to Craig listing trees with specific concerns and suggested an annual budget of about 7,500 for a three-man crew to work for three days, which might be reduced in the future. The cost to each homeowner with or without trees on their property would be about \$12/month. Craig suggested that the total cost for each homeowner to maintain their own trees might be as much as double what a professional crew would charge to do them all at the same time. More bids will be sought to start the program this fall or the following fall, and Bill said the board would take the issue under advisement.

Next board meeting will be held July 17 at 3:30 p.m.

Meeting was adjourned at 4:33 p.m.

Submitted by Barbara Sherman, 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 17, 2019**

The meeting was called to order at 3:30 pm. by President Bill Dorney in the Summerfield Clubhouse Conference Room.

BOARD MEMBERS PRESENT: Bill Dorney, Nancy Sahler, Barb Sherman and John Heft Jr. Bill announced that treasurer Jim Eberle had to resign due to health reasons; Barb made a motion to accepted the resignation, and John seconded the motion. The board voted unanimously in favor. Bill said that Jim's wife Barbara, who has a financial background, agreed to serve the remainder of Jim's term to June 2020. Nancy made a motion to appoint Barbara Eberle as treasurer, and John seconded the motion. Everyone voted in favor of the motion.

HOMEOWNERS ATTENDING: 28

OWNERS' 3 MINUTES: Marcia Taylor asked if anyone was interested in holding a community garage sale similar to the one held last year. While there was no initial response, residents should contact Marcia if they are interested in coordinating a sale.

Former board secretary Sally Stuart said she had purchased four new notebooks (with board approval at the last meeting) and organized a jumble of STSA No. 1 historical documents into four 2-inch ring binders complete with an index system arranged in chronological order from 1985 to the present. (Bill later delivered them to Barb Sherman's house to keep with all the secretary's records.)

REPORTS OF DIRECTORS

MINUTES: *Nancy made a motion to accept the June 19, 2019, minutes as written, and John seconded the motion. There was a unanimous vote to approve the motion.*

TREASURER/BARBARA EBERLE:

Balance in checking as of 6/31/19 \$ 47,680.97

Total Income (June) \$ 10,190.00

Total Disbursements (June) \$ 8,884.54

Cash in operating acct of 6/30/19 \$ 48,986.43

Reserves checking as of 6/30/19 \$167,195.70

Certificates of deposit – total \$ 95,067.94

Total cash on hand as of 5/31/19 \$311,250.07

VICE-PRESIDENT/NANCY SAHLER: Reported that Marcia Taylor is willing to be STSA #1's representative on Summerfield's emerging disaster committee.

MEMBER-AT-LARGE/JOHN HEFT JR.: Reported that the board has been involved in selecting a

contractor to undertake exterior improvements (involving barge board cladding, siding and posts) to STSA No. 1. After the board spent considerable time and effort on the issue, John was prepared to recommend a contractor to the board based on the completeness and comprehensiveness of the bid; the quality of his previous work for STSA No. 1; and the contractor's ability to oversee the entire project and start on time.

John recommended Jake Wilson of Select Finishes Painting for this project and said if the board approves the contractor, flyers will be distributed to each resident with the work schedule. He added that he hopes residents' inconvenience will be kept to a minimum, and he will monitor the project and hold a weekly meeting with the contractor for a progress report.

A question was asked about the cost, which will be \$68,000. John explained that the board originally sought three bids. Barb Sherman moved that the board approve Select Finishes Painting be awarded the contract, and Nancy seconded. The motion passed unanimously. Barbara Eberle made a motion for \$68,000 to be moved from reserves to the operating account and explained the breakdown of the payments to the contractor.

SECRETARY/BARB SHERMAN: Reported that she talked to a NW Natural representative who said that all the enclosed gas meters in STSA #1 meet code and would be moved outside at the owners' expense. The representative said NW Natural would send someone to STSA #1 to turn off gas meters at the curb in the event of an emergency because it is "prepared for an emergency." The representative said homeowners with inside meters should fill out relocate request forms as a starting point for NW Natural to assess their individual situation and give them an exact cost. Barb's full report along with the relocate request form are attached with the minutes. Bill recommended forming a committee of homeowners look into the matter further, which will be formed.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

Meeting was adjourned at 4:20 p.m. Barb Sherman made a motion to adjourn, and John seconded the motion, and the vote was unanimous in favor.

Next board meeting will be held Aug. 21, 2019, 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.

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION #1
MINUTES OF THE BOARD OF DIRECTORS BUSINESS MEETING
August 21, 2019

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

Board members present: Bill Dorney, Nancy Sahler, Barbara Eberle, and John Heft.

Board member absent: Barb Sherman

Homeowners attending: 28

OWNER'S 3 MINUTES: No comments/concerns

Reports of Directors:

SECRETARY/SALLY STUART (Substitute): *Barbara Eberle moved that the minutes of the July 17, 2019 board meeting be accepted as presented. Motion was seconded by Nancy and approved by a unanimous voice vote.*

TREASURER/BARB EBERLE:

Balance in checking as of 6/30/2019	\$48,986.43
Total Income	\$90,185.00
Total Disbursements	\$28,322.02
Cash in operating checking as of 7/31/2019	\$111,145.28
Reserve checking as of 6/30/2019	\$167,195.70
Total income	\$6.02
Reserves checking as of 7/31/2019 (includes \$68,000 withdrawal for dry rot repairs)	\$ 103,387.22
Certificates of deposit – total	\$95,538.38
Total cash on hand as of 7/31/2019	\$310,070.88

- *Nancy moved that the treasurer's July report be accepted as presented. Motion was seconded by John and passed with a unanimous voice vote.*
- 2020 Budget Committee: Barb Eberle, Nancy Sahler, Jane Brown, Ken Berry, and Bill Dorney.
- Budget Committee already working. Operational budget nearing completion, but still needs to work on Reserve budget.
- Reserve and operational budgets will be presented at the October 16, 2019, Board meeting.
- At that meeting, the residents will be informed whether or not there will be an assessment

increase for 2020.

VICE-PRESIDENT/NANCY SAHLER: Marcia Taylor is now our representative to the Disaster Preparedness Committee. Marcia reported that their next step is to create a website where residents can access all the disaster information.

MEMBER-AT-LARGE/JOHN HEFT:

- **Dry Rot Project** scheduled for completion by end of next week.
- On starting the project, more damage was uncovered than originally thought. Resulted in contractor having to hire more sub-contractors to make the repairs.
- Original contractor asked for help in covering additional cost. No decision made yet.
- Contractor has paid great attention to detail. (Volunteered to fix golf ball holes in Hardee Plank.) Bill and John have walked through periodically as work has progressed, and will do a final walk-through on completion.
- If you notice any problems with the work done on your house, contact John Heft ASAP.
- **Tree Maintenance:** Requested volunteers to serve on a new committee to make decisions concerning who is responsible for trees, including budgetary guidelines.
- **NW Natural Gas:** Committee has met, with Herb Stabenow taking the lead. Contacting different agencies to get answers. Will come back with a recommendation in two months.
- **Sprinkler System:** Unable to locate and fix leak, so water has been continually leaking.
- Solution is to put in a new Master Valve (cost \$1,300) that will shut off the water when it is not needed. The valve will pay for itself in two or three months with the cost of water saved.
- **Tracking Maintenance Issues:** Residents will soon be able to track progress of their maintenance requests on our HOA Website.
- **Post Lamps:** Lights are burned out in four post lamps and will be replaced.

UNFINISHED BUSINESS: None

NEW BUSINESS: Fall Potluck will be held September 10, 2019, at 6:00 p.m. in the Lakeview Room at the Clubhouse. Flyers with details have been delivered to all homes.

Next board meeting will be held September 18, 2019, at 3:30 p.m.

John moved that the meeting be adjourned at 4:00 p.m. Barb Eberle seconded to motion and it passed with a unanimous voice vote.

Submitted by Sally Stuart, Substitute 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
BOARD OF DIRECTORS SEPT. 18, 2019, BUSINESS MEETING**

The meeting was called to order at 3:30 p.m. by President Bill Dorney. Board members present: Bill Dorney; Vice President Nancy Sahler; Secretary Barb Sherman; Treasurer Barb Eberle; and Member-at-Large John Heft Jr. Homeowners attending: 29

OWNERS' THREE MINUTES: Marcia Taylor, STSA #1's representative on the Summerfield Disaster Planning Committee (previously the Emergency Preparedness Committee), said that the committee's information has been updated on the Summerfield55.org website under Committees.

Reports of Directors

SECRETARY/BARB SHERMAN: *Nancy moved that the minutes of the Aug. 21, 2019, meeting be accepted as presented. Barb Eberle seconded the motion, and it was approved by a unanimous vote.*

TREASURER/BARB EBERLE:

Balance in checking as of 8/31/19	\$111,145.28
Total Income	\$ 9,790.00
Total Disbursements	\$ 48,238.27
Cash in operating checking as of	\$ 72,697.01
Reserve checking as of 8/31/19	\$107,577.22
Certificates of deposit – total	\$ 95,538.38
Total cash on hand as of 8/31/19	\$275,812.61

Barb Eberle said the 2020 budget should be done by mid-October and pointed out that the HOA has saved \$2,500 on its water bill (since a shut-off valve was installed).

Barb Sherman moved to accept the treasurer's report; John seconded the motion; and it was approved unanimously.

ASSISTANT TO THE BOARD/KEN BERRY: Ken reported that the HOA needs to update its reserves and maintenance plan and asked that the board authorize signing a contract with Schwendt & Co. to do so at a cost of \$750. *Barb Eberle made a motion to sign the contract, and John seconded the motion. The motion passed 4 to 0 with Nancy abstaining.*

VICE PRESIDENT/NANCY SAHLER: Nancy reported that she got a notice in the mail about joining Summerfield Next Door, an online site for members' comments. She also said there was going to be a talk about TiKiTu Village at the Clubhouse the next day. A new Village is starting in Tigard/Tualatin/King City in which neighborhood volunteers help each other so they are able to stay in their own homes, and Nancy said she was planning to go to the meeting.

MEMBER-AT-LARGE/JOHN HEFT JR.: John asked for board approval to pay a \$2,289.50 bill from attorney Kathleen Profit for consultation on issues involving the Select Finishes contract (the contractor who did exterior repairs, dry rot removal and painting asked for additional compensation beyond what was approved in the contract) and the HOA's legal standing on tree maintenance. Jane Brown said the board should have voted during a meeting to incur a bill for a legal opinion, and Bill replied that while a majority of the board gave informal consensus ahead of time, the board should have followed the rules and would not incur a bill without a vote again. *Barb Sherman made a motion to pay the attorney bill, and Nancy seconded the motion, which was approved unanimously.*

John recommended that moss control on all the roofs be done once a year and that the gutters and downspouts be cleaned out twice a year.

GAS METER COMMITTEE REPORT/CHAIRMAN HERB STABENOW: The committee met with Northwest Natural's Damage Prevention Supervisor Scott Gallegos for the State of Oregon, who said that no additional steps need to be taken on gas meters located behind walls in many HOA garages. The system and pipes are designed to hold up in an earthquake, and there are manual shut-off valves at both ends of Greens Way. The gas that comes into homes has a concentration level of ¼ pound to 15 pounds, while explosive mixtures are a concentration of 5 pounds to 15 pounds.

MEMBER-AT-LARGE/JOHN HEFT JR.:

TREE MAINTENANCE: John said that the HOA has not assumed responsibility of trees over 12 feet high and no other HOA in Summerfield does either; The contract with Northwest Landscaping Service states that they only maintain trees under 12 feet high. The bylaws state that the HOA maintains landscaping and plantings, but do plantings include trees? The City of Tigard says yes. Attorney Profit said the bylaws are ambiguous and that a court would probably find that trees are included in plantings. The Tree Maintenance Committee recommended that the HOA go forward with maintaining trees over 12 feet tall at a cost of \$7,500 annually. John said for that price, the HOA would get a crew of two or three people for three six-hour days, which would not take care of all the trees. Barb Sherman said that under the plan, the most dangerous trees would be maintained first. John added that homeowners are responsible for all trees on their property out to the curb, and if the tree maintenance plan was adopted, it would add \$12/month to the monthly HOA dues.

Robert Resare and Jane Brown pointed out that a flyer on the plan delivered to homeowners was incorrect because there are no common areas in townhouse HOAs. Sylvia Dorney said that the whole neighborhood looks better when all the trees are maintained, and it saves money to pay someone to do them all at once rather than each homeowner hire someone separately. *John moved that the HOA determine by member ballot if it should maintain trees over 12 feet or not, and Nancy seconded the motion, which was approved unanimously.* John said the board will draft a ballot that will be delivered to all mailboxes, and if homeowners choose not to adopt a tree maintenance plan, the board will approve a resolution to amend the bylaws and hire attorney Profit to draft an addendum clarifying the bylaws to state that the HOA is not responsible for trees over 12 feet high.

EXTERIOR REPAIRS: John said the project was completed by Sept. 6, and that he and Ken had reviewed the work and found about 10 small items to bring to the contractor's attention. John said the contractor did an excellent job and did extra small jobs that were not in the original contract. Once the last issues are resolved, the final \$17,000 payment will be paid. The subcontractor did a substantial amount of extra work not called for in the contract, such as using more board feet of siding than originally estimated, so Select Finishes has asked for an additional \$13,500 above the original \$68,000 contract. *John made a motion for the board to approve him negotiating a partial payment up to \$6,750 if documentation for the extra work was provided; Nancy seconded the motion, and it was passed 5 to 0. John also made a motion to use attorney Profit to draft a release for the contractor and sub-contractor to sign to hold the HOA harmless from disputed claims that might arise in the future. Nancy seconded the motion, and it was approved unanimously.*

SIDEWALK REPAIRS: Ken said that Jan Bartlett had counted about 50 areas in the sidewalks that might be tripping hazards and suggested that those homeowners who need to make repairs should get together to hire a contractor to get a group rate.

The next board meeting will be held Wednesday, Oct. 16, at 3:30 p.m. in the Clubhouse.

The meeting was adjourned at 5:06 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.