

SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes
January 10, 2021

Present:

Sharon Strain, President	Sharon Hughes, Director	Tom Clancy, Director
Carol Knutson, Treasurer	Roger Johnson, Director	Donovan Madden, Vice President
Penny Kellogg, Director	Dianna Weston, Administrator	
Angela Lile, Estates		

Absent:

Lance Yunck, Apartments

President Sharon Strain called the meeting to order at 9:05 AM.

Visitors: No visitors signed in to speak.

Minutes: Motion made by Hughes, seconded by Clancy, and approved to accept the minutes from the December 13, 2021, regular Board Meeting.

Golf Course Report – Palmer: Zach Palmer reported that the golf course continues to be very soggy. Carly has accepted another position. Her last day was December 31. The new exterior phone lines have been installed and the phones are working in the Maintenance Building.

D. Madden asked whether he had any more bids for wall around the pond at the #9 Green. Palmer replied that he had a second bid, and asked for referrals for a third.

Golf Pro Shop Report – R. Lindsey: Rob Lindsey reported our yearend fees beat last year's by \$6,190.05, even with the last 1/3 of December the course was pretty much closed, due to weather. On sunny days, the course is 100% booked and they are achieving the goal of being the number one choice for golfers on playable days.

City of Tigard Liaison Report – Sherman: Barbara Sherman noted a recent Tigard Police report indicated that crime is up in the downtown area. Commander Jaime McDonald reports 192 hours were logged, and three medals were awarded to officers for community service. The Library has added a book on the family who lived on the acreage now occupied by the Library. The recent heavy rainfall flooded homeless encampments near Fanno Creek.

December Treasurer's Report – Knutson: **Operations:** Total December Operating Income of **\$18,466.60** Total December Operating Expenditures of **\$84,454.75; Cash** on hand as 12/31/2021 of **\$305,935.44**.

Reserves: income for December was **\$20,016.72**, (New Buyers Fee) and we had expenses for the Maintenance Building of **\$22,915.02**.

The ending balance for all reserve accounts as of 12/31/2021 was: **\$1,523,342.79**.

Regular Checks #18856-18916 and Payroll Checks #50321-50334 - from Key Bank Operating Checking Account. Checks #1093-1094 from US Bank Reserves Checking Account. No Checks were drawn from the Washington Federal Bank Reserves Checking Account. Motion made (Johnson), seconded (Kellogg) and approved to accept the entire Treasurer's report.

Unfinished Business:

- **New Bingo television purchase approval:** It was moved (Kellogg), seconded (Donovan) and approved to purchase a Samsung TV and related equipment for \$1,398.98.
- **Approval of new maintenance contract:** It was moved (Johnson), seconded (Knutson) and approved to sign a new contract with Innovative Landscaping, to commence February 1, 2022.
- **Clubhouse main floor restroom counters and sinks:** A Clubhouse Committee request for approval to spend \$2,837.00 (estimate) was tabled, pending Committee submission of two more bids.
- **Clubhouse painting:** A proposal by the Clubhouse Committee to approve spending more than the budget of \$24,700 to paint the Clubhouse was submitted, due to the addition of painting chair rails and removing old tiles on window sills. A motion was made by Hughes to approve expenditures of not to exceed \$28,000; seconded by Kellogg and approved.

New Business:

- **Agreement for engineering work on Maintenance Building:** Was moved (Johnson), seconded (Kellogg) and approved to execute agreement with Miller Consulting Engineers, Inc. to provide "stamped calculations and drawings for the modifications to the existing Maintenance Building and roof framing to allow clear space for the proposed vehicle life as usually required for permit application."
- **Phase I: Monument sign work:** It was moved (Johnson), seconded (Madden) and approved to permit the expenditure of not to exceed \$2500 to remove all or most of the plants surrounding the monument at Summerfield Drive and Durham Road.

Administrator's Report:

- **Estates November and December Assessment:** Have not received as of 1/10/22. Working with new executive director of the management company, and our new board rep from The Estates, Angela Lile.
- **Vial-Fotheringham cancellation letter to NLS Landscapers:** Contract cancelled as of 1/31/22.
- **Masking in Clubhouse Reminder:** Large signs reminding residents to keep masking up in the Clubhouse have been posted at both lobby doors. Also, Dianna will be writing a Summary article and updating web Announcements to reinforce this.
- **Summary Duties:** Dianna will be taking over the Summary with the March edition.

Directors' Roundtable:

Madden – Liaison to Greens, Pro Shop, and Marketing: Greens Committee needs more bids for wall around the #9 pond. They're happy with work being done by Zach and Rob. The Marketing Committee will be meeting 1/22 to discuss lettering on the monument in preparation for Phase II work.

Clancy – Liaison to Architectural/Landscape, Sub-Associations: The Architectural/Landscape Committee is working on changes to the Change Request form. They will submit their suggestions at the February board meeting. The Brookside HOA has been named the 2021 medium-size community association for 2021 by the CAI.

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers: The Newcomers Welcome Committee is considering a reception for 2022 move-ins only, due to continuing COVID concerns. The Neighborhood Watch Committee did not meet in December. Linda Wright, Area Coordinator, is looking for a replacement committee member. The resident list has been updated for the Disaster Planning Committee. The Encore Club will meet again with special singers' masks.

Johnson – Liaison to Swimming Pool, Common Area Landscape, and Courts: The court nets are up.

Hughes – Liaison to Clubhouse, Library, and Summary: The Library Committee is thriving and the Clubhouse Committee has changed its meetings to third Thursdays at 3 PM. She attended the Web Team's meeting, which will be rescheduled for later in the month due to technical difficulties

Strain – The Directories are being distributed as dues are paid.

Adjournment: Motion made (Johnson), seconded (Madden) and approved to adjourn. Meeting adjourned at 10:50AM. Next regular Board Meeting is February 14, 2022, at 9:00 AM.



Sharon Strain, SCA Board President



Dianna Weston, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION
BOARD MEETING MINUTES
FEBRUARY 14, 2022

Present:

Sharon Strain, President
Carol Knutson, Treasurer
Donovan Madden, Vice President

Sharon Hughes, Director
Roger Johnson, Director

Tom Clancy, Director
Penny Kellogg, Director

Absent:

Angela Liles, Estates; Lance Yunck, Apartments
President Sharon Strain called the meeting to order at 9:00am

Visitors:

Mary Kay Strounm voiced concerns regarding street lights out at night. She has contacted PGE. Also she noted two post lights are out on the way to the golf shop and path to golf shop is not lit. Some clubhouse exterior doors do not shut securely and there is a concern of security for residents inside the clubhouse.

John Clifford

Request for refunded golf annual tag because he had to move very early in the new year and did not use the pass. Ask Assn to review his request for a refund. And he encourages a review of the current ruling.

Del Jordan

Replacing bike in fitness center. It is continually in disrepair

Rowing machine purchasae request was sent to the Clubhouse for approval and then they were told there was no room for it.

Del said there is room for these machines. Reports Fire Marshall states there is room for more machines.

Employment Action: Motion Madden, seconded by Kellogg to terminate Diana Weston's employment as of Feb 1, 2022. Motion approved

Minutes: Motion made by Hughes, seconded by Johnson to accept minutes from the January 10, 2021 meeting as corrected. Minutes corrected by Kellogg: **Linda Wright is chair of the Neighborhood watch and looking for a replacement area coordinator.** The resident list is being updated for the Disaster Planning Committee. Newcomers Committee is **considering three meetings only for residents moving in in 2022.** Under round table court nets **have been taken down.**

Golf Course Report -Palmer: Advertising to fill position for greens keeper or assistant

Irrigation system needs to be more efficient. 2 and 6 are fed by 4" pipes so the flow through that section needs to be adjusted.

Research shows FCC licensing fee for our irrigation radios is \$600-700 for the year but without it a fine could be \$10,000. We can by bypass that with a cell phone app.

Golf Pro Shop Report – R. Lindsey

January finished very strong. Play has increased. Just fell short of last year when there was no rain.

Snapshot accounting report numbers are not adding up and the report will be amended and a correct report will be given to Board members. Budget improved by \$13,000 Public annual pass sale is up to 21 at this

point. The current policy is not to exceed 25 public passes. Gearing up early for the season with good weather.

City of Tigard Liaison Report – Sherman:

At the Jan. 11 City Council meeting, Police Chief Kathy McAlpine reported that in 2021, call volume rose again as it has the past couple of years. Person crimes spiked up slightly due to aggressive shoplifters, which was the majority of robbery cases. 2021 had a rise in storage-unit burglaries, most likely due to a change in business practices due to COVID. Changes in drug laws led to few arrests as some offenses were decriminalized. The police response time goal is to be under six minutes. It climbed up again in 2021 to 6.28 minutes as vehicle traffic increased. Thirteen lifesaving awards were given to police officers in 2021.

Newsletter to go to press sooner for efficient delivery and will need Board minutes by Wednesday night and deadline from the 15th to the 12th for submissions. Sharon extended thanks to Barbara for taking on the next issue of the newsetter.

Treasurer's Report – Knutson

No treasurer's report. It was noted that Pam would be here to assist with fill in while the Association has no administrator.

Unfinished Business:

Upstairs bathroom and info on work to be done in them. The proposal is \$3000 over the \$2,000 all ready approved by the board. Suggest to postpone window blinds in lobby or take funds out of unanticipated funds. Discussion and Motion made by Hughes and seconded by Clancy to fund updating the two upstairs restrooms not to exceed \$5,750. Motion amended to delay the new blinds for the lobby till 2023 and transfer that funding for the restrooms. Motion approved.

Clarification to the Common Area Landscape policy and procedure manual

Action tabled in need of more discussion.

Tom Clancy presented revised change request form moving from two forms to one. Neighbor considerations added as a positive requirement. Architectural Landscape committee is working with town homes and condos. For homes abutting the golf course approval is needed for both front and back yards.

Motion made by Clancy, seconded, Kellogg to accept provisions of changes to the Landscape and Architectural manual. Motion approved

New Business:

Request to refund payment for golf pass.

After discussion and consideration a motion made by Johnson, and seconded by Knutson to award refund of annual golf tag. Motion Denied.

EXERCISE EQUIPMENT:

Strain: Rowing machine was not in the 2022 budget. Bike seems to be a greater need as it is continually needing repair.

Motion made by Knutson and seconded by Clancy to move better bike from men's room to fitness area and move the bike in the fitness room to the men's room. Motion approved.

Motion made by Madden and seconded by Hughes that the rowing machine be addressed in the 2023 budget.
Motion approved.

Golf Course restrooms at pro shop and at hole #3.

Opt one with standard equipment \$9,000

Opt two with touchless equipment \$14,000

Two porta potties will be needed

Motion made by Hughes and seconded by Knutson to approve Option #1 not to exceed \$10,000 and include two porta potties.

Administrator's Report: None

Directors' Roundtable:

Knutson - Liaison to Volunteer Appreciation Committee and Disaster Preparedness : No report
Hughes -Liaison to Library, Summary and Clubhouse Committee. Library is moving along nicely. Barbara Sherman will help with newsletter until we have a new administrator. The new deadline for Summary articles is now the 12th of each month. The Clubhouse Committee has completed kitchen cabinet cleaning and is working on future proposal for remodeling. There is a concern the stoves and ovens are not being cleaned adequately by resident users. Motion by Hughes and seconded by Johnson that private parties fee per non resident member be charged for all attendees over age two. Motion approved.

Clancy - Liaison to Architectural/Landscaping, Sub-Associations: Committees still working on manuals.
Mailbox for HOAS is still an ongoing process working with the Post Office.

Johnson – Liaison to Swimming Pool/Common area Landscape/and Courts. No report

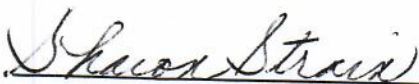
Madden- Liaison to Greens Pro shop and marketing. Greens waiting for more bids for #9 wall Marketing waiting for sign repair and replacement.

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers. Neighborhood Watch needs update of residents names and addresses. Disaster Preparedness has not received quarterly update.

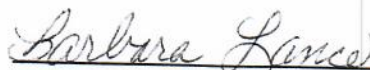
Bingo console is being shipped and all equipment stored in game room. Torn pool table cover replaced. Ping Pong players have been notified that the exterior door needs to be closed and there can be no ping pong practice against the wall.

Strain: Liaison to Directory . No report Website team is looking at possibilities of a new vendor to provide new website. Research continues to improve website. Lee Wilcox has a contact that can look into preventing hacking into our website.

Adjournment: Motion made (Johnoson Seconded Hughes and approve to adjourn. Meeting adjourned at 11:30 Next Regular Board Meeting March 14, 2022 at 9:00AM



Sharon Strain, SCA Board President



Barbara Lance, Acting Secretary

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

March 14, 2022

Present:

Sharon Strain, President
Carol Knutson, Treasurer
Penny Kellogg, Director

Sharon Hughes, Director
Roger Johnson, Director
Pam Warner, Staff

Tom Clancy, Director
Donovan Madden, Vice President

Absent:

Manager, Estates

Lance Yunck, Apartments

President Sharon Strain called the meeting to order at 9:00 AM.

Visitors: Resident Mary Kay Stroum signed in to speak and thanked Roger for the work on the lights for the pathway to the Pro Shop and Sharon Strain for the newsletter article reminding people to properly close the doors downstairs in the Clubhouse.

Minutes: Motion made (Hughes), seconded (Johnson) and approved to accept the minutes from the February 14, 2022 regular Board Meeting.

Golf Course Report – Palmer: We have received no responses to an advertisement to hire someone to fill the vacant full-time position. He is waiting for another bid to remove the trees on #3 and #6. He needs to have outside help with the tree removal because the golf course crew is short-staffed.

Golf Pro Shop Report – R. Lindsey: The golf course broke its record for rounds in February by 30%. Men's and Women's clubs will start up in about two weeks.

City of Tigard Liaison Report – Sherman: In January, there was an increase in motor vehicle thefts, arrests, dispatched services, and individuals armed during police contact. Many crimes doubled from January 2021. In February, all categories of crime rose. Catalytic converter thefts continue but may improve because of a recent law on recycling them. There are about 650 businesses that had not paid their license fees. The Council decided to waive late fees for initial license applications and renewal license application that accrued in 2021 through December 31, 2022.

Treasurer's Report – Knutson: For January and February: Total January Operating Income of \$672,295.29; Total January Operating Expenditures of \$72,187.81; Cash on hand as of 1/31/2022 of \$903,009.92. Total January Reserves Income of \$79.48; Total January Reserves Expenditures of \$16,327.33. General Reserve Balance as of 1/31/22: \$1,334,970.80. New Buyers Fee income for January was \$6000. New Buyers Fee account balance as of 1/31/22: \$182,402.22. Total General Reserves plus New Buyers Fee account: \$1,517,373.02. For February, total Operating Income of \$272,003.50; total February Operating Expenditures of \$194,745.31; Cash on hand as of 2/28/2022: \$1,007,441.10. Total February General Reserves Income of \$123,546.50. Total February Reserves Expenditures of \$31,813.14. General Reserves Balance as of 2/28/22: \$1,426,704.16. New Buyers Fee income for February was \$7,185.22. New Buyers Fee account balance as of 2/28/2022 was \$188,404.22. Total General Reserves and New Buyers Fee Account ads of 2/28/2022: \$1,615,108.38. Motion made (Hughes), seconded (Johnson) and approved to accept the entire Treasurer's report for January and February.

Unfinished Business:

Revisions to CALC Policies & Procedures Manual: Moved (Johnson) seconded (Kellogg) and approved to accept the revisions to the CALC Policies & Procedures Manual.

Administrator's Report: There are seven members with unpaid dues for 2022. Of these, one property is being sold, one is at the attorney's, one is on a payment plan.

New Business:

Replacement of Chemical Shed at the Golf Course Maintenance Shed: Board members had toured the building last fall. There are financial benefits to enlarging the chemical shed to allow ordering of larger quantities of chemicals. Moved (Johnson), seconded (Clancy) and approved to allow replacement of the chemical shed, not to exceed \$4000.

Proposal for Wall at Golf Course Pond: Zach Palmer and Rob Lindsey described many incidents that had occurred involving golfers falling into the pond while trying to retrieve their balls. Also, there are problems with equipment slipping toward the water because of the slope of the ground. The proposal is for a 3 to 3.5-foot tapered wall to be constructed along the side of the pond. Board members discussed the need for a diagram to be able to visualize the wall, updated bids, and a time frame for the project and disruption to the golf course. It was moved (Hughes), seconded (Clancy), and approved to have a Board Work Session to further discuss the project, with one opposed (Johnson).

Proposed Expenditure for Accounting Assistance:

President Strain explained that the proposal was to pay for the services of a person to assist with accounting functions until the hiring of a new Administrator. Moved (Hughes), seconded (Johnson) and approved to accept the expenditure for accounting assistance.

Authorization for access to SCA financial records: Treasurer Knutson is reviewing and updating financial records. The request is to authorize former Treasurer Ken Lance to access the SCA's financial records in order to assist her. Moved (Knutson), seconded (Hughes), and approved to allow Ken Lance to access financial records.

Proposal for Website Improvement: The Website team has interviewed three companies and selected one to update the website, in order to address its appearance, security, and ease of access. The cost is estimated at approximately \$10,000. Moved (Hughes), seconded (Kellogg), and approved to authorize the expenditure and updating of the Association website.

CALC Proposal for Monument Sign, Phase 2: Director Johnson explained the improvements to the sprinkler system and landscaping proposed for Phase 2, which would cost approximately \$5,475, included in the Operating budget. Moved (Johnson), seconded (Madden) and approved to accept the proposal for Phase 2 improvements to the Monument.

Proposal for Sidewalk Repair: Moved (Johnson), seconded (Kellogg), and approved to use Best Laid for sidewalk repair, not to exceed \$3500. Roger will see if he can include repairs on ~~Alderwood~~

Nominating Committee: President Strain explained the process for nominating candidates to fill coming vacant Board position. Director Madden presented a list of qualified members for the nominating

Alderbrook Drive 08/11/22

committee. Moved (Clancy), seconded (Hughes) and approved to accept the roster of members for the Nominating Committee. April 15th is the cut-off date for nominations to the Board of Directors.

Administrator's Position Description Revision: It is proposed that the position description for the Administrator be revised to 40 hours per week, from the current 32.5 hours per week. Moved (Hughes), seconded (Kellogg) and approved to accept the change in hours for the Administrator position.

Directors' Roundtable:

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers: A new area coordinator, Leslie Rasor, has been appointed for Neighborhood Watch. Moved (Kellogg), seconded (Johnson) and approved to accept Leslie Rasor as new Neighborhood Watch area coordinator. The Newcomers Committee is preparing for tours and an in-person Newcomer's Reception, scheduled for June 1st. One coordinator is stepping down. In Clubs and Activities, Bingo has been postponed until April; a concert is scheduled for May; and dances will start up again beginning in June.

Knutson – Liaison to Disaster Planning, Volunteer Appreciation: No report.

Clancy – Liaison to Architectural/Landscape, Sub-Associations: The new single form developed by the committee is receiving good feedback and working well.

Johnson – Liaison to Swimming Pool, Common Area Landscape, and Courts: On behalf of the CALC committee, Director Johnson thanks the Board for the approval of the Phase 2 improvements to the Monument.

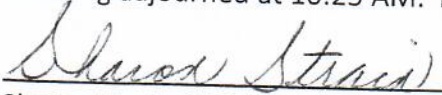
Madden – Liaison to Greens, Pro Shop, Marketing: The Greens Committee is changing personnel. New officers are Bob Primrose, President; Wendy Pfeifer, Secretary. Cliff Thorne is a new member. Moved (Madden), seconded (Kellogg) and approved to accept the new officers and committee member for the Greens Committee.

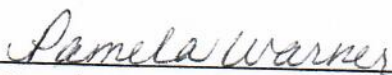
Hughes – Liaison to Clubhouse, Library, and Summary: Thanks again to Barbara Sherman for doing the Association Newsletter during this interim between Administrators. The Clubhouse Committee has a new member Marty Pachciarz. Moved (Hughes), seconded (Clancy) and approved to accept Marty Pachciarz to the Clubhouse Committee. There are more members leaving the Committee, so suggestions for new members would be appreciated.

The Golf Course restroom improvements are underway and the Upstairs restrooms should be done April 25-26. The committee is working on décor improvement to go with the new paint job, reorganizing and cleaning up the kitchen storage room, and a new display for quilts where the aerial photograph and history display are now. They are looking at transferring responsibility for the AET Fitness equipment to the Fitness Club.

Strain – Liaison to Directory, Fair Housing, Website: Director Strain read to the Board a thank you note from former Administrator, Cari Lindsey.

Meeting adjourned at 10:25 AM. Next regular Board Meeting is April 11th, 2022 at 9:00 AM


Sharon Strain, SCA Board President


Pamela Warner, Temporary SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

April 11, 2022

Present:

Sharon Strain, President
Carol Knutson, Treasurer
Penny Kellogg, Director

Sharon Hughes, Director
Roger Johnson, Director
Jennifer Stiffler, Administrator

Tom Clancy, Director
Donovan Madden, Vice President

Absent:

Lance Yunck, Apartments

Tonya Hamilton, Estates

President Sharon Strain called the meeting to order at 9:00 AM.

Visitors: No visitors signed in to speak.

Employment Action: Motion made (Madden), seconded (Hughes) and approved to accept Jennifer Stiffler as the new Summerfield Civic Association Administrator effective March 21st, 2022.

Minutes: Motion made (Hughes), seconded (Kellogg) and approved to accept the minutes from the March 14th, 2022 regular Board Meeting with correction under New Business - Sidewalk Repair; Alderwood should read Alderbrook Drive.

Golf Course Report – Palmer: Greens Aeration took place April 4th & 5th and went really well considering the weather not cooperating. Due to weather today, sanding the fairways has been rescheduled for May 23rd.

Golf Pro Shop Report – R. Lindsey: March was a great month for rounds played at over 3100. Revenue continues to exceed budget. This year many golf tag sales were purchased earlier in the year, front loading the revenue.

City of Tigard Liaison Report – Sherman: No report.

Treasurer's Report – Knutson: Total March Operating Income of \$72,571.61; Total March Operating Expenditures of \$78,572.60; Cash on hand as of 3/31/2022 of \$977,031.86. Total March Reserves Income of \$106.10; Total March Reserves Expenditures of \$8,726.25. General Reserve Balance as of 03/31/2022: \$1,418,084.01. New Buyers Fee income for March was \$4,000. New Buyers Fee account balance as of 03/31/2022: \$192,407.23. Total General Reserves plus New Buyers Fee account: \$1,610,491.24. Regular Checks # 19017 - 19079 and Payroll Checks # 50343 - 50346 from Key Bank Operating Checking Account. Checks #1107-1110 from US Bank Reserves Checking Account. No Checks from Washington Federal Bank Reserves Checking Account. Motion made (Clancy), seconded (Hughes) and approved to accept the entire Treasurer's report.

Administrator's Report: No report.

Unfinished Business:

A. Tennis Court Cleaning

Motion made (Hughes) seconded (Kellogg) to accept proposal from Mid Pac Tennis Construction, LLC to complete tennis court cleaning in April & July with September in consideration if needed at the time, not to exceed \$3000.00.

B. Lawn Mower Reels

Motion made (Madden) seconded (Clancy) to approve purchase of lawn mower reels which were not in stock at the time of delivery of new mower in 2021, not to exceed \$15,000 which will come from reserve fund.

New Business:

A. Upgrade Current Security Panels

Motion made (Knutson) seconded (Johnson) to accept proposal from Stoner Protective Systems to upgrade alarm systems at both the clubhouse and the maintenance shop to cellular control dialers at the expense of \$1,170.00.

B. Remove Arborvitae and Install Fence surrounding Maintenance Shop

Two bids were received to complete the task of removing current arborvitae hedging and install cedar fence surrounding maintenance shop. First bid from Innovative Landscaping, Inc and second bid from Dicks Evergreen Fence & Deck in conjunction with General Tree Service. Motion made (Johnson) seconded (Clancy) and approved to proceed with Innovative for hedge removal and fence construction not to exceed \$17,000. Once Innovative was approved, discussion took place to consider fence post material upgrade at \$75/post. Motion was made (Johnson) seconded (Clancy) to approve black powder coated metal fencing.

C. Split Rail Fence Near 3 Tee Box

Two proposals were reviewed, first from Innovative Landscaping, Inc and second from Dick's Evergreen Fence and Deck to replace split rail fence near 3 tee box. Motion made (Johnson), seconded (Kellogg) and approved to accept Innovative's proposal to replace fence at bid cost of \$2820.00.

Directors' Roundtable:

Madden – Liaison to Greens, Pro Shop, Marketing: No Report

Clancy – Liaison to Architectural/Landscape, Sub-Associations: Architectural/Landscape receiving a lot of appreciation for the single page change request form. Sub-associations facing increasing premiums on insurance and plan to meet to discuss options.

Knutson – Liaison to Disaster Preparedness, Volunteer Appreciation: Volunteer Appreciation – No report. Disaster Preparedness is working on updating the mission statement of the committee and leaning towards more education for residents.

Hughes – Liaison to Clubhouse, Library, Summary: Library Committee – No report. Summary – huge thank you to Barbara Sherman for the wonderful job she is doing. Administrator Jennifer Stiffler to take over Summary for June edition. For the Clubhouse Committee, motion made (Hughes) seconded (Clancy) to accept Lydia Cooper as a member of the Clubhouse Committee. For the Clubhouse Committee – huge thank you to Lydia Cooper for the wonderfully painted signs above our Clubhouse


rooms. Clubhouse Committee is also reviewing their procedural manual and Clubhouse usage forms for possible updating.

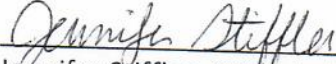
Johnson – Liaison to Swimming Pool, Common Area Landscape, Courts: Swimming Pool set to open May 7th in time for Mother’s Day. CALC has no report.

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers: Newcomers Committee is planning an in person event to welcome newer residents. Clubs & Committees is reviewing and updating verbiage in the policy and Procedures handbooks. Neighborhood watch – Linda Wright wrote in to note suspicious prowlers ringing resident door bells and walking across golf course.

Strain – Liaison to Directory, Fair Housing, Website: Directory – No report. Website Committee is meeting later this week to discuss progress. Fair Housing – No report.

Motion made (Johnson), seconded (Clancy) and approved to adjourn. Meeting adjourned at 9:57AM. Next regular Board Meeting is May 8th, 2022 at 9:00 AM.


Sharon Strain, SCA Board President


Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

May 09, 2022

Present:

Sharon Strain, President
Penny Kellogg, Director

Sharon Hughes, Director
Roger Johnson, Director

Donovan Madden, Vice President
Jennifer Stiffler, Administrator

Absent:

Lance Yunck, Apartments
Tom Clancy, Director

Tonya Hamilton, Estates

Carol Knutson, Treasurer

President Sharon Strain called the meeting to order at 9:00 AM.

Visitors: No visitors signed in to speak.

Minutes: Motion made (Johnson) seconded (Hughes) and approved to accept the minutes from the April 11, 2022, regular Board Meeting.

Golf Course Report – Palmer: Absent.

Golf Pro Shop Report – R. Lindsey: It was said that 'weather drives business' in golf. With 16 measurable rain days and two days closed for aerification, golf numbers were down from previous trend yet still ahead of pre-covid numbers with 2973 rounds played. The Chapmans have started for the 2022 season.

City of Tigard Liaison Report – Sherman: Barbara Sherman relayed that the current Mayor of Tigard, Jason Snider is unable to run for re-election due to length of service to the City Council. Groundbreaking for the Universal Plaza off of Burnham Rd. is set for June beginning with a tile based, sensor run splash pad and light display and the second phase will include a covered picnic area.

Treasurer's Report – Stiffler for Knutson: Operating account: April 2022 total income of \$53,259.72 April 2022 total expenditures of \$105,244.64 Cash on hand as of 4/30/2022 \$924,728.95 Reserve account: April 2022 total income of \$ 88.38 April 2022 total expenditures of (5,321.52) General reserve balance as of 4/30/22 \$1,412,850.87 New Buyer Fee income for April \$12,000 New Buyer Fee expenses for April \$(5.00) New Buyer Fee interest & income \$7.94 New Buyer Fee account balance as of 4/30/22 \$204,410.17 Total General Reserves plus New Buyers Fee Account as of 4/30/22 \$1,617,261.04

Checks written in April: From Key Bank Operating checking account regular checks: # 19080-19138 paychecks: #50347-50350 From US Bank Reserves checking account checks: #1111-1115 from Washington Federal Reserves Checking Account checks: # 235

Motion made (Hughes), seconded (Madden) and approved to accept the entire Treasurer's report.

Administrator's Report: Working with lawyers regarding outstanding assessment fees for one resident household. In addition, working with lawyers regarding updating any governing documents verbiage which could be seen as discriminatory as required for a house bill passed late last year. It was a great

experience working with the nominating committee to obtain our top three candidates for the upcoming board.

Unfinished Business:

A. Revised Lawn Mower Reel Funding

Motion made (Madden) seconded (Johnson) to accept updated price of \$16,253.65 for the three lawn mower reels required to complete the purchase of the new lawn mower in 2021. Motion passed.

New Business:

B. Pool Chemistry Controller

Motion made (Johnson) seconded (Kellogg) to accept updated price from Pool and Spa to upgrade the pool chemistry controller as price has gone up from \$6412.45 to \$7472.20. Motion passed (4-1).

C. Sidewalk Repairs Update

Motion was made (Johnson) seconded (Madden) to accept additional \$200 charge for curved correction necessary on Alderbrook Drive sidewalk repair due to tree inhibiting 48 inch allowance for ADA compliance. Motion passed.

D. Revision of Summerfield Entry Sign on Durham Road

After board discussion, motion made (Madden) seconded (Kellogg) to require Marketing Committee to revise the plan for the sign revision including a detailed breakdown of work to be done including bids for the work with exact numbers. Motion passed.

E. Proposed Veteran's Day Complimentary Golf and BBQ

Motion made (Madden) seconded (Johnson) to enact an annual Veteran's Day Complimentary Golf Day & BBQ allowing any veteran to sign up for a free round of golf, resident or non-resident, as tee times permit. Motion passed.

F. Announcement of 2022 Nominated Candidates

Madden announced that the Nominating Committee met, discussed, reviewed and voted on the 6 candidates who accepted their nominations for board consideration. As there are three outgoing board members, the top three were selected as official board candidates to be voted in during the July Annual Meeting. A Meet the Candidates night is set for June 23rd. The Candidates are; Steve Blake, Dianne Phelps and JJ Gattuccio. Unless written petition with 25 resident signatures is turned in prior to the Annual Meeting, these three candidates will be voted in as the newest Board Directors.

Directors' Roundtable:

Madden – Liaison to Greens, Pro Shop, Marketing: Greens committee has postponed any discussion regarding a wall on the ninth hole indefinitely.

Clancy – Liaison to Architectural/Landscape, Sub-Associations: absent.

Knutson – Liaison to Disaster Preparedness, Volunteer Appreciation: absent.

Hughes – Liaison to Clubhouse, Library, Summary: Library Committee – Fabulous as always and very busy. Summary – huge thank you to Barbara Sherman for the wonderful job. Administrator, Jennifer

Stiffler to take over Summary for June edition. Hughes expressed need for all Clubs and Committees to be reminded of requirements for submitting needs which the SCA office will handle.

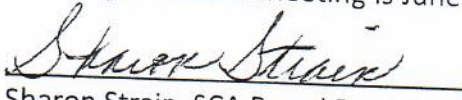
Johnson – Liaison to Swimming Pool, Common Area Landscape, Courts: Swimming Pool is open.

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers:

Motion made (Kellogg) seconded (Madden) to accept Carene Svoboda as temporary chair of Newcomers Welcome Committee. Motion passed.

Strain – Liaison to Directory, Fair Housing, Website: Website Committee is meeting in June, progress is coming along with the new website.

Motion made (Hughes), seconded (Johnson) and approved to adjourn. Meeting adjourned at 10:08am. Next regular Board Meeting is June 13th, 2022 at 9:00 AM.


Sharon Strain, SCA Board President


Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

June 13, 2022

Present:

Sharon Strain, President
Penny Kellogg, Director
Tom Clancy, Director

Sharon Hughes, Director
Roger Johnson, Director
Jennifer Stiffler, Administrator

Donovan Madden, Vice President
Carol Knutson, Treasurer

Absent:

Lance Yunck, Apartments

Tonya Hamilton, Estates

President Sharon Strain called the meeting to order at 9:00 AM.

Visitors: No visitors signed in to speak.

Minutes: Motion made (Hughes) seconded (Kellogg) to sign and approve to accept the minutes from the May 09, 2022, regular Board Meeting.

Golf Course Report – Palmer: Zach has a full crew. Zach approved placement of Japanese Beetle traps to be set on course by Department of Agriculture as they trace this invasive species spread. Residents encouraged to allow traps too if approached by Dept. of Ag.

Golf Pro Shop Report – R. Lindsey: Lots of flags on course to note wet spots. Two new employees in Pro Shop, Cari Henkins and Brad Crane. Men's and Women's club events in full swing and well attended.

City of Tigard Liaison Report – Sherman: Barbara Sherman shared the City of Tigard Report Card which included that the Tigard Library has a new coffee shop, the Opportunity Café. The City of Tigard is working with Advance Tigard – an career advancement scholarship for immigrant and refugee community members. Continued work with the Public Safety Advisory Board and Washington County Mental Health Response Team, Proud ground – an affordable housing program and the next phase of the Universal Plaza in downtown Tigard.

Treasurer's Report – Knutson: Operating account: May 2022 total income of \$79,294.51; May 2022 total expenditures of \$(116,655.88); Cash on hand as of 5/31/2022 \$877,931.00. Reserve account: May 2022 total income of \$0; May 2022 total expenditures of \$0; General reserve balance as of 5/31/22 \$1,412,850.87. New Buyer Fee income for May \$12,000; New Buyer Fee expenses for May \$(5.00); New Buyer Fee interest & income \$8.70; New Buyer Fee account balance as of 5/31/22 \$216,413.87. Total General Reserves plus New Buyers Fee Account as of 5/31/22 \$1,629,264.74. Checks written in May: From Key Bank Operating checking account regular checks: # #19139-19199, paychecks: #50351-50354, 3397120-3397128, 3423362-3423370; From US Bank Reserves checking account checks: none; From Washington Federal Reserves Checking Account checks: none. Motion was made (Johnson), seconded (Hughes) and approved to accept the entire Treasurer's report.

Correspondence: Letter written to resident regarding trailer parked in driveway. Letter written to resident regarding nuisance dog barking reported by neighbors outside of Summerfield. Summerfield Civic Association made aware of reported verbal harassment regarding race of pedestrian walking through Summerfield through Next Door App which resulted in a peaceful Unity Walk on June 12th by Next Door App followers which included attendance from some city council workers.

Administrator's Report: Corrected that there a total of three outstanding assessments within Summerfield which have been turned over to the attorneys. Meet with the Candidates night scheduled for June 23rd .

Unfinished Business:

A. Revision of Summerfield Entry Sign on Durham Road

Motion made (Madden) seconded (Kellogg) to accept the option of a cleaning/resealing of the Summerfield Sign at the Durham/Summerfield Dr entrance not to exceed \$3000. Motion passed.

New Business:

B. Maintenance Shop Lift Project

Motion made (Hughes) seconded (Madden) to accept Proposal to accept bid from Cascade NW to complete build out for lift installation, lift purchase and lift install with a not to exceed budget of \$80,000. Motion passed.

C. Reposition Electronic Calendar Television in Lower Level Lobby

Motion was made (Madden) seconded (Hughes) to accept SMGC request to move the electronic calendar television over to allow room for Golf plaques to be hung. Motion passed (4-3).

D. Update Current Vacation Section of Employee Manual

Motion made (Hughes) seconded (Kellogg) to update the vacation section of the employee manual Motion passed.

E. Updates to Policies and Procedures Pages

Motion made (Hughes) seconded (Kellogg) to accept updated sections A 1.13, Section D 4.00, 4.01, 4.24, Section E 5.01, 5.02, 5.03 of the SCA Policies and Procedures. Motion passed.

Directors' Roundtable:

Madden – Liaison to Greens, Pro Shop, Marketing: Marketing Committee – Motion made (Madden) seconded (Johnson) to accept new member Meddie Sims to the Marketing Committee. Motion Passed.

Clancy – Liaison to Architectural/Landscape, Sub-Associations: Sub-Associations in process of electing new officers and reviewing their assessments and reserves.

Knutson – Liaison to Disaster Preparedness, Volunteer Appreciation: Disaster Preparedness is looking for a new Committee Chair.

Hughes – Liaison to Clubhouse, Library, Summary: Clubhouse Committee looking into changing monitor role for Clubhouse events.

Johnson – Liaison to Swimming Pool, Common Area Landscape, Courts: Swimming Pool - still closed due to issue with electricity to pool causing the pumps, lights, and chemtrol system to not operate properly or at all. Working with several vendors to resolve the issue. CALC – Motion made (Johnson) seconded (Madden) to accept new CALC Committee member Donna Rae Allen. Motion passed.

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers:

Motion made (Kellogg) seconded (Clancy) to accept Carene Svoboda as official chair of Newcomers Welcome Committee. Motion passed.

Strain – Liaison to Directory, Fair Housing, Website: Website Committee is planning on September launch of new website.

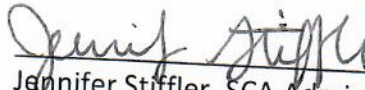
Motion made (Johnson), seconded (Knutson) and approved to adjourn. Meeting adjourned at 11:00am.

Motion passed. Next Agenda Meeting July 11th, 2022 at 9 AM including Annual Meeting run through.

Annual Meeting July 11th, 2022 at 7 PM. Next regular Board Meeting is July 18th, 2022 at 9:00 AM.



Tom Clancy, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

July 18, 2022

Present:

Tom Clancy, President
Penny Kellogg, Director
JJ Gattuccio, Director

Sharon Hughes, Vice President
Steve Blake, Director
Jennifer Stiffler, Administrator

Carol Knutson, Treasurer
Dianne Phelps, Director

Absent:

Lance Yunck, Apartments

Angela Lile, Estates

President, Tom Clancy called the meeting to order at 9:00 AM.

Visitors: No visitors signed in to speak.

Minutes: Motion made (Kellogg), seconded (Hughes) to sign and approve to accept the minutes from the June 13, 2022, regular Board Meeting.

Golf Pro Shop Report – R. Lindsey: Beat the budget by \$6,000, YTD \$2700. July is off to a great start considering $\frac{3}{4}$ of the budget has been recovered. A tournament was played over the weekend, hosted by an outside company and it went really well bringing in many new players and a \$10,000 prize was won for a hole-in-one. The Pro Shop is busy preparing for the championships for Men's and Women's Golf Clubs.

Golf Course Report – Palmer: Weather has dried up the greens a little more than desired. Preparing for Lift Construction and Chemical Shed with work to begin on both in August.

Treasurer's Report – Knutson: Operating account: June 2022 total income of \$52,865.58; June 2022 total expenditures of \$(90,361.48); Cash on hand as of 6/30/2022 \$852,526.79. Reserve account: June 2022 total income of \$172.27; June 2022 total expenditures of \$-24,428.65; General reserve balance as of 6/30/22 \$1,388,594.49. New Buyer Fee income for June \$12,000; New Buyer Fee interest \$8.91; New Buyer Fee account balance as of 6/30/22 \$228,422.78. Total General Reserves plus New Buyers Fee Account as of 6/30/22 \$1,617,017.27. Checks written in June: From Key Bank Operating checking account regular checks: #19200-19265, paychecks: #50355-50360; From US Bank Reserves checking account checks: 1116 – void, 1117-1118; From Washington Federal Reserves Checking Account checks: none. Motion was made (Phelps), seconded (Blake) and approved to accept the entire Treasurer's report.

Unfinished Business:

None.

New Business:

A. Newcomers Committee Liaison Update

Motion made (Hughes), seconded (Kellogg) to accept updates to the Newcomers Committee Liaison page of the Policies and Procedures Section C 3.17. Motion passed.

B. Disaster Preparedness Policy and Procedure Update

Motion was made (Blake), seconded (Kellogg) to accept current changes to the Disaster Preparedness Committee Policy and Procedure Section D 4.40 update. Motion failed - unanymous.

C. Bookkeeper Job Description Update

Motion made (Blake), seconded (Gattuccio) to update the job description Section B 1.05 of the office person/bookkeeper to Administrative Assistant/Bookkeeper as well as the duties required. Motion passed.

D. Summerfield Music Event

Motion made (Phelps), seconded (Blake) to accept Summerfield Music Event. Motion passed (5-2).

E. CALC Bark Dust Proposal

Motion made (Blake), seconded (Gattuccio) for CALC to add and renew bark dust at several listed smaller points of CALC area at the cost of \$3200. Motion passed.

F. SCA Website Member Directory Proposal

Motion made (Knutson), seconded (Hughes) to allow Website Committee additional \$1000 to complete the reconstruction and addition of a member directory on the new SCA Website. Motion passed.

Meeting Adjourned for a break at 10:35 AM and called back to order at 10:40 AM

Administrator's Report: Correspondence received from the City of Tigard regarding a warning that fines will be issued for any additional "false alarm" visits by the City of Tigard Police. The Clubhouse doors at times can catch not latching completely which can then trip the alarm after hours sending a signal to the Police. There were 6 residences sold in June bringing the total YTD to 31. The Washington County Health Department shut down the SCA pool on July 14, until a solution could be made to a chemical dispersing machine. Pool & Spa reacted very quickly and came out to solve the issue and get the pool opened back up.

Directors' Roundtable:

Clancy – Liaison to Architectural/Landscape, Sub-Associations: Announced a presentation hosted by Vial Fotheringham to the Sub Associations regarding Construction Projects within Associations to be held July 28. Clancy – Announced new Committee Liaison assignments: Clancy – Directory, Website, Fair Housing. Hughes – Pool, Summary. Knutson – Pro Shop, Volunteer Appreciation. Kellogg – Clubhouse, Clubs/Activities, Neighborhood Watch, Newcomers. Phelps – Courts, Library, Disaster Prep. Blake – CALC, Greens, Marketing. Gattuccio – Arch/Landscape, Sub-Associations.

Knutson – Liaison to Disaster Preparedness, Volunteer Appreciation: Motion made (Blake), seconded (Kellogg) to accept Jan Vanderpool as new Chairperson for the Disaster Preparedness Committee. Volunteer Appreciation announced its first event in 2 years on October 11.

Hughes – Liaison to Clubhouse, Library, Summary: Motion made (Hughes), seconded (Kellogg) to accept new CALC member Joan Mikels. Motion passed. Motion made (Hughes), seconded (Gattuccio) to accept Clubhouse Committee new member Sandy Sisk. Motion passed.

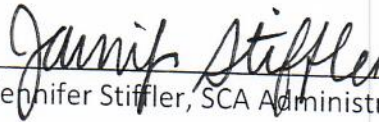
Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Newcomers:

Mentioned reminder that all Committees are to submit their meeting minutes to the Administrator as soon as they are available. Motion made (Kellogg), seconded (Hughes) to accept new members of Newcomers Committee Toby Blake and Barbara Lance. Motion passed.

Motion made (Blake), seconded (Phelps) and approved to adjourn. Meeting adjourned at 10:54 AM. Motion passed. The next Agenda Meeting is August 1, 2022, at 8:30. Next regular Board Meeting is August 8, 2022, at 9:00 AM.



Tom Clancy, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

August 8, 2022

Present:

Tom Clancy, President
Penny Kellogg, Director
JJ Gattuccio, Director

Sharon Hughes, Vice President
Steve Blake, Director
Jennifer Stiffler, Administrator

Carol Knutson, Treasurer
Dianne Phelps, Director

Absent:

Lance Yunck, Apartments

Angela Lile, Estates

President, Tom Clancy called the meeting to order at 9:00 AM.

Visitors: No visitors signed in to speak.

Minutes: Motion made (Knutson), seconded (Kellogg) to sign and approve to accept the minutes from the July 18, 2022, regular Board Meeting with corrections. Motion passed.

Golf Pro Shop Report – R. Lindsey: absent.

City of Tigard Report – Sherman: City of Tigard Mayoral Candidate Deadline is August 8. City Council Candidate deadline is August 25.

Golf Course Report – Palmer: Chemical Shed project complete. Maintenance Shop Lift project ready to begin once permits approved.

Treasurer's Report – Knutson: Operating account: July 2022 total income of \$93,129.47; July 2022 total expenditures of \$(102,154.13); Cash on hand as of 7/31/2022 \$839,423.50. Reserve account: July 2022 total income of \$78.18; July 2022 total expenditures of \$(8,415.00); General reserve balance as of 7/31/22 \$1,380,257.67. New Buyer Fee income for July \$16,000; New Buyer Fee interest \$9.79; New Buyer Fee account balance as of 7/31/22 \$244,427.57. Total General Reserves plus New Buyers Fee Account as of 7/31/22 \$1,624,685.24. Checks written in July: From Key Bank Operating checking account regular checks: #19266-19321, paychecks: #50361-50364; From US Bank Reserves checking account checks: 1119-1120; From Washington Federal Reserves Checking Account checks: none. Motion was made (Phelps), seconded (Gattuccio) and approved to accept the entire Treasurer's report.

Unfinished Business:

1. **Summerfield Music Event** – Motion made (Blake), seconded (Kellogg) to reverse the decision to approve the proposed music event due to violation of the policy and procedure section F 6.11 that an event must be hosted and attended by a Summerfield resident. Motion Passed.

2. **Disaster Preparedness Policy and Procedure Update** – Motion made (Kellogg), seconded (Phelps) to accept the updated version of the policy and procedure page section D 4.40. Motion Passed.

New Business:

1. **Oak Tree Quote**

Proposal to accept bid of \$4500 to remove a dead Oak and prune another Oak near hole 4 on the golf course has been tabled to receive additional bids.

2. **TV for Conference Room**

Motion was made (Kellogg), seconded (Gattuccio) to accept the proposal made by Website Team to purchase and install a 55" television in the Conference Room for use as a presentation screen in the Clubhouse, not to exceed \$1000.00. Motion passed.

3. **Updates to Policy and Procedure Pages**

Motion made (Kellogg), seconded (Gattuccio) to update the following sections of the SCA Policy and Procedures Manual; C 3.00, C 3.01, C 3.02, C 3.11, C 3.12, C 3.13 (with amendment), C 3.14 (with amendment), C 3.16, C 3.18, C 3.19, and D 4.28. Motion passed.

Administrator's Report: 8 homes sold in July bringing YTD total homes sold in Summerfield to 39. A new Admin. Assistant/Bookkeeper has been selected for Diane's replacement. There will be a send off reception for Diane Ragsdale in the Clubhouse Lobby on August 31, at 12 PM.

Directors' Roundtable:

Blake – Liaison to CALC, Greens, Marketing: Marketing is beginning work on monument sign clean up at the Durham/Summerfield Dr entrance.

Phelps – Liaison to Courts, Library, Disaster Preparedness: Nothing to report

Kellogg – Liaison to Clubhouse, Clubs/Activities, Neighborhood Watch, Newcomers: Newcomers Fair scheduled for Saturday, October 1, from 2-4 PM.

Hughes – Liaison to Pool, Summary: Pool Committee not expecting ordered Chemtrol Equipment until after pool season in October due to backorder.

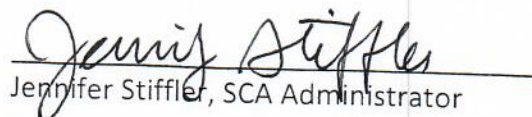
Knutson – Liaison to Pro Shop, Volunteer Appreciation: Vol. Appreciation planning their party for Summerfield volunteers and spouses on October 11.

Clancy – Liaison to Directory, Website: Nothing to report

Gattuccio – Liaison to Arch/Landscape, Sub-Associations: Nothing to report

Motion made (Phelps), seconded (Kellogg) and approved to adjourn. Meeting adjourned at 10:11 AM. Motion passed. The next Agenda Meeting is Tuesday, Sept 6, 2022, at 9 AM. Next regular Board Meeting is September 12, 2022, at 9:00 AM.


Tom Clancy, SCA Board President


Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

September 12, 2022

Present:

Tom Clancy, President
Carol Knutson, Treasurer
Steve Blake, Director

Sharon Hughes, Vice President
Penny Kellogg, Director
Dianne Phelps, Director

JJ Gattuccio, Director
Jennifer Stiffler, Administrator

Absent:

Lance Yunck, Apartments
Manager, Estates

President Tom Clancy called the meeting to order at 9:00 AM.

Visitors: Carene Svoboda signed in to officially invite Board Members to the Newcomers Fair happening October 1, which will include a tradeshow of Summerfield Clubs and Activities as well as door prizes. Barbara Kelley signed in to speak to the Board regarding a CC&R Variance Request regarding allowing her partner to remain in the residence if she were to pass.

Minutes: Motion made (Gattuccio), seconded (Hughes) to sign and to accept the minutes from the August 08, 2022, regular Board Meeting.

Golf Course Report – Palmer: Aerification happening September 12 and 13.

Golf Pro Shop Report – R. Lindsey: Testing out reduced Green's fees for the remainder of the week due to aerification of the course. August was a great month beating budget by \$10,000 and beat last year's month by \$3,000. Winter passes will be available beginning October 1. Men's and Women's Horse Race begins October 4 and 5.

City of Tigard Liaison Report – Sherman: Candidates for City of Tigard Mayor and Council Seats are in. Tigard received a credit rating AAA rating. Police Chief McAlpine said crimes of all types are on the rise. City of Tigard events this summer included the Pride Parade, Juneteenth and National Night Out.

Treasurer's Report – Knutson: Operating account: August 2022 total income of \$73,120.72; August 2022 total expenditures of \$142,770.22; Cash on hand as of 8/31/2022 \$770,804.18. Reserve account: August 2022 total income of \$50.05; August 2022 total expenditures of \$1,449.00; General reserve balance as of 8/31/22 \$1,378,858.72. New Buyer Fee income for August \$8,683.56; New Buyer Fee expenses for August \$5.00; New Buyer Fee interest & income \$20.07; New Buyer Fee account balance as of 8/31/22 \$236,283.28. Total General Reserves plus New Buyers Fee Account as of 8/31/22 \$1,615,142.00. Checks written in August: From Key Bank Operating checking account regular checks: #19322-19379, paychecks: #50365-50369; From US Bank Reserves checking account checks: 1121; From Washington Federal Reserves Checking Account checks: 236-239. Motion was made (Hughes), seconded (Phelps) and approved to accept the entire Treasurer's report.

Unfinished Business:

Oak Tree near #4

Reviewed bid proposals from Ash Tree Enterprises, Evergreen Tree Services and General Tree Service. Motion made (Gattuccio), seconded (Knutson) to accept the bid from Evergreen Tree Service at the price of \$1900.00 to prune the large Pin Oak near #4. Motion passed.

Lift Budget Increase

Reviewed current total for Lift and discussed estimated costs for electrical work to be added as well as room for contingencies. Motion made (Blake), seconded (Knutson) to increase the not to exceed budget to \$100,000.00 for the complete installation of the Maintenance Shop Lift. Motion passed.

New Business:

Variance Request

Discussion regarding variance request. To be decided upon at next Board Meeting.

CALC Tree Bundle near Durham/Summerfield Dr. Entrance

Motion was made (Blake) seconded (Knutson) to accept proposal from Evergreen Tree Service to remove 2 dead Oak and prune 12 Maples not to exceed \$16,000. Motion passed (6-1, Kellogg opposed).

Administrator's Report: Pool is temporarily closed due to a broken valve in the chemical system. Pool and Spa is working on finding the part to get the Pool up and running again.

Directors' Roundtable:

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Clubhouse, Newcomers: A big thank you to Diane Christensen for serving 3 years on the Clubhouse Committee as Chairperson. New representatives will be selected at the next Clubhouse Committee meeting.

Hughes – Liaison to Pool, Summary: Pool is temporarily closed, See Administrator's Report.

Phelps – Liaison to Disaster Preparedness, Courts, Library: Pickleball is concerned about the number of guests allowed, will review Policy and Procedure Manual.

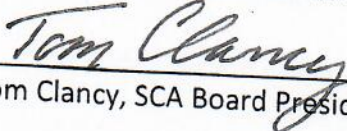
Knutson – Liaison to Pro Shop, Volunteer Appreciation: Upcoming Volunteer Appreciation event October 11.

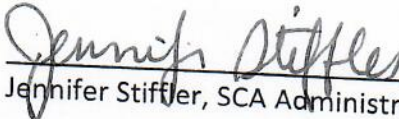
Gattuccio – Liaison to Architecture/Landscape, Sub-Associations: Lots of activity with A/L Committee.

Clancy – Liaison to Directory, Fair Housing, Website: Looking forward to a website preview soon.

Blake – Liaison to CALC, Greens, Marketing: Greens Committee would like to elect Cliff Thorne as new Chairperson and Jim Scheel as a new member. Motion made (Blake), seconded (Kellogg), Motion passed.

Motion made (Phelps), seconded (Knutson) and approved to adjourn. Meeting adjourned at 11:00am. Motion passed. Next Agenda Meeting October 3, 2022 at 8:30 AM. Next regular Board Meeting is October 10, 2022 at 9:00 AM.


Tom Clancy, SCA Board President


Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

October 10, 2022

Present:

Tom Clancy, President
Carol Knutson, Treasurer
Steve Blake, Director

Sharon Hughes, Vice President
Penny Kellogg, Director
Jennifer Stiffler, Administrator

JJ Gattuccio, Director

Absent:

Dianne Phelps, Director

Lance Yunck, Apartments

Manager, Estates

President Tom Clancy called the meeting to order at 9:00 AM.

Minutes: Motion made (Gattuccio), seconded (Knutson) to sign and to accept the minutes from the September 12, 2022, regular Board Meeting.

Golf Course Report – Palmer: Mikayla Dart is now a full-time employee. 3 major mistakes were made with Lift install, looking into how errors occurred and who is responsible for correcting them.

Golf Pro Shop Report – R. Lindsey: Beat September budget by \$6K and overall compared to budget is up \$17K. Sold out of off-season passes in just 10 days. Huge thanks to Zach and Crew for keeping the golf course in such great shape. Men's and Women's golf clubs are coming to a close for the season.

City of Tigard Liaison Report – Sherman: At the Sept. 13 City Council meeting, it was announced that there are 41,459 registered Tigard library card holders, which is pretty impressive considering that the city's population is about 55,000. Sept. 15 to Oct. 14 is Hispanic Heritage Month, and the city is sponsoring a large festival called El Tigre Fest on Oct. 15 in the Dirksen Nature Preserve. Everyone is welcome. At the Sept. 27 council meeting, upon review of the Tigard Municipal Court's collections process, it was recommended that the collections fee be modified. City Manager Steve Rymer reported the breaking news that Clean Water Services has reopened the Fanno Creek Trail at Scholls Ferry Road. Seven people had applied to serve on the charter review committee at the time of the council meeting. The recruitment period ends on Oct. 18.

Treasurer's Report – Knutson: Operating account: September 2022 total income of \$72,413.33; September 2022 total expenditures of \$110,781.10; Cash on hand as of 9/30/2022 \$780,343.58. Reserve account: September 2022 total income of \$60.42; September 2022 total expenditures of \$8,905.00; General reserve balance as of 9/30/22 \$1,370,014.14. New Buyer Fee income for September \$14,000; New Buyer Fee expenses for September \$7,769.18; New Buyer Fee interest \$19.20; New Buyer Fee account balance as of 9/30/22 \$242,533.30. Total General Reserves plus New Buyers Fee Account as of 9/30/22 \$1,612,547.44. Checks written in September: From Key Bank Operating checking account regular checks: #19380-19428, paychecks: #50370-50373; From US Bank Reserves checking account checks: 112-1125; From Washington Federal Reserves Checking Account checks: 240-244. Motion was made (Gattuccio), seconded (Hughes) and approved to accept the entire Treasurer's report.

Unfinished Business:

Poplar Trees

Motion made (Blake), seconded (Hughes) to accept bid from Evergreen Tree Services to remove the 15 Poplar Trees with a budget not to exceed \$65K. Motion passed.

Phase 3 of Monument Sign Landscaping - CALC

Motion made (Blake), seconded (Knutson) to approve a budget not to exceed \$5K for the completion of Phase 3 of the Monument Sign Landscaping by Innovative Landscaping. Motion passed.

Variance Request

Motion made (Gattuccio), seconded (Blake) to grant a variance request to allow a resident's domestic partner to remain in occupancy should the owner pass before them. Motion passed.

New Business:

Clubhouse Use Forms Update

Motion was made (Kellogg), seconded (Gattuccio) to accept new Clubhouse Use Forms with minor edits. Motion passed.

Administrator's Report: Lots of correspondence with residents lately regarding issues like refuse bins, trailers, signs and the like. Home sales were slow for September.

Directors' Roundtable:

Gattuccio – Liaison to Architecture/Landscape, Sub-Associations: Still lots of change requests coming in to A/L. Motion made (Clancy), seconded (Gattuccio) to approve Scott Owen as chairperson of A/L Committee and for Bev Anderson, Mary Kay Stroum, Greg Eggert, Larry Nobel and Jon Erikson to remain on the A/L Committee for another year.

Kellogg – Liaison to Clubs/Activities, Neighborhood Watch, Clubhouse, Newcomers: Newcomers Fair was a huge success. Neighborhood Watch is looking a new Chairperson. Motion made (Kellogg), seconded (Hughes) to approve Deb Simpson as Clubhouse Committee Chairperson, Linda Tell as Secretary and Valerie Wicklund as a new member. Motion passed. Clubhouse Committee also changed their meeting time to the 3rd Tuesday of every month.

Hughes – Liaison to Pool, Summary: Pool Committee has decided to extend the Pool season past Columbus Day due to the great weather and the closing date is set for Tuesday, October 18.

Knutson – Liaison to Pro Shop, Volunteer Appreciation: Upcoming Volunteer Appreciation event October 11, 4-6 PM.

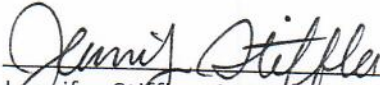
Blake – Liaison to CALC, Greens, Marketing: Motion made (Blake), seconded (Knutson) to approve Barbara Jones to serve one more year on the Common Areas Landscape Committee. Motion passed.

Clancy – Liaison to Directory, Fair Housing, Website: Looking forward to a website preview soon.

Motion made (Hughes), seconded (Gattuccio) and approved to adjourn. Meeting adjourned at 10:17 AM. Motion passed. Next Agenda Meeting November 7, 2022 at 9 AM. Next regular Board Meeting is November 14, 2022 at 9:00 AM.



Tom Clancy, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

November 14, 2022

Present:

Tom Clancy, President
Carol Knutson, Treasurer
Steve Blake, Director

Sharon Hughes, Vice President
Penny Kellogg, Director
Jennifer Stiffler, Administrator

Dianne Phelps, Director
JJ Gattuccio, Director

Absent:

Lance Yunck, Apartments

Manager, Estates

President Tom Clancy called the meeting to order at 9:00 AM.

Minutes: Motion made (Phelps), seconded (Gattuccio) to sign and to accept the minutes from the October 10, 2022, regular Board Meeting.

Golf Course Report – Palmer: The Maintenance Shop lift project is complete, and it is in operation. Arborvitae removal and fence building surrounding the Maintenance Shop is beginning this week. Looking to schedule an arborist to evaluate all golf course trees since there have been so many showing age and disease this past year.

Golf Pro Shop Report – R. Lindsey: The time available to play is very short in the winter which has an effect on revenue. The Golf Course has exceeded 40,000 rounds so far this year. Rob will host a Pro Shop Open House December 6, 5-7 PM for all residents.

City of Tigard Liaison Report – Sherman: November Election results; Heidi Lueb is Mayor-Elect; Maureen Wolf elected two-year term City Council Chair; Yi-Kang Hu four year term City Council Chair; and the second four-year City Council Chair position is still too close to call between Jai Raj Singh and Tom Anderson. Police Chief McAlpine gave a report on local crime statistics. City of Tigard has established 20 mph as the legal speed limit for most residential streets, which becomes effective at the time that the current 25 mph signs are replaced with the new 20 mph signs. Summerfield is due to have its signs replaced before the new year.

Treasurer's Report – Knutson: Operating account: October 2022 total income of \$59,318.05; October 2022 total expenditures of \$91,547.24; Cash on hand as of 10/31/2022 \$751,857.38. Reserve account: October 2022 total income of \$1,026.66; October 2022 total expenditures of \$619.74; General reserve balance as of 10/31/22 \$1,370,421.06. New Buyer Fee income for October was \$6,152.40; New Buyer Fee expenses for September were \$63,343.41; New Buyer Fee interest was \$33.68; the New Buyer Fee account balance as of 10/31/22 was \$185,360.97. Total General Reserves plus New Buyers Fee Account as of 10/31/22 \$1,555,782.03. Checks written in October: From Key Bank Operating checking account regular checks: #19428-19479, paychecks: #50374-50377; From US Bank Reserves checking account checks: 651-652; From Washington Federal Reserves Checking Account checks: 245-249. A motion was made (Gattuccio), seconded (Blake), and approved to accept the entire Treasurer's report.

Unfinished Business:

None.

New Business:

Policy and Procedure updates in reference to House bill 2574

HB 2574 was passed by Oregon Legislature to remove any discriminatory language from HOA documents. A motion was made to accept changes to policy and procedure documents that had language that could be seen as discriminatory (Blake), seconded (Phelps) to accept new updates. Motion passed.

Proposed 2023 Annual Assessment Amount

After several weeks of budget meetings, the amount of \$650 per resident for the 2023 assessment was proposed. A motion was made (Knutson), seconded (Gattuccio). Motion passed.

Accept 2023 Reserve Study: Rough Draft

A motion was made (Knutson), seconded (Phelps) to accept the rough draft of the 2023 Reserve Study by Schwindt & Co. Motion passed.

Administrator's Report: 4 homes sold in Summerfield in the month of October. Received thank you note from Diane Ragsdale addressed to the Board, thanking them (and Summerfield) for the Retirement Send off. New signage is up around the Clubhouse including First Aid signs, AED signs, and restroom signs.

Directors' Roundtable:

Sharon Hughes: Pool—No Report

Steve Blake: CALC, Greens, Marketing—

Poplar trees to be removed December 5-9. Cliff Thorne resigned as Chairperson for Greens Committee. Motion made (Blake), seconded (Kellogg), to accept New members Joyce Knutson and Barbara Kelley on the Greens Committee. Motion passed. Motion made (Blake), seconded (Kellogg), to approve Rick Knutson for an additional year on Greens Committee. Motion passed. Rick Knutson will serve as Greens Committee Chairperson until a replacement can be established.

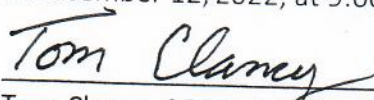
Dianne Phelps: Library, Courts, Disaster Preparedness - Disaster Preparedness Committee is looking into solar light options to educate residents about and creating new educational folders for residents.

JJ Gattuccio: Arch/Landscape, Sub Associations - Scott Owen has now taken over as Chairperson for Arch./Landscape Committee.

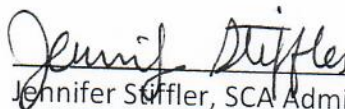
Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Neighborhood Watch - Neighborhood Watch will evolve while under new organization to include Safety within Summerfield. Sound system upgrades are scheduled to take place in the Ballroom and blinds have been fixed in the Ballroom. Holiday decorating will take place on November 28, around the Clubhouse.

Carol Knutson: Pro Shop, Volunteer Appreciation - Huge shout out to the people on the Volunteer Appreciation Committee for the Appreciation Event as well as the Veteran's Day Event.

Motion made (Hughes), seconded (Gattuccio) and approved to adjourn. Meeting adjourned at 11:00 AM. Motion passed. Next Agenda Meeting December 5, 2022, at 9 AM. The next regular Board Meeting is December 12, 2022, at 9:00 AM.



Tom Clancy, SCA Board President



Jennifer Stuffer, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

December 12, 2022

Present:

Tom Clancy, President
Carol Knutson, Treasurer
Steve Blake, Director

Sharon Hughes, Vice President
Penny Kellogg, Director
Jennifer Stiffler, Administrator

Dianne Phelps, Director
JJ Gattuccio, Director

Absent:

Lance Yunck, Apartments

Manager, Estates

President Tom Clancy called the meeting to order at 9:00 AM.

Minutes: Motion made (Gattuccio), seconded (Phelps) to sign and to accept the minutes from the November 14, 2022, regular Board Meeting.

Golf Course Report – Palmer: The water bill was reduced by \$12,000 for 2022. Freezing temps in the near future may delay or cancel some golf play. Arborvitae around the Maintenance Shop has been removed, new cedar fence has been put up and Zach is researching stain options for the fence.

Golf Pro Shop Report – R. Lindsey: November had 10 rainout days. Summerfield Golf still beat budget. Annual Open House came back after a couple of years hiatus and went well. Santa Open was also successful.

City of Tigard Liaison Report – Sherman: November Election results; Heidi Lueb is Mayor-Elect; Maureen Wolf elected two-year term City Council Chair; Yi-Kang Hu four year term City Council Chair; and the second four-year City Council Chair position is still too close to call between Jai Raj Singh and Tom Anderson. Police Chief McAlpine gave a report on local crime statistics. City of Tigard has established 20 mph as the legal speed limit for most residential streets, which becomes effective at the time that the current 25 mph signs are replaced with the new 20 mph signs. Summerfield is due to have its signs replaced before the new year.

Treasurer's Report – Knutson: Operating account: total income of \$27,353.00; total expenditures of \$94,821.67; Cash on hand as of 11/30/2022 \$684,324.71. Reserve account: total income of \$60.45; total expenditures of \$231.60; General reserve balance as of 11/30/22 \$1,370,249.91. New Buyer Fee income for November was \$8,000; New Buyer Fee expenses for November were \$32,541.55; New Buyer Fee interest was \$35.73; the New Buyer Fee account balance as of 11/30/22 was \$160,855.15. Total General Reserves plus New Buyers Fee Account as of 11/30/22 \$1,531,105.09. Checks written in November: From Key Bank Operating checking account regular checks: #19480-19535, paychecks: #50378-50382; From US Bank Reserves checking account checks: 653-654; From Washington Federal Reserves Checking Account checks: 250-251. A motion was made (Hughes), seconded (Blake), to approve the entire Treasurer's report.

Unfinished Business:

Courts Policy and Procedure Updates

The motion was made to accept the changes/updates to the Policy and Procedure pages C 3.14, D 4.30, and F 6.51 referring to Courts operations and play (Phelps), seconded (Kellogg). Motion passed.

Clubs and Activities Liaison Update

The motion was made to accept the changes/update to the Policy and Procedure pages C 3.20 referring to Clubs/Committees/Activities Liaison (Phelps), seconded (Hughes). Motion passed with date correction of 12/22.

2023 Budget Approval

The motion was made to accept the proposed 2023 Budget and 2023 Assessment amount of \$650/resident (Hughes), seconded (Kellogg). Motion passed.

New Business:

Clubhouse Floor Care Machine

The motion was made to approve the purchase of the unipro20 Auto Scrubber for Clubhouse Maintenance to operate to clean the LPV flooring in the upper level of the Clubhouse (Kellogg), seconded (Phelps). Motion Passed.

Calc River rock project by the Courts

The motion was made to approve the \$750 bid from Rain or Shine Landscaping to complete a river rock project next to the Tennis Courts for aesthetics and to discourage erosion (Blake), seconded (Kellogg). Motion passed.

Fitness Club to become Committee

The motion was made to encourage the Fitness Club to become a committee due to fitness needs and upcoming funding necessary to maintain the fitness area (Phelps), seconded (Kellogg). Motion passed.

Board Meeting Minutes

The motion was made to remove the Board Meeting Minutes from the *Summary* Newsletter per recommendation from SCA lawyers (Clancy), seconded (Phelps). The minutes will continue to be posted on the website and the newsletter will remind residents of the upcoming Agenda/Board meetings as well as remind residents where minutes can be found on the website. Motion passed.

Administrator's Report: 6 homes sold making a total of 56 homes sold year to date.

Directors' Roundtable:

Sharon Hughes: Pool—No Report

Steve Blake: CALC, Greens, Marketing—

Motion made to approve Leigh Wilcox as Chairperson of Marketing Committee. Seconded by none, motion did not pass.

Dianne Phelps: Library, Neighborhood Watch Disaster Preparedness – Disaster preparedness is planning a first-of-four planned education lectures on January 14, in the Ballroom. Neighborhood Watch Committee is still looking for a chairperson.

JJ Gattuccio: Arch/Landscape, Sub Associations – Sub-association meetings have resumed and are planned for every other month starting in January.

Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts – Newcomers Committee is looking forward to hosting a wine tasting, detail to follow.

Carol Knutson: Pro Shop, Volunteer Appreciation - No report.

Tom Clancy: Website – Website is rolled out. Many calls have been coming in regarding safety issues, so there is a group meeting to discuss concerns and it will most likely merge with Neighborhood Watch.

Motion made (Kellogg), seconded (Gattuccio) and approved to adjourn. Meeting adjourned at 11:00 AM. Motion passed. Next Agenda Meeting January 3, 2023, at 1 PM. The next regular Board Meeting is January 9, 2023, at 9:00 AM.



Tom Clancy, SCA Board President



Jennifer Stiffler, SCA Administrator