

***SUMMERFIELD CIVIC
ASSOCIATION***

**POLICIES AND PROCEDURES
MANUAL**

PERSONAL HANDBOOK

Summerfield Board of Directors

2022-2023

A1.00

Tom Clancy

President

Directory, Fair Housing, Website

Sharon Hughes
Vice President

Pool
Summary

Carol Knutson
Treasurer

Pro Shop
Volunteer Apprec.

Penny Kellogg
Director

Clubhouse
Clubs/Activities
Newcomers
Courts

Dianne Phelps
Director

Library
Disaster prep.
Neighborhood Watch

Steve Blake
Director

Greens
Marketing
CALC

JJ Gattuccio
Director

Arch/Landscape
Sub Associations

Lance Yuncck
Apartments

Debbie Harvickson
Estates

The Board Advisors work with their committees on policy and keeps the Board informed of their committee projects. The Board also works with the Administrator in overseeing the areas assigned to them.

Implementation of Policies and Projects

Jennifer Stiffler

Administrator

Zach Palmer
Superintendent

Cherie Nef
Admin. Assistant

Chris Allen
Maintenance

Rob Lindsey
Golf Pro

Barbara Sherman
Director

Summerfield Civic Association
10650SW Summerfield Drive
Tigard, OR 97224
503- 620-0131

BOARD OF DIRECTORS
July 2022-2023

Name	Phone/E-mail	Term
Tom Clancy, President 15810 SW Oak Meadow Lane	503-639-9236 skytom62@gmail.com	July 2024
Sharon Hughes, Vice President 15515 SW Alderbrook Circle	503-639-8179 sharonhughes615@gmail.com	July 2023
Carol Knutson, Treasurer 15630 SW 98 th Avenue	503-481-0214 carolknutsonsca@comcast.net	July 2024
JJ Gattuccio 15970 SW Brentwood Place	503-690-7720 tuccio1@aol.com	July 2025
Dianne Phelps 9600 SW Brentwood Place	503-516-9020 diannephelps@mac.com	July 2025
Steve Blake 15670 SW Oakhill Lane	503-536-5412 steveblake1610@gmail.com	July 2025
Penny Kellogg 10555 SW Century Oak Dr	775-232-9420 pennykelloggsc@comcast.net	July 2023
Debbie Hartvickson 11205 SW Summerfield Dr.	503-620-8160 Debbie.hartvickson@sunshineret.com	Estates
Lance Yunck 11175 SW Meadowbrook Dr.	503-684-1891 SummerfieldORMgr@greystar.com	Apartments
Jennifer Stiffler, Administrator 10650 SW Summerfield Drive	503-620-4484 admin@summerfield55.org	Ex-Officio



**SUMMERFIELD CIVIC ASSOCIATION
POLICIES AND PROCEDURES MANUAL**

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SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION A

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SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

ADMINISTRATIVE

Sec. A 1.10

Approved: 6/11/85

Revised: 2/12/91,

3/08/94, 7/11/95, 12/8/08

The administrative staff will consist of an Administrator and such additional staff as the Board feels advisable. The Administrator is responsible for all administrative functions but may delegate any functions desired. The ultimate and final responsibility to accounting for and protection of the assets of the Association rests with the Administrator.

The bookkeeping will consist of a complete set of books. The books will be kept current at all times. All bank accounts will be reconciled monthly by someone other than the person maintaining the check register and general ledger.

If the check amount is over \$1,500, the Administrator AND a Director must sign it. Checks must be written in numerical sequence and a check register maintained showing a current balance. Every check written must be supported by an invoice or voucher. Under no circumstance will a check be signed before it is complete in every detail.

Purchase orders will be used for all purchases over \$10.00. Other employees must have a purchase order, signed by the Administrator or the Administrator's assignee before any purchase is made. If the amount of the purchase cannot be determined when a purchase order is issued, it will state "Total amount of purchase not to exceed \$xx.xx.

Pre-numbered receipts must be written for all cash received. A numeric file showing a copy of all receipts, including voids, will be kept. The Administrator will regulate the frequency of deposits depending upon how much cash is on hand. On receipt of all checks, they will immediately be stamped "For deposit only to Summerfield Civic Association". All cash on hand should be locked in the fire-proof file when employees leave the office.

The Administrator has the authority to expend association money that is within the budget of up to \$1,500. Any expenditure outside of the operating budget must have prior Board approval.

A petty cash fund will be kept in the amount of \$50.00. Checks to replenish the petty cash must be supported by an invoice or voucher.

The Administrator and administrative staff should always keep in mind they are being paid by the residents. They should do everything reasonable to insure the facilities are maintained for the most enjoyment for the most members. No one can do as much for the goodwill of the membership as the staff. The staff should be sure any question asked by a member receives a timely, courteous reply, whether by the staff member or by referring the question to the Administrator. If the question is one that requires a decision to be made or an action to be taken, it is advisable to request the question be received in writing. No resident should ever leave the office feeling they were given the "brush off" or feeling they were not given a friendly, sincere hearing. Every resident leaving the office should feel they either accomplished their goal when coming in, received an explanation as to why their request was not granted, or know an immediate answer cannot be given but feel assured they will receive further communication within a reasonable time.

The SCA has contracted with a CPA to audit the financial records which are completed on a calendar basis. The Auditor also prepares the required Federal and State income tax reports for the SCA.

Correspondence received by the Board or Administrative Office will not be made public unless approved by the Board.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

FINANCIAL INTERNAL CONTROL

Sec. A 1.10.5
Approved: 11/10/08

The Board of Directors owes a duty of loyalty and a duty of ordinary care to the owners. Nowhere are these duties more important than in the management of the financial affairs of the Association.

1. Each month the Treasurer or a Director reviews the bank reconciliation for all accounts in conjunction with the financial statement review.
2. Each bank reconciliation includes the following:
 - A. The ending balance from the prior month's bank statement.
 - B. All transactions that cleared the bank during the month reconciling to the ending balance on the current month's bank statement.
 - C. All outstanding items (transactions that have occurred but have not yet cleared the bank) reconciling the ending balance on the bank statement to the ending balance on the financial statements.
 - D. The bank statement should be attached to the reconciliation.
3. Verify that all checks are accounted for on the reconciliation (no check numbers missing) including voided checks. The list should include the date, check number, payee, and amount of the check. This list should be reviewed for reasonableness and examined for duplicate payments.
4. Verify that all deposits are included in the reconciliation. Examine the outstanding items for old outstanding deposits.
5. Make sure all transfers between accounts are reflected on both account reconciliations in the same period. All transfers listed should indicate which account received the transfer.
6. Ask for more information if any item comes to your attention that seems to be out of the ordinary.

☐ 7. Review and approval of the bank reconciliations should be documented in the Board of Directors' meeting minutes.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

FINANCIAL MANAGEMENT POLICY

Sec. A 1.10.6

Approved: 12/14/09

Revised: 10/13/14, 6/19, 6/21

OBJECTIVE:

- To ensure that all financial systems, functions, and controls meet Generally Accepted Auditing Standards (GAAS) as they apply to an accrual basis method of accounting.
- To preserve capital through prudent banking and cash management activities, following all Oregon State Statutes as related to homeowner association funds, particularly ORS 94.670:
 - (2)(a) All assessments, including declarant subsidies and all other association funds, shall be deposited, and maintained in the name of the association in one or more separate federally insured accounts, including certificates of deposit, at a financial institution, as defined in ORS 706.008, other than an extranational institution. Except as provided in paragraph (b) of this subsection, funds must be maintained in an association account until disbursed.*
 - (b) Subject to any limitations imposed by the declaration or bylaws, funds of the association maintained in accounts established under this subsection may be used to purchase obligations of the United States government.*
- To achieve the most productive use of cash, minimize operating costs, and control receipts and disbursements.
- To maintain adequate segregation of duties/internal controls in order to safeguard financial assets.
- To maintain competitive and good working relations with financial institutions.
- To provide safety to employees.

Banking Services

- The Administrator & Treasurer are responsible for implementing this policy.
- Changes to bank accounts are initiated by the Administrator and must be approved by two Board Officers (President, Vice President, or Treasurer). This includes opening or closing accounts or transferring funds between accounts. The approval can be either an email approval reply or a signature on the journal entry copy. A Journal Entry binder is maintained with printed copies of each journal entry and approval.
- No balances in any institution should exceed the FDIC insurance limits. US Government guaranteed items need not adhere to any limits.

Investments

- The Administrator and Board Officers are responsible for implementing this policy.
- Operating investments should be with short-term maturities due to the cyclical nature of the operating revenue and expenses. Two months' worth of average expenses should be maintained in cash at all times. The remaining operating investments should be "laddered" in amounts of \$250,000 or less. "Laddered" refers to having maturities at (for example) 3-month, six-month, one-year, or two-year intervals. For the most security, these investments should be maintained as the law allows in US Government securities or Federally insured CDs. Interest rates vary on these instruments so we will not assign a target percentage for each.
- Reserve account investments must provide enough liquidity to cover planned and prioritized projects for the year, per the Reserve Study/plan, plus some cushion for unanticipated expenses. These investments should have 2-4 year maturities and again be laddered. For the most security, these investments should be maintained as the law allows in US Government securities or Federally insured CDs. Interest rates vary on these instruments so we will not assign a target percentage for each. 75% of reserve investments should be invested in this category.
- Additional reserve account funds may be invested with long-term maturities. These investments should have 4-5 year maturities and again be laddered. For the most security, these investments should be maintained as the law allows in US Government securities or Federally insured CDs. Interest rates vary on these instruments so we will not assign a target percentage for each. 25% of reserve investments should be invested in this category.

- When investment changes are necessary (such as a maturing investment or a budgeted transfer to reserves or an additional transfer to reserves), the Administrator or a Board Officer will obtain current rates and options for the Board Officers to review and advise.
- Investment changes are noted on the monthly Reserve Statement report provided in the Board Packet and/or Treasurer's Report.

Billing and Receipts

- The Administrator and Office Bookkeeper are responsible for implementing this policy.
- Payments to Summerfield Civic Association will be entered in the accounting software, QuickBooks, attached to the appropriate resident's account, and as a deposit.
- Receipts are to be offered after all transactions.
- Golf course receipts are brought up to the office daily by the Golf Pro or his/her designee. The revenues are recorded in QuickBooks and a deposit is created.

Accounts Payable

- The Administrator and Office Bookkeeper are responsible for implementing this policy.
- Summerfield Civic Association will maintain an accounts payable system for the operating accounts through QuickBooks.
- Summerfield Civic Association will maintain an accounts payable system for the reserve accounts through MYOB (Mind Your Own Business).
- All payables will be processed in order to meet the due dates required by the vendors.
- The Office Bookkeeper will prepare the operating account payables and create the checks on a weekly basis. All checks will have the appropriate documentation attached, including the vendor invoice and approved purchase order if required.
- The Office Bookkeeper also prepares the operating account electronic fund transfers for tax payables. Paper copies are kept in a binder and a signature from the Board Treasurer is required. The information can also be cross-referenced on the bank reconciliations.

- The Office Bookkeeper also records in Quickbooks any debit card purchases by the Administrator (budgeted and within the approval threshold).
- The Administrator will prepare the reserve account payables and create the checks on an as-needed basis. All checks will have the appropriate documentation attached, including the vendor invoice and approved purchase order if required.
- Checks under \$1,500 can be signed by the Administrator alone; checks over \$1,500 must be signed by the Administrator and an officer of the Board (President, Vice President or Treasurer). All checks, regardless of the amount, to the Pro Shop Independent Contractor require two authorized signatures.

Budgeting

- The Administrator is responsible for implementing this policy.
- Each calendar year, the Administrator will prepare a budget for the Board of Directors for approval. There will be many scheduled Board work sessions to determine the annual assessment amounts and annual expenditures. The preliminary budget is to be reviewed at the November Board Meeting and the final budget is to be approved at the December Board Meeting.
- Each month the Board will review the actual expenditures to budgeted amounts. The financial reports will be included in the Board packets and the amount of monthly revenues and expenses announced during the Treasurer's Report of the Board Meeting. Other reports may be included, per the Board's request, including reports such as Golf Snapshot, Previous Year Comparison, Cash Flow, etc. The Treasurer's Report will seek approval and be recorded in the meeting minutes.

Internal Controls

In order to protect the assets, cash accounts, accounts receivables, accounts payables, employee payroll, and benefits, digital and paper records, bank and investment accounts, and oversight of financial reporting to ensure proper application of GAAS, Summerfield Civic Association is implementing the following centralized internal control policy that covers the entire spectrum, including identification of key controls, any internal audit function, and antifraud programs.

- The Administrator is responsible for implementing this policy.
- Duties will be assigned to individuals in such a manner that no one individual can control all phases of collecting cash, recording cash, and processing transactions in a way that permits errors or omissions to go undetected.

- Any Board member is authorized to request and receive financial information and reports as deemed appropriate. Residents can request and receive financial information as deemed appropriate by the Administrator and/or the Board of Directors (employee salary information is not disclosed).
- All deposits are to be made in person to the bank. Deposits during January and February will occur on a daily basis and thereafter will occur on a weekly basis. Prepared deposits that are not going to the bank that day will be locked up when the office closes (either in a locked drawer or in the safe).
- All accounting computer records must be kept secure. Persons authorized to edit or review the records must be given passwords that only enable them to access the system. More than one person should be trained on the system. Accounting records should be backed-up on a daily basis, with the backup drive being taken off the property.
- Ideally, the person that does the reconciliation of bank accounts should not be the same person that writes the checks. Due to limited personnel, it is not possible to have separate functions. As such, the following procedures are required:
 - Bank statements are received either in the mail or printed off the banking website.
 - The Office Bookkeeper will then complete the reconciliation of the operating accounts before the scheduled board meeting. The Administrator will complete the reconciliation of the reserve accounts before the scheduled board meeting. These reconciliations will be given to the Treasurer of the Board to review and sign prior to the board meeting. The Treasurer's Report during the Board Meeting will indicate a review and approval of all bank account reconciliations.
 - The Board of Directors may call on the Office Bookkeeper or Administrator at any time to review the reconciliations.
- Purchase approval guidelines are as follows for golf course-related purchases:
 - \$0 to \$100 Golf Course Superintendent
 - \$100 to \$1,499 Golf Course Superintendent AND Administrator
 - \$1,500 and above Golf Course Superintendent AND Administrator AND Board Member

- Purchase approval guidelines are as follows for general association purchases:
 - \$0 to \$10 Custodian/Maintenance or Office Bookkeeper
 - \$11 to \$1,499 Custodian/Maintenance or Office Bookkeeper AND Administrator
 - \$1,500 and above Custodian/Maintenance or Office Bookkeeper AND Administrator AND Board Officer
- Purchase orders are not required for regular payables such as utilities, monthly swimming pool maintenance, etc.
- Receipts should always be verified prior to paying an invoice. Invoices shall be reviewed and compared to the purchase orders prior to writing checks. This documentation will be attached to the check prior to signature.
- Cash transactions should always involve more than one individual to ensure that cash is properly recorded and deposited. Due to limited personnel, it is not possible to have separate functions. The Office Bookkeeper will receive the cash, record it and create the deposits. The Administrator verifies the deposits and takes them to the bank.
 - When a cash transaction occurs, the money is placed in a locked drawer and the customer is offered a receipt from the Office Bookkeeper. The Administrator takes deposits to the bank and returns the deposit slip to the Office Bookkeeper for input into QuickBooks.
 - When the Office Bookkeeper inputs the deposits to the bank registers, the deposit automatically populates the General Ledger.
- Bad checks and adjusting journal entries must be authorized as identified and include supporting documentation. A Journal Entry binder contains paper copies that are to be approved and signed by a Board Officer.
- Petty cash funds require full documentation, including the purpose of the expenditure and who received the petty cash funds. Funds will be maintained in a locked drawer during non-business hours. Funds will be reconciled when needed by the Office Bookkeeper.

Authorized Personnel/Security

- The Administrator is responsible for implementing this policy.

- Checks will be secured in a locked safe or drawer at all times and under the control of the Office Staff. The Office Bookkeeper must request checks from the Administrator when needed.
- Voided checks will be noted in the accounting software and stored in a locked drawer.
- The Administrator is responsible for maintaining a current signature card with the appropriate financial institutions. When the Board Officers change in July of each year, the new Officers are to complete signature cards with the appropriate financial institutions.
- Computer security and passwords:
 - Oversight of the office computers and software is maintained by the Administrator. SCA passwords to numerous programs and websites are kept on a list in the Administrator's locked office. SCA passwords are to be changed when there is a change in Administrator or Office Bookkeeper or when the website program prompts the update.
 - The three main software programs are QuickBooks, MYOB and Access. The QuickBooks and Access programs are loaded on both the Office Bookkeeper's computer and the Administrator's computer. The MYOB program is loaded only on the Administrator's computer.
 - Audits are performed annually to verify financial data accuracy and use of Internal Controls. The annual audit is performed by an outside Certified Public Accounting firm.
- Physical security of documents:
 - All electronic documents are maintained on the Administrator's and the Office Bookkeeper's computers. A backup copy of the documents is stored on a thumb drive either stored in the safe or taken off the property.
 - Paper documents that are to be retained indefinitely are maintained in a fire-proof, locked file cabinet in a locked closet.

Audits/Auditors

- The Administrator is responsible for implementing this policy.

- Summerfield Civic Association will conduct an annual audit in the first quarter of the new calendar year for the previous calendar year.
- Summerfield Civic Association employees and the Board of Directors are to cooperate with all auditors regarding any records maintained for or by the SCA.
- All audit reports are to be shared with the Board of Directors and the Administrator. The Board of Directors approves the final audit report at the next available Board Meeting.
- All financial records will be maintained per the State of Oregon Retention Policy.

Segregation of Duties

- **Office Bookkeeper**
 - The Office Bookkeeper should not be an authorized check signer.
 - The Office Bookkeeper reports to the Administrator.
- **Administrator**
 - The Administrator should not be allowed to run checks on the system (except in the extended absence of the Office Bookkeeper or in an urgent need/emergency).
 - The Administrator reports to the Board of Directors.
 - The Administrator should review the backup for all accounts payable invoices to ensure that the payments are valid.
 - The Administrator should review the time cards of all employees, sign the timecards of the direct reports, and provide the payroll information to the payroll vendor. Completed payroll packets are mailed to the SCA office. The Office Bookkeeper records the payroll checks and the payroll liabilities in QuickBooks. The checks are provided to the Administrator for signature. A Board Officer signs the Administrator's check and any payroll checks that are over \$1,500, if not on direct deposit.

- **Board**

- The Board Treasurer approves all check registers each month as well as the bank reconciliations.
- The Board Treasurer also reviews the check register for any missing or voided checks to ensure that the check register does not skip any check numbers. Voided checks should be verified and they are kept in a locked file cabinet in the office. The Treasurer's Report at each Board Meeting provides a review and approval of the check sequence (checks 181 thru 212, for example). Then, at the next Treasurer's Report, make certain that the next check register starts with the next in sequence check (number 213, for example) to ensure that no checks are missing.
- The Board Treasurer shall also review monthly bank statements and reconciliations and provide a signature of review/approval.
- Reports are provided as follows:
 - Treasurer:
 - Weekly review of all checks written, all credit card transactions, all Journal entries, and all automatic debits---with supporting backup;
 - Monthly review of all bank statements, check registers, monthly P&L, monthly P&L Previous Year Comparison, Reserves Statement
 - Board:
 - In packets: P&L year to date to budget, P&L Previous Year-to-Date Comparison, Reserves Statement, Operating Balance Sheet, Golf Snapshot

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

INVESTMENT POLICY

Sec. A 1.10.7

Approved:

XX/XX/XX

OBJECTIVE:

- To ensure that
- To preserve
- To achieve
- To maintain
- To provide

OPERATING ACCOUNTS:

*easy to transfer between accounts through the year (bulk of revenues in the first two months, then golf revenue in the summer, then minimal revenue the rest of the year)

RESERVE ACCOUNTS:

*enough liquidity to cover planned and prioritized projects for the year, per the Reserve Study / budgeted projects, plus some unanticipated expenses that might come up

*mention FDIC thresholds

*mention approval process

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

RESERVE FUND

Sec. A 1.11

Approved: 3/10/87

Revised: 3/26/93, 8/14/95

The SCA has established a reserve fund which is maintained separately from the general operating account. Excess funds accumulated in the reserve account will be deposited and invested separately from the general fund. The usual income and expense categories are managed in accordance with standard accounting practices.

Good fiscal responsibility dictates that we establish reserves, and a corresponding cash account, to cover future large expenditures. These expenses include some whose amounts and probable dates of occurrence can be projected with some degree of accuracy, such as painting, roof replacement, etc. Others, such as irrigation pump replacements, air conditioning, heating equipment replacements, and certain other items are more difficult for which to establish accurate times of replacement or replacement costs. Reserve studies should be completed on a regular basis in an effort to maintain the best projections possible.

In order that the reserve fund to be meaningful, worksheets have been developed to record all major items on which reserve funds are being accumulated. An account number has been assigned to each item for ease in handling the accounting of funds under the various categories. For each item, the estimated remaining useful life, replacement cost, current reserve balance and remaining balance needed to fully fund the expense, are listed. From this information, the amount needed for annual funding can be established during the budgeting process.

Money added to the reserve fund is obtained from three sources. 1) When the operating budget is approved, the excess income over expenses will be transferred to the Reserves. 2) Any excess of income over expenses at the end of the fiscal year after audited adjustments is transferred. 3) Interest earned on the reserve fund cash investments.

Any expenditure made from the reserve fund must have prior Board approval. Emergency expenditures, not to exceed \$1,000.00, may be made with the approval of the Administrator and Treasurer. Emergency expenditures exceeding \$1000.00 can be approved via a verbal telephone vote and ratified at the next scheduled Board meeting. Interim payments made on prior approved contracts can be completed by the Administrator.

If an unanticipated capital expenditure is approved by the Board, money may be paid from the reserve fund and recorded as a negative balance in that category. At the next annual budget meeting the retirement of the negative amount will be considered. It is not mandatory that it will all be retired in one (1) year.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

COMPUTER OPERATIONS and USES

Sec. A 1.12

Approved: 3/12/91

Revised: 12/09

Authorized Operations and Uses:

Only office staff are authorized to operate the office computer systems.

Authorized Software:

Only copyright software that has been purchased by the Summerfield Civic Association or public domain software that has been copied from any source available and locally-developed software will be used in conjunction with the SCA computer systems.

Protection of Files:

The Administrator will provide the needed supervision to insure both the security and confidentiality of files by such means as maintaining secure backup discs, providing training to operators, allowing access to the computer only to adequately trained office staff, and monitoring the computer operations as closely as necessary.

All passwords are maintained by the Administrator and changed as needed, such as when an office employee leaves or when the software system prompts a change.

Use of Computer Systems for Club Activities:

Computer services may be requested by a Summerfield Civic Association Club. Such requests should be made to the Administrator, and provide adequate time to be included in the work schedule of the staff.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Summerfield Summary NEWSLETTER

Sec. A. 1.13

Approved: 11/5/07

Revised: 7/09, 3/10, 4/15, 6/22

Statement of Purpose:

The *Summerfield Summary* is a monthly newsletter sponsored by the Summerfield Civic Association Board of Directors. The purpose of the newsletter is to provide information to the Summerfield community that is of interest to all or the majority of the residents of the community and/or members of its approved organizations. It is used to communicate news and information about the business of the Summerfield Civic Association and SCA-approved Committees, Clubs, and Activities.

The *Summerfield Summary* is the responsibility of the SCA Administrator and is delivered by USPS mail.

Policies:

The following are the policies to be followed for determining what can or should be published or printed in the *Summerfield Summary* (herein called the *Summary*).

1. Articles and notices will be limited to those that directly pertain to or are about SCA business, policies, and concerns, and those that directly pertain to or are about Summerfield committees, clubs, activities, events, or people. Exception: A brief notice requesting a "show of interest" for a possible new club will be allowed.
2. Articles and notices will be accepted from members of the SCA Board of Directors, the SCA Administrator, the SCA Bookkeeper, Chairpersons or Presidents of SCA Committees and Clubs or their designated representatives, and management of the Summerfield Estates and the Apartments.
3. All articles, notices, and scores must be submitted by the 15th of the month for publication in the following month's issue. Exception: At the editor's discretion, an alternative submission date may occur for articles, notices, and

scores that are emailed; in this case, the editor will email the close date to all regular contributors no later than the 2nd of the month.

4. Summerfield events open only to a portion of residents (e.g. a street party, townhouse meeting, Street garage sales, Estates residents-only event) will not be printed in the *Summary*.
5. No articles or notices from organizations outside of Summerfield will be printed in the *Summary*.
6. Notices or articles about events or concerns of Tigard or King City Police or TVF&R safety or civic issues may be included if deemed necessary for the well-being and general knowledge of all or most of Summerfield's residents. Such notices or articles may normally be referred to Neighborhood Watch for their participation or approval. Approval of the SCA Board liaison and/or Administrator may be required. When space permits, the editor will include articles of general, useful information.
7. No letters to the Board, letters to the editor, open letters to the community, notices, letters, or articles from individuals will be printed unless approved by the SCA Board President and/or Administrator.
8. Winners' scores from SCA clubs and activities such as the golf and card clubs will be printed provided, they are emailed to the editor and there is room in the *Summary* for them (at the editor's discretion).
9. The editor will be responsible for determining correct spelling, grammar, punctuation, appropriateness, and extent (size) of the content of all articles. The editor will also be responsible for deciding upon the use of pictures and/or graphics for all articles. The editor will also be responsible for obtaining help as necessary to produce the *Summary*, such as proofreaders.
10. The *Summary* will be published monthly and be ready for mailing to the residents by volunteers no later than the last weekday of the month. The editor will be responsible for providing the *Summary* to the Printer in adequate time to meet this date. The volunteer who is responsible for the coordination of the delivery of the *Summary* will be responsible for its timely delivery.
11. No obituaries or death notices will be printed except when a past president of the SCA Board passes away while still residing in Summerfield. In that case, a notice will be put in the *Summary* that will include only his/her name, dates of presidency, dates of birth-death, and the statement: "We extend our deepest condolences (or sympathies) to (name) and family. If the spouse still

resides in Summerfield, his/her name will be used followed by "and his/her family", otherwise it will say "the (last name) family." Example:

John Doe
SCA President 19XX – 20XX
January 1, 19XX – December 31, 20XX
We extend our deepest condolences to
Jane and her family.

Note: At the request or approval of the SCA President or the Administrator, this notice can be used when a long-term employee, still or just recently employed by Summerfield, passes away. In this case, the person's job title will be used in place of "SCA President".

12. Each SCA-sanctioned club and committee may have one flyer (leaflet) insert per year in an issue of the *Summary*. The flyer must pertain only to Club or Committee business and/or events. Only one flyer per month will be permitted; the first Club or Committee to request a flyer insert for a specific month will be allowed that month. The Club or Committee will be responsible for all costs of printing and inserting the flyer. The SCA Administrator must review and approve the flyer before it is printed and inserted. If the flyer is hand stuffed, that must be done within 2 hours after the *Summary* issues are delivered to the Clubhouse so as not to delay the delivery of the newsletter to residents. Exception: There are no restrictions on the number of or times of SCA business-related flyers from the Administrator or Board of Directors; they may have one or more SCA business-related flyers inserted in the *Summary* at any time they deem flyers necessary.
13. The editor is responsible for sending the final version of the *Summary* to the Summerfield website administrator for posting on the website. It is to be sent via email (in pdf format) in sufficient time to allow posting before the paper newsletter is mailed to the residents.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

DISCLOSURE POLICY

Sec. A 1.14

Approved: 6/14/10

The Summerfield Civic Association Board of Directors is responsible for setting the salaries of the paid employees. The Board of Directors provides an annual review of the salaries and provides approval in the annual budget. The employee benefits plan is set per the approved policies.

From time to time, residents have asked for the salary of a single employee. Since the state law and the Summerfield governing documents do not clearly answer whether disclosing individual salaries is permitted, we have asked our legal counsel for their advice.

The advice from the lawyer is to only disclose the total compensation plan for all employees combined, not the compensation for any one individual. This total compensation information is posted with the annual budget, listing the payroll, taxes, and benefits.

The lawyer felt that the resident's "right to know" must be balanced against the Board's interest in retaining good employees, as well as the employee's right to privacy about their compensation. It was also recommended that the Board may choose to share with the resident the process used to determine an individual salary, including reviewing other associations' compensation packages, years of service, education, etc.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

CLUBHOUSE & SWIMMING POOL ACCESS POLICY

Sec. A 1.15
Approved: 11/12
Revised: 6/19

The Summerfield Clubhouse and swimming pool have a controlled access system. Entering the Clubhouse or swimming pool enclosure requires the use of a fob or card. The Clubhouse front doors will remain unlocked during regular office hours. The following policies apply:

- Each qualified Summerfield resident may pay a deposit of \$20 per fob or card if they wish access to the Clubhouse after regular office hours.
- Qualified residents of the same household may share one fob or card.
- Residents who will use the fob or card must be indicated when the fob or card is issued.
- The deposit amount is refunded upon return of the fob or card when a resident moves away from Summerfield (if returned within 90 days).
- Upon the death of a resident, the surviving spouse or family member may receive the deposit refund upon return of the fob or card (if returned within 90 days).
- The deposit is payable by cash or checks only, through the Summerfield Civic Association office.
- The fob or card is non-transferrable and is to be used only by the person(s) to whom they are assigned.
- If a fob or card is lost or stolen, it is to be reported immediately to the Summerfield Civic Association office.
- Replacement of a lost or stolen fob or card is a \$20 deposit.
- The Summerfield Civic Association office will maintain the access control system by administering fobs and cards, accepting and refunding deposits, and activating / deactivating fobs and cards.
- Misuse of a fob or card may result in the deactivation of the fob or card.

I, _____ (print name), have read and agree to the above
policies on this date _____ (insert date).

Signature: _____



SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION B

Personnel INDEX

1.01	Administrator	Rev. 03/22
1.02	Golf Professional	Rev. 10/14
1.03	Golf Course Superintendent	Rev. 10/95
1.05	General Office and Bookkeeper	Rev. 10/95
1.06	Custodian/Maintenance Person	Rev. 12/99
1.07	Maintenance Person	Rev. 10/95
1.08	Assistant Superintendent / Mechanic	Rev. 10/95
1.09	Greenskeeper	Rev. 10/95
1.10	Crowperson	Rev. 10/95
1.12	Seasonal Golf Course Crowperson	Rev. 10/95

EMPLOYEE BENEFITS:

See Employee Manual, Revised effective 11/13/2017

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.01

Approved: 3/12/85

Revised: 3/14/22

JOB DESCRIPTION

POSITION: ADMINISTRATOR

REPORTS TO: Board of Directors - Responsible directly to the Board President

SUPERVISES: All employees, including office, maintenance/custodial, and golf course employees.

DESIRED
QUALIFICATIONS: Background in business/organization management, whether through education or equivalent experience. Bookkeeping and computer experience. Supervisory experience.

HOURS: This is a full-time position of approximately 40 hours a week. The demands of the position will require meeting times that do not fall within normal office hours. The Administrator is, therefore, authorized to take time off or in other ways adjust the working hours to maintain a mutually agreeable arrangement with the Board of Directors. Vacation and/or extended time off should be reported to the Board President before occurrence.

ADMINISTRATIVE RESPONSIBILITIES:

- 1) Act as liaison between the Board of Directors and residents of Summerfield. Respond to residents' suggestions, questions, and complaints, explain the rules and regulations governing Summerfield and bring matters as deemed necessary to the Board.
- 2) Create/maintain the following tools for communication with the residents:

- a) Summerfield Website
 - b) Clubhouse / Activities Calendar
 - c) Summerfield Summary Monthly Newsletter
- 3) Assume responsibility for all SCA Board Meeting and Annual Meeting notices, including required agenda postings.
 - 4) Serve as a non-voting Secretary of the SCA Board of Directors and participate in the decision-making process; process all correspondence received by the Association. Make notes at all meetings of the Board and the Annual Meeting so as to properly and accurately record the business that transpired as well as any and all actions taken by the Board of Directors.
 - 5) Update, post, and distribute all Policies & Procedures as approved, the Architectural and Landscape Manual as approved, and all other association guidelines as approved.
 - 6) Maintain familiarity with applicable State Statutes. Act as primary contact with the association attorney regarding all legal matters, including collections, and assist with the development of Resolutions, policies, and other governing documents as directed by the Board.
 - 7) Maintain relationships with other age 55+ communities in the area, including networking and training opportunities.
 - 8) Purchase office supplies, and equipment and requested meeting supplies (food and beverage).
 - 9) Provide requested SCA documents to title companies or prospective new residents (governing documents, meeting minutes, budget information, insurance certificates, etc.). Meet with prospective residents and new residents and provide tours/orientation and marketing materials as requested.

FISCAL RESPONSIBILITIES:

- 1) Prepare a preliminary budget (including salary recommendations for the Budget Sub-Committee) for the Treasurer to present to the Board of Directors for their review and final adoption.
- 2) Prepare the annual Reserve Study update for the Treasurer to present to the Board of Directors for their review and final adoption.

- 3) Provide oversight and assistance of annual assessment collections through the SCA office.
- 4) Process twice monthly payroll, and monthly financial reports and maintain adequate and accurate records of income and expense necessary to properly account for all funds of the SCA as recommended by the Treasurer and by the independent auditor.
- 5) Keep apprised of Association monies with a determination of cash on hand not required for current needs, and therefore available for investment. Be informed of current Certificate of Deposit / Money Market rates and advise the Treasurer. Make investments as approved/directed by the Treasurer.
- 6) Make necessary purchases from budgeted funds for single transactions up to \$1,500.00 without prior approval by the Board of Directors or by the Board member responsible for fiscal operations. The Administrator will exercise judgment as to whether to proceed with repairs and maintenance (up to \$1,500.00) or report to the Board for implementation. The Administrator also submits plans and calls for bids for capital improvements and/or major maintenance; keeps the Golf Course Superintendent advised of golf course expenditures in relation to budget balances.
- 7) Required to place and contract with a reputable agent/broker and highly financially-rated and performance-rated "Best" insurance carrier for property, casualty, workmen's compensation, and medical coverages, coupled with other related insurance exposures to the Association.
- 8) Monitor cash control of golf course revenue and office collections from the time of collection to the bank. Insure that deposits will be made on a regular basis, as appropriate. Funds will always be deposited on the last business day of the month.
- 9) Make available to the Board financial reports and other information requested by them, or deemed advisable, for the Board to be fully informed before making decisions.
- 10) Adhere to the Financial Management Policy, A 1.10.6.

PERSONNEL RESPONSIBILITIES:

- 1) Supervise directly or indirectly all Summerfield employees.
- 2) Maintain all required employee files.

- 3) Recruit, hire, and discharge all Summerfield employees under the direction and approval of the Board of Directors. Any such action involving golf course employees will be upon the recommendation of the Golf Course Superintendent.
- 4) Recommend and implement policy on employment matters, salaries, benefits, and other related matters.

FACILITIES RESPONSIBILITIES:

- 1) Monitor upkeep of all facilities (golf course, tennis courts, swimming pool, Clubhouse, common areas) informing the Board of any needed major repairs or purchases of new equipment required above the approved threshold.
- 2) Develop/maintain contracts, obtain approvals and monitor the fulfillment of contracts related to landscape services, HVAC maintenance, office equipment, security/access control equipment, etc. Coordinate services needed for the maintenance of facilities, including carpet cleaning, fire systems, tennis court cleaning, etc.
- 3) Assist during required inspections by the Fire Marshal, State of Oregon Swimming Pool Inspector, insurance adjustors, etc.
- 4) Manage the security system and access control system of the Clubhouse, including door scheduling, alarm schedule, distribution of keyfobs, reports, etc.

OTHER RESPONSIBILITIES:

- 1) Education: Attends seminars, classes or join associations that keep SCA informed and current on related association issues.
- 2) Manage the day-to-day operations of the Association.
- 3) Any other reasonable duties as requested by the Board of Directors.

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

PERSONNEL

Sec. B 1.02
Approved: 3/12/85
Revised: 10/14

JOB DESCRIPTION

POSITION: GOLF PROFESSIONAL

REPORTS TO: SCA Board of Directors

SUPERVISES: Staff hired by Golf Professional

DESIRED
QUALIFICATIONS: Member of the PGA Golf Professionals and be able to provide golf professional services to the members and the public. To be of good reputation and personality.

RESPONSIBILITIES:

- 1) To adhere to the executed employment contract.
- 2) To hire, train, and pay for adequate Pro Shop staff.
- 3) To be responsible for all insurance as stated in the contract.
- 4) To be accountable to the SCA in using good business practices when dealing with funds concerning the SCA.
- 5) To adhere to the golf course rules and regulations, as provided by the SCA Board.
- 6) To assist and cooperate with all golf committees and clubs in promoting and initiating golf activities for all golfers (members and public).
- 7) To provide quarterly reports to the SCA Board on the census of play on the course and other golf activities.
- 8) To be actively engaged in the SCA golf activities and marketing efforts.
- 9) To be an independent contractor in regard to the concession's summary listed below.

SUMMARY OF GOLF PROFESSIONAL CONCESSIONS:

1. Merchandise - Golf Pro furnishes inventory and retains profit.
2. Golf instruction - Pro retains profits.
3. Golf club service - Pro retains proceeds from cleaning and servicing members' clubs.
4. Golf club storage - Pro retains fee.
5. Power carts - Pro maintains carts and retains fees per the written agreement.
6. Golf pull carts - Pro purchases carts and retains income.
7. Golf ball salvage - Pro salvages balls and retains proceeds.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.03

Approved: 3/12/85

Revised: 2/12/91, 6/22/92, 3/08/94,
12/13/94, 10/9/95, 2006

JOB DESCRIPTION

POSITION: GOLF COURSE SUPERINTENDENT

REPORTS TO: Administrator

SUPERVISES: Golf Course Crew

DESIRED

QUALIFICATIONS: High school graduate or equivalent. Knowledge of machinery maintenance. Knowledge of golf course maintenance. Knowledge of chemical application, fertilizers, and restrictions. Willing to continue education in golf course-related areas.

MANAGEMENT RESPONSIBILITIES:

1. Hires, with approval of the Administrator, and trains golf course personnel. Supervises and evaluates the work and effectiveness of golf course personnel.
2. Performs, or assigns to subordinates, such work as necessary to maintain the course in optimum playing condition.
3. Maintains records of work performed on the golf course such as aeration of greens, tees, and fairways, mowing schedules and height of mowing cuts on greens, tees and fairways, fertilization and type of fertilizers used on greens and fairways, overseeding performed and the type and amount of seed used in each overseeding application and notes the effectiveness of each overseeding application.
4. Responsible for regulating conditions of play, such as the use of power carts, and opening and closing of the course.
5. Works with special event committees and set up the golf course to accommodate such special events.

6. Keeps the Administrator informed of any golf course problem which may arise pertaining to either maintenance or playing conditions.
7. Working with the Administrator and Greens Committee makes recommendations and plans for new construction or repair projects, and following approval by the Board, solicits competitive bids and is responsible for monitoring the contractors' work to insure satisfactory results.
8. Attends conferences, meetings, and other educational sessions as authorized by the administrator and approved by the Board

FISCAL RESPONSIBILITIES:

1. Under authority granted by the Administrator, makes purchases as necessary to maintain inventories of budget items, using competitive bids on material or equipment.
2. Superintendent is authorized to make purchases up to \$100.00 without Administrator's approval.
3. Working with the Greens Committee, establishes and maintain a list of equipment purchases, cost, estimated life, and subsequent cost of replacement and submitted to the Administrator before October 1 of each year, thereby assisting the Administrator and Board to consider establishing a proper reserve so that funds will be available for replacement in the future
4. Prepares annually and submits to the Administrator a recommended itemized budget for the cost of operation to maintain the golf course, and monitors actual expenses against budgeted expenses for each line item in the budget
5. Every effort should be made to control and maintain expenses within the itemized budgeted line items. If at any time anticipated expenditures will exceed the line-item budgeted amount, purchase orders, with an explanation for the expenditure, will be submitted to the Administrator for prior approval by the Board Member responsible for fiscal operations

OTHER RESPONSIBILITIES:

1. Provides help as required for special projects
2. Assigns work as necessary to properly mow, trim, aerate, fertilize and irrigate fairways, tees, and greens to maintain a good appearance of the golf course

3. Applies pesticides and other chemicals as necessary to control weeds, fungi, and other turf grass diseases that may develop on the fairways or greens
4. Applies fertilizer according to a spring, summer, and fall schedule to maintain a desired growth pattern for the course
5. Responsible for leaf removal in the fall
6. Must comply with the policies set by the Summerfield Civic Association
7. Perform any other duties assigned by the Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

SEC. B1.05
APPROVED 3/12/85
REVISED: 2/91, 6/92, 11/93, 3/94,
10/95, 7/22

JOB DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT & BOOKKEEPER

REPORTS TO: Administrator

DESIRED QUALIFICATIONS:

Computer literacy is required. Double entry bookkeeping. Reception and general office procedures. Must have a pleasant personality and be able to deal effectively with the public. Must be able to jump between tasks and change priorities quickly.

RESPONSIBILITIES:

- 1) In the absence of the Administrator, carries out office procedures and work as a team member to operate the Summerfield administrative office.
- 2) Enters any data into the computer necessary to maintain all accounting ledgers and spreadsheets required to provide complete financial reports and information for monthly, quarterly, or annual reports or other data that may be required by the Administrator, Board of Directors, or auditors.
- 3) Collects and files POs and invoices from purchases and utilities. Prepares and mails checks for payment.
- 4) Records and verifies golf income cash receipts.
- 5) Prepares and mails statements of delinquent accounts.
- 6) Prepares bank deposits to be deposited at the bank by the Administrator.
- 7) Reconciles bank statements, making journal entries as necessary to ensure the accuracy of information.

- 8) Prepares and files SAIF reports, as well as monthly and quarterly payroll reports.
- 9) Produces correspondence and other reports as directed by the Administrator.
- 10) Maintains updated database (names, addresses, telephone numbers, emergency information, etc.) of Summerfield residents.
- 11) Collects resident information for the yearly updated Summerfield Directory.
- 12) Updates and maintains website calendar of events and online member directory.
- 13) Assembles Newcomers' packets to mail out to new residents.
- 14) Issue, maintain and return Clubhouse FOBS as needed by residents. Maintain FOB reports monthly for future audits.
- 15) Attends to the front counter, collects monies, issues annual golf memberships, cart permits, and locker assignments, and assists residents at the copy machine to facilitate the collection of fees.
- 16) Distributes incoming and prepares outgoing mail.
- 17) Other duties as assigned by the Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.06
Approved: 3/12/85
Revised 2/12/91, 6-22-92, 12/13/94,
10/9/95

JOB DESCRIPTION

POSITION: CUSTODIAN

REPORTS TO: Administrator

DESIRED

QUALIFICATIONS: Efficient in cleaning and seeing work that needs to be done. Ability to organize workload. Friendly and cooperative in dealing with residents and staff. Some knowledge of light building maintenance including simple electrical and plumbing.

RESPONSIBILITIES:

1. Keeps clubhouse clean and orderly, checking and cleaning as required on a regular schedule
2. Thoroughly cleans kitchen monthly, checking for supply needs
3. Advises Administrator of repairs needed
4. Prepares and maintains a schedule of inventory, submitting a list of needed supplies with a completed purchase order
5. Cleans light fixtures and windows routinely, inside, and outside
6. Waters, fertilizes, and maintains plants
7. Empties all trash daily and ensures preparation for garbage/trash collection, and prepares materials for recycling.
8. Replaces furnace filters routinely, and ensure furnaces are routinely checked for efficiency
9. Daily cleans and disinfects restrooms, checking for supply needs
10. During swimming season cleans showers daily, checks chlorine and pH levels, filters, checks pump pressure and filter float level, cleans skimmer baskets, routinely cleans pool furniture
11. Must comply with the policies set by the Summerfield Civic Association
12. Perform any other duties assigned by the Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.06

Approved: 3/12/85

Revised 2/12/91, 6-22-92, 12/13/94,

10/9/95, 12/12/99

JOB DESCRIPTION

POSITION: CUSTODIAN/MAINTENANCE PERSON

REPORTS TO: Administrator

DESIRED

QUALIFICATIONS: Efficient in cleaning and seeing work that needs to be done. Ability to organize workload. Friendly and cooperative in dealing with residents and staff. Some knowledge of light building maintenance including simple electrical and plumbing.

RESPONSIBILITIES:

1. Keeps clubhouse clean and orderly, checking and cleaning as required on a regular schedule
2. Thoroughly cleans kitchen weekly, checking for supply needs
3. Advises Administrator of repairs needed
4. Prepares and maintains schedule of inventory, submitting a list of needed supplies with a completed purchase order
5. Cleans light fixtures and windows routinely, inside and outside.
6. Empties trash daily and insure preparation for garbage/trash collection, and prepare materials for recycling.
7. Set up and take down of table and chairs for scheduled events
8. Replaces furnace filters routinely, and insures furnaces are routinely checked for efficiency
9. Daily cleans and disinfects restrooms, checking for supply needs
10. During swimming season: cleans showers daily, checks chlorine and pH levels, filters, checks pump pressure and filter float level, clean skimmer baskets, routinely cleans pool furniture.
11. Maintain building in good condition, adjustments such as thermostats, replacement of defective light bulbs and dimmer components, Includes some painting.
12. Appropriately advise Administrator of needed professional service (plumbing, electric, structural, etc.).
13. Must comply with the policies set by the Summerfield Civic Association
13. Perform any other duties assigned by the Administrator.

Custodian Schedule

- Monday** Vacuum: front entrance, upstairs corridor, card room and library.
- Empty all trash and remove cigarette butts from ashtrays, clean all entrance doors.
- Thoroughly clean upstairs bathrooms (toilets, floors, sinks and counters).
- Thoroughly clean: kitchen (counters, sinks, floor, doors and door accessories), Ballroom wood floor, restrooms, conference and art room.
- Tuesday** Garbage pick-up preparation.
- Vacuum: front entrance area, upstairs corridor, downstairs common area, hallway, pool and ping pong rooms, ladies and men's exercise rooms, staircase.
- Empty all trash and remove cigarette butts from ashtrays, clean all entrance doors.
- Thoroughly clean downstairs; bathrooms; toilets, sink, counters, floors, showers, and Pro Shop.
- Dust; downstairs lounge area, and all window and doorsills.
- Clean and wash; ping pong tables and blackboards.
- "Continued" Custodian Schedule.
- Wednesday** Vacuum: front entrance area, corridor, card room.
- Empty all trash and remove cigarette butts from ashtrays, clean all entrance doors.
- Dust and polish upstairs; lobby area and furniture, library, all window and doorsills, and window blinds.
- "Continued" Custodian Schedule
- Thursday** Vacuum: front entrance area, corridor, library, stairs, downstairs common area, hallway, and staircase.
- Empty all trash and remove cigarette butts from ashtrays, clean all entrance doors, check supply needs.
- Thoroughly clean downstairs bathrooms: toilets, sinks, showers, floors, coffee niche in lounge area, and Pro Shop.
- Wet mop floors with neutral cleaner: all areas with vinyl floors.
- "Continued" Custodian Schedule

Friday

Vacuum: front entrance area, corridor, office, and stairs.

Dust: office (counters, book shelves, windowsills and blinds, etc.).

Empty all trash and remove cigarette butts from ashtrays, clean all entrance doors.

Dust all window and doorsills downstairs, window blinds, railings, and area under staircase.

Clean upstairs: bathrooms (toilets, floors, and sinks) and all furnace return air vents.

"Continued" Custodian Schedule

Custodian Schedule

Daily

1. Take out garbage
2. Clean out cigarette butts from ashtrays outside
3. Check pool chlorine, pH, temperature (except Tuesday)
4. Clean all toilets
5. Clean showers
6. Vacuum upstairs
7. Ping Pong Room: dust windowsills, tables, lamps and the 4 chairs at each table are pushed in; pick up litter and clean poker tables.
8. Vacuum hallway and Lounge
9. Sweep pool and Pro Shop areas Downstairs
10. Sweep locker room corridors to pool
11. Clean deck (bird droppings) around building (including end of nesting season)

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.07
Approved: 6-22-92
Revised: 10/9/95

JOB DESCRIPTION

POSITION: MAINTENANCE PERSON

REPORTS TO: Administrator

**DESIRED
QUALIFICATIONS:** Available on call. Capable of repairing and fixing items pertaining to the clubhouse, pool and tennis courts

RESPONSIBILITIES:

1. Repair: furniture, minor building defects, minor plumbing and electrical inefficiencies
2. Maintain building in good condition, furnace blowers and adjustments such as thermostats, etc., replacement of defective light bulbs and dimmer components,
3. Appropriately advise Administrator of needed professional services (plumbing, electrical, structural, etc.)
4. Must comply with the policies set by the Summerfield Civic Association
5. Perform any other duties assigned by the Administrator.

SUMMERFIELD CIVIC ASSOCIATIONS POLICIES AND PROCEDURES MANUAL

PERSONNEL

Sec. B 1.08
Approved: 3/12/85
Revised: 2/12/91, 6/22/92, 10/9/95

JOB DESCRIPTION

POSITION: ASSISTANT SUPERINTENDENT / MECHANIC

REPORTS TO: Golf Course Superintendent

SUPERVISES: Equipment maintenance work performed by other golf course personnel
Golf course crew in the absence of the Golf Course Superintendent.

DESIRED

QUALIFICATIONS: High school graduate or equivalent. Valid Oregon driver's license with good driving record is required. Capable of operating all golf course equipment. Knowledge of machinery fertilizer and chemicals. Knowledge of golf course set up and maintenance operations. Able to accept and delegate responsibility.

RESPONSIBILITIES:

1. Become aware of the Golf Course Superintendent's schedule of golf course activities and course maintenance records; repair, or supervise other golf course personnel, in repairing golf course equipment
2. Locate and order parts as needed
3. Maintain required records for each piece of golf course equipment
4. Perform other duties such as mowing edging, etc., as assigned by the Superintendent or Administrator
5. Monitor the work of other golf course personnel as they perform their assigned duties during the absence of the Golf Course Superintendent, and in case of emergency, re-assign personnel as necessary to cover all situations
6. Must comply with the policies set by the Summerfield Civic Association
7. Any other duties assigned by the Golf Course Superintendent or Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.09

Approved: 3/12/85

Revised: 2/12/91, 6-22-92, 10/9/95

JOB DESCRIPTION

POSITION: **GREENSKEEPER**

REPORTS TO: Golf Superintendent

DESIRED

QUALIFICATIONS: High school education or equivalent. Valid Oregon driver's license with good driving record. Capable of operating all golf course equipment. Knowledge of machinery, fertilizers and chemicals. Knowledge of golf course set up and maintenance operations. Obtain Oregon pesticide application license within the first year of employment. Able to accept and delegate responsibility.

RESPONSIBILITIES:

1. Become familiar with all golf course equipment and its operation
2. Maintain irrigation system - exchange or repair sprinkler heads, adjust coverage field of individual heads, repair line leaks and damaged equipment
3. Maintain golf course grounds, including: mowing of greens, tees, fairways, roughs and borders; edging; trap raking, cup changing, tree pruning, etc.
4. Aerate, fertilize, maintain equipment and buildings
5. Prune golf course trees as required
6. Repair golf course equipment when necessary under the supervision of the mechanic
7. Must comply with the policies set by the Summerfield Civic Association
8. Other duties as assigned by the Superintendent or Administrator.

Summerfield Civic Association

POLICIES and PROCEDURES MANUAL

Personnel

Sec. B 1.10

Approved: 3/12/85

Revised: 2/12/91, 10/9/95

JOB DESCRIPTION

POSITION: CREWPERSON

REPORTS TO: Golf Course Superintendent

DESIRED

QUALIFICATIONS: High school education or equivalent. Valid Oregon driver's license with good driving record required. Capable of operating all golf course equipment. Experience with machinery, fertilizer and chemicals preferred.

Oregon Pesticide Applicators License should be obtained within the first year of employment, and maintained throughout tenure. Able to accept responsibility.

RESPONSIBILITIES:

1. General maintenance and upkeep of golf course grounds, including: mowing of greens, tees, fairways, roughs and borders; edging; trap raking, cup changing, tree pruning, etc.
2. General maintenance of equipment and buildings, clean facilities (i.e. restrooms lunchroom, etc.)
3. Maintain irrigation system; exchange or repair sprinkler heads, adjust coverage filed of individual heads, repair leaks and damaged equipment
4. Repair golf course equipment when necessary, under the supervision of the mechanic
5. Learn all phases of golf course operation
6. Must comply with the policies set by the Summerfield Civic Association
7. Performs duties as assigned by the Golf Course Superintendent or Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.11
Approved 6-22-92, 10/9/95

JOB DESCRIPTION

POSITION: SEASONAL LANDSCAPE CREWPERSON

REPORTS TO: Landscape Gardener

**DESIRED
QUALIFICATIONS:** High School Education or equivalent, capable of operating equipment, prompt, reliable, valid Oregon Driver's license

RESPONSIBILITIES:

1. Mow grass throughout common areas
2. Edge and clean (blow or sweep) common area sidewalks
3. Spread bark mulch
4. Set out annual plantings
5. Weed and cultivate flower beds
6. Must comply with the policies set by the Summerfield Civic Association
7. Perform any other duties assigned by the Landscape Gardener or Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

PERSONNEL

Sec. B 1.12
Approved 6/92, 10/9/95

JOB DESCRIPTION

POSITION: **SEASONAL GOLF COURSE CREW PERSON**
(April 1 - October 31 at 40 hours per week)

REPORTS TO: **Golf Course Superintendent**

DESIRED

QUALIFICATIONS: High School education or equivalent. Valid Oregon driver's license with good driving record is required. Capable of operating golf course equipment. Experience with machinery is preferred. Able to accept responsibility.

RESPONSIBILITIES:

1. Mow greens, tees, fairways, rough and borders
2. Repair ball markers on greens and move the cup
3. Edge sidewalks, curbs and lake aprons
4. Blow dirt and grass from sidewalks and cart paths, use Weedeater around trees
5. Rake sand traps
6. Clean all equipment and collect the grass from the washing area trap
7. Drag fairways after plugging
8. Service ball washers and trash cans on the golf course
9. Hand water greens as necessary
10. General upkeep of maintenance facility; including restrooms, lunchrooms, etc.
11. Must comply with the policies set by the Summerfield Civic Association
12. Any other duties assigned by the Golf Course Superintendent or Administrator.



SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION C

Board of Directors INDEX

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SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

BOARD MEMBERS

Sec. C 3.00
Approved: 4/9/85
Revised: 8/22

INTRODUCTION

Immediately after the new Board members are elected, at the annual membership meeting, the Board will convene to elect officers.

In addition to the duties as elected officers, the President will assign other Board members to liaison positions.

The Board members have no authority to give any instructions or orders to any employee. Their position may require that they meet with employees in their area of assignment; however, this is only in an investigating capacity. Any action to be taken from a result of these meetings must be channeled through the Administrator.

Board members should feel free to meet with the Administrator and should discuss any areas of concern within the directors' assigned areas of responsibility. Only the President, or the Board in their regular meetings, will give orders to the Administrator. Other members should funnel their suggestions and concerns through the President.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

BOARD MEMBERS

Sec. C 3.01
Approved: 4/9/85
Revised: 8/22

BOARD PRESIDENT

It shall be the duty of the President to preside over the monthly Board meetings, as well as any special meetings that he may call from time to time.

The President will assign specific areas of responsibility to each Board member as liaison assignments at the beginning of each fiscal year. The following areas of responsibility will be assigned: See index page.

The President may create committees to gather information from time to time, which may be useful to the SCA Board in the performance of their duties.

The President will call an annual meeting of all members, the second Monday of July of each year, to be held at the Summerfield Clubhouse. Special meetings may be called by the President, by written or printed notice, stating the place, day and hour of such meetings, and the purpose or purposes for such meetings must be stated. A special meeting may be called not less than five (5) nor more than fifty (50) days before the date of the meeting.

SCA BY-LAWS - PRESIDENT

The President shall be the Chief Executive Officer and have general and active charge of the management of the Corporation, subject to control by the Board. When present, the President shall preside at all meetings of the Board. The President shall have the power to appoint and discharge agents and employees, subject to the approval of the Board.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

BOARD MEMBERS

Sec. C 3.02
Approved: 4/9/85
Revised: 8/22

VICE PRESIDENT

SCA BY-LAWS

The Vice President shall, in the absence or disability of the President, exercise the powers and perform the duties of the President. The Vice President shall also exercise such other powers and perform such other duties as shall be prescribed by the Board.

Nominating Committee Chairperson

The Vice President shall act as a Nominating Committee Chairman, who will in turn choose a committee to make nominations to fill Board vacancies coming up each year. In the event that the Vice President is unable to fulfill the duty of Nominating Committee Chairperson, the President shall appoint another member of the Board of Directors as the Chairperson of the Nominating Committee.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

BOARD MEMBERS

Sec. C 3.03
Approved: 4/9/85
Revised: 2-12-91, 8/14/95

TREASURER

The Treasurer shall be responsible for the financial activities of the Administrator:

- 1) Be responsible for the investments of the SCA funds, both General and Reserves.
- 2) Assist the Administrator and the budget committee in the preparation and approval of the Annual Budget.
- 3) Report to the Board monthly on the financial position of the Association and relate present and past budgeted expenditures for comparisons.
- 4) Recommend to the Board any non-budgeted expenditures and assist the Administrator in the allocation of the expense.
- 5) Review audit report and present to the Board.
- 6) Prepare an annual financial report and present to the residents at the Annual Meeting.

AMENDED BY-LAWS:

The Treasurer shall account for all the monies received and disbursed by the Corporation. The Administrator is the official designated to deposit all the monies in the name of and to the credit of the Corporation in such banks and depositories as the Board shall designate, and subject to the Board, shall safely keep all valuables of the Corporation. The Treasurer shall from time to time make such reports to the officers and the Board as may be required, and shall perform such other duties as the Board from time to time shall delegate to him/her. An Assistant Treasurer may, if authorized by the Board, perform the duties of the Treasurer in the event of the absence or inability of the Treasurer.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

BOARD MEMBER

Sec. C 3.04
Approved: 4/9/85
Revised: 2/12/91
9/13/94

SECRETARY

The Administrator will serve as a non-voting secretary of the SCA Board of Directors and participate in the decision-making process.

1. Shall give such notice of meetings as required by the SCA by-laws and shall keep a record of the proceedings of the Board and the Annual Meeting so as to properly and accurately record the business that transpired as well as any and all actions taken by the Board.
2. Shall have custody of all books, records and papers of the Corporation except those which are in the care of the Treasurer or some other person to have custody and possession thereof by resolution of the Board.
3. Is authorized to sign, with the President or Vice President, in the name of the Corporation all official documents, papers, deeds and contracts including those in any way affecting the property or interests of the Corporation and shall affix the seal of the Corporation thereto.
4. Shall submit such reports to the Board as it may request and process all letters received by the Corporation.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C 3.11

Date Approved: 3-13-90

Revised: 8/22

COMMON AREA LANDSCAPE COMMITTEE BOARD LIAISON

The Board member will meet with committee representatives, as appropriate:

1. Act as ex-officio member with no voting rights.
2. Assure that each committee has a chairperson and is adequately and appropriately staffed.
3. Notify the SCA Administrator and the Board of changes in committee officers and members.
4. Provide liaison between committee and the SCA Board.
5. Report to the Board concerning committee activities.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C3.12

Date Approved: 3/13/90

Revised: 8/22

ARCHITECTURE/LANDSCAPE COMMITTEE BOARD LIAISON

The Board member will meet with the committee representatives, as appropriate:

1. Act as ex-officio member with no voting rights.
2. Assure that the committee has a chairperson and is adequately and appropriately staffed.
3. Notify the SCA Administrator and the Board of changes in committee officers.
4. Provide liaison between the committee and the Board.
5. Report to the Board concerning committee activities.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C3.13

Date Approved: 3/13/90

Revised: 8/22

CLUBHOUSE COMMITTEE BOARD LIAISON

The Board Director representing the Clubhouse Committee will be the liaison Director between the Board of Directors and the Clubhouse Committee.

The Director will:

1. Attend Clubhouse Committee meetings and act as an ex-officio member with no voting rights.
2. Report back to the SCA Board regarding Clubhouse Committee activities.
3. Report back to the Clubhouse Committee regarding any SCA Board decisions or concerns.
4. Assure that the committee has a chairperson and is adequately and appropriately staffed.
5. Notify the SCA Administrator and the Board of changes in committee members and officers.

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

Sec. C 3.14
Date Approved: 3-13-90
Revised: 8/22

COURTS LIAISON (TENNIS AND PICKLEBALL)

The liaison will work with the Tennis Club and Pickleball Club to assure that the club functions as planned. Any action required will be directed to the Administrator for resolution.

1. Will assure that the clubs have a chairperson and officers.
2. Will maintain communication with the Administrator as to the needs of the clubs and keep the office informed of club member changes.
3. Report to the SCA Board of the club's activities from time to time.
4. Advise on guidelines for the club.

SUMMERFIELD CIVIC ASSOCIATION

POLICIES AND PROCEDURES MANUAL

Sec. C 3.15

Date Approved: 3-13-90

Revised: 2-12-91

9/13/94

GOLF COURSE ADVISOR (DIRECTOR)

The GOLF COURSE DIRECTOR will work with the Administrator to insure that the Golf Course facilities function in an efficient manner. This effort will consist of, but not be limited to, advising the Administrator on matters that require attention and direction so that he/she can take appropriate action. This action may be either direct or presented to the Board for approval.

1. Men's and Women's Golf Clubs' seasonal schedules will be presented to the Advisor for coordination with clubhouse scheduling committee. This will prevent conflict with other planned activities.
2. Maintain communication with the Golf Professional so as to be aware of upcoming or pending activities that may be of interest to the Administrator and the Board.
3. Coordinate with the Golf Professional with regard to the golf course marshaling and starter programs.
4. Coordinate with the Golf Professional concerning "rules of play" that may need to be amended in order to promote more efficient play.
5. Maintain a working knowledge of the Green's Committee responsibilities.
6. Coordinate the annual visit of the PGA Agronomist with the SCA President, a Green's Committee member, the Golf Superintendent, the Administrator, and the Golf Professional.
7. Coordinate with the Golf Superintendent on matters concerning the golf course. Any action necessary will be referred to the Administrator for resolution.

It is not within the jurisdiction of the Board member to exercise any authority over the daily operation of the golf course, the Golf Superintendent, or the Golf Professional.

ADDITIONAL RESPONSIBILITIES:

The Board Director representing the Green's Committee will be the liaison Director between the Board of Directors and the Green's Committee:

1. Attend all Green's Committee meetings and act as ex-officio member with no voting rights.
2. Report back to the SCA board regarding Green's Committee activities.
3. Report back to the Green's Committee regarding any SCA Board decisions or concerns.
4. Assure that the committee has a chairperson and is adequately and appropriately staffed.
5. Notify the SCA Administrator and the Board of changes in committee members and officers.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C. 3.16

Date Approved: 3/13/91

Revised: 8/22

NEIGHBORHOOD WATCH COMMITTEE BOARD LIAISON

This Liaison will work with the committee to assure that each of the committee functions as planned.

1. Will assure that there is a chairperson and officers.
2. Will maintain communication with the Administrator as to the needs of the committee and keep the office informed of committee member changes.
3. Report to the SCA Board of Directors of the committee's activities.
4. Advise on guidelines for the committee.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C3.17

Date Approved: 3/13/91

Revised: 2/12/91

8/09/94

NEWCOMERS WELCOME COMMITTEE BOARD ADVISOR

The goal of the Newcomers Welcome Committee is to meet with all new Summerfield residents to make them feel welcome and to be certain that they have copies of the By-Laws, the Conditions and Restrictions and other information about the amenities of life in Summerfield.

1. The Advisor will recruit a chairman for the committee when the need arises and see that the new chairman receives all the books, records and materials from the previous chairman.
2. The Advisor should meet with the incoming and outgoing chairmen together to discuss the way the committee functions, to learn of any problems being encountered, and to seek ways to improve the committee's operation.
3. When asked, the Advisor will help recruit committee members so that all areas of Summerfield are served.
4. The Advisor and chairman should jointly call the committee together at least once a year to train members, to work out problems, and to emphasize the importance of the job.
5. The Advisor will communicate the needs of the committee to the Administrator, keep the office informed of committee member changes, and report to the SCA Board from time to time.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C 3.18
Date Approved: 3/13/91
Revised: 8/22

POOL COMMITTEE BOARD LIAISON

This Liaison will work with the Pool Committee to assure that the committee functions as planned.

1. Will assure that the committee has a chairperson and officers.
2. Will maintain communication with the Administrator as to the needs of the committee and keep the office informed of committee member changes.
3. Report to the SCA Board of the committee's activities from time to time.
4. Advise on guidelines for the committee.

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

Sec. C 3.20
Date Approved: 2-13
Revised: 11-22

CLUBS BOARD ADVISOR

1. The Board member will act as the liaison between activities, clubs, and the Board.
2. The Liaison will keep the Administrator informed of pertinent data related to Clubs and Activities and assist in resolving Clubhouse reservation discrepancies.
3. Club and Activities will submit written requests for repairs, maintenance, and room arrangements to the Administrator for necessary action through the proper channels.
4. Club and Activities will discuss proposed improvements with the Liaison for necessary action through the Board.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. C 3.21
Date Approved: 2/1/91
Revised: 8/09/94

SUMMERFIELD/TIGARD CITY COUNCIL LIAISON COMMITTEE

The SCA Board representative to this committee will be the SCA President.

1. The SCA President will:
 - A. Ensure that there is a Chairman of the Liaison Committee by appointment.
 - B. Work closely with the Chairman of the Liaison Committee keeping himself updated on critical issues affecting Summerfield.
 - C. Keep the SCA Board informed of issues affecting Summerfield and activities of the Liaison Committee.
2. The SCA President and the Chairman of the Liaison Committee will be the spokespersons for Summerfield at City Council meetings.
3. The SCA President and the Chairman of the Liaison Committee will keep Summerfield residents informed of activities affecting Summerfield through the Administrator.
4. Communication to the City Hall or City Council will be through the SCA President, the Chairman of the Liaison Committee, or the Administrator.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

CLUBS, ACTIVITIES, AND COMMITTEES OVERVIEW

Sec. D 4.00

Date approved 4/85

Revised: 12/90, 6/22, 2/23

There are Clubs, Activities, and Committees at Summerfield, all listed on the SCA website and in the Summerfield Directory.

Clubs and Activities are groups of residents joined together to promote their own interests.

Committees are groups of residents, organized at the request of the SCA Board of Directors, to perform a function that will benefit the majority of Summerfield residents.

Additional rules and regulations may be found in each Club or Committee file in the Administrative Office.

CLUBS AND ACTIVITIES

- Clubs and Activities are formed by residents with a common interest. They are open to and intended to benefit all interested residents.
- Clubs develop their own constitution and by-laws, if any, and elect their own officers.
- Activities are less formal, have at least one resident-in-charge, but have no constitution or bylaws.
- Current and proposed Clubs and Activities must follow all processes outlined in P&P Sec. D 4.20 prior to scheduling the use of SCA facilities.
- Although the SCA Board does not sponsor or participate in Clubs or Activities, they encourage any Clubs or Activities that add to the enjoyment of Summerfield residents. The only involvement the SCA Board has is to help coordinate the use of Summerfield facilities to the advantage of the residents.

COMMITTEES

When the SCA Board of Directors feels there is a need that is not being served, a Committee may be formed. If the service is for a project of a limited duration the Committee members will be selected and goals established.

There are also ongoing or standing Committees. The SCA Board will assist in establishing the governing body, i.e. chairperson, secretary, etc. They will also assist in establishing goals and procedures. Standing Committees will have written guidelines or procedures to insure continuity from year to year. SCA Board members will assist the Committees in any way possible. One Board member will be assigned as an advisor and liaison between the Committee and the Board. That Board member is responsible for the continuing, successful operation of the Committee. The Administrator will work with Committees to keep the continuity needed.



SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION D

Clubs, Activities & Committees INDEX

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SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES

CLUBS AND ACTIVITIES

Sec. D 4.01
Approved 12-11-90
Revised: 9/94; 5/97,
7/09, 1/12, 6/22

GENERAL

The Clubhouse and its facilities are intended for the use of residents of Summerfield. The Clubhouse Committee is charged with administering the policies for the use of these facilities. Rules hereby established are flexible enough to allow administrative decision making. This section provides those rules.

CLUBS

An established rule has been that "no rent will be required from Summerfield recognized clubs or activities."

In order to be entitled to the use of the clubhouse in this category, the club or activity must be recognized and listed by the Board of Directors. All groups not so recognized will be subject to the rules applying to "private parties" with respect to use of the clubhouse. Recognition gives the group priority for reservations and use of the facilities without charge as compared with private parties.

QUALIFICATIONS FOR A RECOGNIZED CLUB OR ACTIVITY

A club or activity must be open to all Summerfield residents or to the broadest segment of Summerfield that can participate to be recognized and listed in this section. Clubs and activities may have minimum practical restrictions for participation such as ability (dancing, bridge, etc.), or as to gender (Men's Club), but it is the intent that club membership and/or enrollment in classes be open to all residents. The President or Chair of each committee, club or activity will be responsible for compliance with its own guest policy and with the rules for use of the Clubhouse.

PROCEDURE FOR RECOGNITION

The process for listing as a "Recognized Club or Activity" will be to submit an application to the Clubhouse Committee, which it will forward along with its comments and/or recommendation to the Board within 30 days. Recognition shall be by the Board of the Summerfield Civic Association.

GUEST POLICY

SCA Board approval is required if it is anticipated that attendance at an SCA club or activity function will exceed a maximum of 20% non-resident guest participation.

Due to the difference in the number of members of various clubs and activities, the frequency of meetings, the facilities used, etc., a visitation policy for guests for one club or activity might not be desirable for another. Each existing club or activity having written by-laws will amend their by-laws to include a section on their guest policy. When writing the amendment they should consult with the SCA Board member assigned as liaison between the club or activity and the SCA Board. The amendment must be approved by the SCA Board. If the club does not have written by-laws, a written memo submitted to the Administrator will suffice.

MEMBERSHIP POLICY FOR CLUB

The general policy of the Summerfield Civic Association is that membership in all recognized clubs and activities will be limited to SCA residents. It is realized, however, that some clubs, because of limited interest, requirements for substantial physical activity, or need for special skills may not be able to sustain their club or activity without recruiting some members from outside our community. Clubs or activities experiencing such decline in membership may, on an individual basis, apply for approval of a class of membership entitled "Guest Member." Approval will be granted only for cases where the need is demonstrated and it will be in the interest of the resident members and the community of Summerfield.

The primary rationale for approval of guest members will be to meet practical minimums to maintain the activity. Therefore, if the club or activity can be maintained without outside "guest members," approval for that class of membership is unlikely. The following criteria should be recognized before submitting a request for approval of a "guest member" waiver:

1. Guest members will constitute no more than 20% of club or activity membership.
2. Guest members will have access into the Clubhouse only in company with a resident member; they will not be given keys; they cannot hold office or have voting rights.
3. If club or activity membership requires payment of dues, guest members shall pay dues equal to, or greater than, resident members.
4. Guest members must be 55 years of age or older.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. D 4.20
Approved: 6/11/85
Revised: 6/23

SUMMERFIELD CLUBHOUSE COMMITTEE

GENERAL

The Clubhouse and its facilities are intended for the use of residents of Summerfield. The Clubhouse Committee is charged with administering the policies for the use of these facilities. The SCA Board will work with the Clubhouse Committee in making any changes in policies, procedures, and the clubhouse use forms.

MEETINGS

The Committee will meet in the Clubhouse conference room each month 10 days to 2 weeks prior to the SCA Board Meeting. A simple majority of the membership will constitute a quorum, provided they include the Chair or Vice Chair and the Secretary or their designee.

MEMBERS

The Committee will consist of a minimum of seven (7) Summerfield residents, all in good standing with the Association. Each member will serve a two-year term with an option for a third year. Officers shall consist of a Chair, Vice-Chair, and Secretary.

- The **Chair** shall be elected by the Committee members for a term of one year and must have served on the Committee for one year. The one-year term will commence at the September meeting. In addition to presiding at all Committee meetings, the Committee Chair shall, in cooperation with the Administrator and the SCA Board, consider large repairs or projects currently underway or that may be identified by the Clubhouse Committee in the future. Small purchases may be made by the Chair to keep supplies on hand, with the approval of the Administrator.
- The **Vice-Chair** shall preside in the absence of the Chair, provide a mentor to all new members, and ensure that sign-up sheets are available for Clubhouse inspection duties. The Vice-Chair is responsible for ensuring that Summerfield Clubhouse Committee Policies & Procedures Section D 4.20 are current and accurate.
- The **Secretary** shall read the minutes of the previous meeting, read any correspondence, keep meeting minutes, and will update the roster when requested. The Secretary will disperse a copy of the meeting minutes to all Committee members, to the Administrator, and to the SCA Board Liaison.

Committee members and officers will be selected by the Committee. Every prospective new member should receive a copy of the SCA Clubhouse Committee Policies and Procedures Sec D 4.20 before being elected as a member so they will know what is expected. Once the Clubhouse Committee approves each prospective member, their name is submitted to the SCA Board for final approval.

Members should be open to sharing tasks of the Committee as needed, such as those listed under Officers or Responsibilities. In the event a member resigns or is unable to complete a two-year term, a new member will be appointed to complete that term, thus keeping proper rotation in effect. Past members will be eligible to serve on the Committee for another term after an absence of one year. The SCA Board provides a director to serve as a non-voting liaison, and they may attend meetings.

PROJECT COORDINATION

As soon as the Clubhouse Committee identifies an exterior Clubhouse problem, they will notify the Architecture Committee so that appropriate action may be taken. These changes shall require the dual review of both the Clubhouse Committee and the Architectural Committee. Examples of major changes or maintenance include structural changes, roofing, painting, decking, etc. Exceptions to the dual review include urgent or emergency maintenance/repairs or small maintenance/repairs that should be first coordinated with the Administrator.

Any repairs or projects concerning the clubhouse building must be presented to and approved by the Clubhouse Committee.

Unless an emergency arises, the Board will deal with requests only after consideration by the Clubhouse Committee. It should be understood that all final decisions on major projects will be made by the SCA Board.

RESPONSIBILITIES

1. Clubs and Activities

- a. All groups, clubs, and activities planning to use any SCA facility or amenity on a regularly scheduled basis must apply with the Clubhouse Committee for status as a recognized Club or Activity. It is the Board's intent that all Clubs and Activities are available to all residents. To qualify, a group must be open to all dues-paying residents but may have minimum practical restrictions for participation.
- b. The Committee has the responsibility of recommending [or not] any new group applying for status to the SCA Board. The Clubhouse Committee must forward the group's application with comments and recommendations to the Board within 30 days. Recognition shall be by the Board of the Summerfield Civic Association.
- c. All recognized Clubs and Activities with regularly scheduled events must follow the Clubhouse Committee's written protocols for reserving the use of Summerfield facilities.

2. Clubhouse Inspection

- a. The Special Event Advisor or designee shall inspect the kitchen, the ballroom, and all other areas used by scheduled applicants. Inspectors will double-check all items on the Check-off Sheet in the kitchen no later than the next morning after the event to note any infractions of the rules. Any improper conditions that cannot be resolved will be reported to the SCA Administrator for correction. If not corrected, the deposit check, if applicable, may be withheld for further consideration by the SCA Administrator.
- b. All groups must complete their own cleanup according to the check-off sheet and/or leave all areas in the condition in which they were found. When back-to-back events are scheduled, room/kitchen conditions after each event must be thoroughly checked prior to the next one. Summerfield committees and clubs who have requested and obtained written approval for SCA Maintenance to do set-up and take-down do not have to put furniture back unless another event follows before SCA Maintenance can do take-down. Coordination between events is encouraged.

3. Special Event Supervision

Each applicant using the Lakeview, Ballroom, and Kitchen areas will meet with the Special Event Advisor to go over guidelines for using these areas and equipment. The Advisor will review the Policies and Procedures with all applicants prior to their event, and Monitors will be secured at the applicant's expense if the Advisor, Committee Chair, or Calendar Coordinator deems there is a need. Special attention will be paid to any problems reported by the inspector or custodian after an applicant's event. Any identified problems will be addressed by the Advisor or Calendar Coordinator before the Summerfield office refunds any deposit, if applicable.

4. Kitchen Management

A committee member will take the position of Kitchen Coordinator to see that the premises are up to standard. Outside custodial service for cleaning may be needed from time to time, over and above cleanup after scheduled functions. This is arranged in cooperation with the Administrator. A semi-annual inventory is made, with copies given to the Administrator (along with a list of needed equipment) and to the Committee Chair, Special Event Advisor, and Calendar Coordinator.

5. Small repairs

Members with specific skills can do small repair jobs the Committee deems necessary. There is an ongoing Project List.

6. Bid Procurement

After writing a set of specifications to perform identified work, a member will contact potential contractors for bids. The Board usually requests three bids for large projects. All contracts will be approved and signed by the SCA Administrator or SCA Board President.

7. Flag Management

A member will be responsible for displaying the American flags on at least the following specific days: Martin Luther King Jr's birthday, Presidents' Day, Armed Forces Day,

Memorial Day, Flag Day, Independence Day, Labor Day, September 11th, and Veterans' Day. This person shall also be responsible for retiring tattered or faded flags.

8. Bulletin Boards and Display Cases

- a. A Clubhouse Committee member will manage bulletin boards, display cases, and designated display areas in the upper-level Clubhouse hallway. Supervision of these areas shall be on a regular basis.
- b. Information posted on bulletin boards will be dated and removed after a 30-day period. Information boards will be kept neat and orderly and oversized pieces and outdated information will be removed and discarded.
- c. Summerfield Committee, Club, and Activity flyers may be up to 8" x 10" and personal ads shall not exceed 5" x 7".
- d. The Art Guild will maintain art displays at the east end of the hallway

9. Holiday Decorations

The Committee shall appoint a person – in or outside of the Clubhouse Committee - to supervise the installation and removal of winter holiday decorations in the Clubhouse. All clubs and committees that participate in the decorating will be notified when to decorate and remove decorations in their areas. The Clubhouse decorating shall be completed by the Thursday following Thanksgiving, at the latest. All holiday decorations will typically be taken down on January 3rd.

10. Plant upkeep

As above, this does not have to be done by a member of the Clubhouse Committee. This person keeps plants watered, trimmed, dusted, and reports to the Committee if there is a problem or replacement needed.

11. Miscellaneous Projects as needed

Periodic spring cleaning of Kitchen, Club and Committee cupboards as assigned.

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

Sec. D 4.22
Approved: 5/14/85
Revised: 11/22

ARCHITECTURAL / LANDSCAPE COMMITTEE

MEETINGS:

This Committee meets on the fourth Tuesday of every month, excluding December.

MEMBERSHIP:

This Committee consists of 6-10 members, with one being chosen as Chairperson by the Committee. Any resident of Summerfield interested in helping to keep Summerfield a beautiful place in which to live can serve once approved by the SCA Board. Each member serves a 3-year term, or longer if re-approved by the SCA Board.

PURPOSE:

This Committee processes Architectural / Landscape Change Requests submitted by residents for the exterior of their residences.

DUTIES:

As received, the chairperson disburses the Change Requests to members of the Committee by assigned territory. The Committee member checks to make sure the request complies with the Architectural / Landscape Manual meets with the resident and either approves or rejects the Change Request as submitted. When the approved work is completed, the resident is to call the Committee member so they can meet with them to sign off that the work has been finished according to the Change Request submitted. Completed Change Requests are kept on file at the Clubhouse.

If a request is rejected by the Committee, the resident may appeal to the SCA Board. If the Board denies the request, a written denial will be sent to the resident with the reason for the denial.

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

Sec. D 4.23
Approved: 5/14/85
Revised: 3/8/21

SUMMERFIELD NEIGHBORHOOD WATCH COMMITTEE

Purpose

- To maintain an accurate account of occupancy and emergency contact information in Summerfield's 5 security areas, which are referenced on the Summerfield Security Map located outside the main office
- To encourage Summerfield residents' awareness of their physical surroundings, of their neighbors, and of neighborhood crime prevention strategies

Members:

- The Committee consists of the Chair and 16 Area Coordinators.
- Each security area has several Area Coordinators and Block Captains, depending on the size of the area.

Meetings:

- Area Coordinators will meet with their respective Block Captains biannually, prior to the scheduled Committee meetings.
- The Committee will meet biannually.

Responsibilities:

- Area Coordinators will disseminate relevant information to Block Captains, who will pass information to Summerfield residents.
- Block Captains will submit current occupancy and emergency contact information to their Area Coordinators on a quarterly basis.
- Area Coordinators will forward quarterly updates to the Chair.
- The Committee Chair will maintain the current master copy of all Summerfield residents, and will provide a copy to the Disaster Preparedness Committee on a quarterly basis.

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

Sec. D 4.24
Revised 2/91, 4/98, 12/05,
4/13, 6/16, 5/19, 6/22

Summerfield Newcomers Welcome Committee

Committee Members

1. The Committee consists of a Chair, three Team Leaders, and up to nineteen Members
2. Committee Members are recruited from each of the nineteen areas of Summerfield.
3. Committee Members engage with and support at least one team.
4. Three Team Leaders report monthly to the Chair.

Meetings

1. Committee Meeting are held once a year unless special needs arise.
2. Team Meetings are held quarterly or as needed.

Committee Chair

Approved by the SCA Board for two years with an option for a third year. Responsibilities:

1. Lead the Newcomers Welcome Committee in its mission to welcome all new residents to Summerfield by providing consistent information and three points of contact, via Committee Teams, for newcomers.
2. Obtain a list of new residents from the SCA receptionist each month for the committee's use.
3. Communicate monthly with three Team Leaders.
4. Submit a budget to the office for Board approval in September.
5. Submit yearly calendar requests to the SCA receptionist.
6. Report committee activities to the Board Liaison monthly.
7. Preside over the Committee's annual meeting to share information and future plans.
8. Lead the Committee's organization of at least one annual Newcomer Reception for residents who have arrived since the previous reception.
9. Recruit new Committee members as members retire.

Committee Teams

Team 1: First Point of Contact - New Resident Communication

1. A member of Team 1 assists the SCA receptionist in assembling Summerfield information packets that the receptionist mails to new residents. The packets include:
 - a welcome letter from Summerfield Administrator
 - a map of Summerfield
 - an organization chart explaining governance, assessments, and fees
 - swimming pool rules

- Summerfield Clubhouse Use Application
 - Architectural/Landscape Manual for residents
 - Architectural/Landscape Change Request Form
2. The Team Leader obtains a monthly list of new residents from the Chair and distributes to the team members.
 3. Team members:
 - contact each household by email, phone and/or personal visit
 - identify themselves as a newcomer “Welcome Buddy”
 - ask if there are any questions regarding the Welcome Packet
 - ask if there are any questions about life in Summerfield
 - inform newcomers of the monthly Clubhouse tours
 - offer information on where and how to obtain a Clubhouse FOB
 - note office hours are 8AM-12 noon, Monday-Friday

Team 2: Second Point of Contact - Clubhouse Tour Guides

1. The Team Leader recruits, trains and supplies guide information to Tour Guides, plans calendar dates, and provides a monthly report to the Chair.
2. Tour Guides provide monthly Clubhouse tours using scripted information.

Team 3: Third Point of Contact - Annual Reception

1. The Team Leader provides a quarterly report to the Chair and coordinates planning of the annual Newcomers Reception.
2. Team members attend planning meetings to establish the details of the Newcomers Reception, which include the theme, invitations, refreshments, setup, and cleanup duties.
3. The annual Newcomers Reception, hosted and attended by Team 3, is meant for community building. It is an informal gathering to introduce new residents to representatives of clubs and activities. The entire Newcomers Committee and SCA Board members are invited to extend their welcome.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

SWIMMING POOL COMMITTEE

Sec. D 4.27

Approved: 5/85, 4/01, 7/09

Purpose:

The purpose of the Swimming Pool Committee is to promote a safe, clean, positive swimming pool environment for all Summerfield residents and their guests, to continuously review and update the pool rules subject to SCA Board approval, to monitor preventative maintenance and future issues regarding the pool and refer proposals to the SCA Board for their discussion and approval. The Swimming Pool Committee will assist in maintaining the pool in accordance with Oregon State Health Department regulations.

Committee Membership / Terms:

The Committee consists of six members including Chair, Vice-chair, Secretary, and three at-large members. Terms of three years each staggered so that two people go off / come on each year.

Responsibilities:

Chair duties will include maintaining communications with the SCA Board Liaison, Summerfield Administrator, and Pool Maintenance person. The chair will set up the agenda for each monthly meeting and run those meetings.

Vice Chair will be responsible for maintaining a file of copies of monitoring documents and reporting to the committee on the status of the monitoring. The Vice Chair shall be available fill the meeting duties when the Chair is absent.

Secretary will keep minutes of each meeting and present them to Summerfield Administrator with copies to each committee member.

At-large positions will be assigned oversight tasks such as scheduling water testers, scheduling pool monitors, organizing cleaning of pool furniture, etc.

After the initial designation of members, the following year's members will decide among themselves each year who will fill the following positions: Chair, Vice Chair, Secretary, and the three at-large positions.

Meetings will be held in: April, May, June, July, August, September, and October of each year.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES

Section D 4.30
Approved: 8/09/94

TENNIS COMMITTEE

1. The committee shall consist of residents interested in playing tennis. A chairperson will be selected by the SCA Board Advisor.
2. The Chairperson will establish a committee, sufficient in number, to carry out its necessary functions.
3. Hold meetings from time to time and report activities to the Board Liaison for further reporting to the SCA Board.
4. Will maintain communications with the Advisor and Administrator as to the condition of the tennis courts.
5. Make recommendations to the SCA Board via the Liaison for maintenance and repairs of the courts and equipment so as to maintain the courts in good playing condition.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. D 4.31
Approved: 2/12/91
Revised: 1/13/20

SUMMERFIELD GREENS COMMITTEE

MEMBERSHIP

Members: In order to maintain a continuity of the golf course operations, the five members of the Committee will serve on a three year staggered basis. Each Committee Member shall be replaced following their three year anniversary; that person's replacement will be selected at large by the Greens Commieeee and approved by the SCA Board of Directors. Additionally, the current Chairpersons of the Men's & Women's Golf Clubs, the Marshals / Starters Committee Chairperson and the Starters Chairperson may attend the Greens Committee meetings as voting members and offer motions for the Greens Committee's consideration.

Chair: The Chair of the Committee shall be appointed by Committee members and approved by the SCA Board of Directors each year based upon that person's experience with golf course management and/or experience on the Greens Committee.

Ex-Officio Members: The Ex-officio meeting participants, such as the current SCA Board Liaison to the Greens Committee, the Golf Course Superintendent and the Golf Professional may participate in the meetings, but cannot vote or make motions.

MEETINGS

Meetings of the Committee will be the first Thursday of the month in January, March, May, July, September and November. Special meetings may be called by the Chair.

PURPOSE

The purpose of the Greens Committee is to serve in an advisory capacity to the Summerfield Civic Association Board of Directors to ensure stability and continuity in the planning and implementation of improvements relating to golf course activities. In this capacity, the Greens Committee serves as liaison between the golfing community and the Board of Directors to insure the Board is made aware of entire community needs prior to being asked to make decisions relating to the golf course.

DUTIES

- 1) Develop and maintain long term plans and objectives for the Summerfield Golf Course, and submit to the Summerfield Civic Association Board for final approval.
- 2) Monitor all major budgetary, procurement, and policy changes having long term impact on the golf course operation (such as irrigation, equipment, cart paths and general conditions of the golf course) to provide the Board of Directors recommendations and advise as to how proposed actions impact long term objectives.
- 3) Maintain liaison with club members and the Board of Directors regarding golf course operations.
- 4) Assist the golf course Superintendent in an advisory capacity.
- 5) Keep up-to-date on member desires and serve as a buffer between the members, the Superintendent, the Golf Professional, and the Board of Directors.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

MARKETING & COMMUNICATIONS COMMITTEE

Sec. D 4.32
Approved: 11/09
Revised: 11/22

Meetings:

The Committee will meet monthly. Once the initial Marketing Plan is complete and approved, Committee may choose to meet less frequently (for follow-up purposes).

Membership:

Membership includes a maximum of seven residents of Summerfield who show an interest and may have skills related to marketing and communications. There will be three additional non-voting members, the Administrator, Golf Pro and Board Liaison.

The first Chairperson will be elected by the Committee and appointed by the SCA Board. Subsequent Chairperson will be elected by the committee every two years and approved by the SCA Board.

Officers shall consist of a Chairperson, Vice Chairperson and Secretary. The Vice Chairperson will preside in the absence of the Chairperson.

The Secretary will keep the minutes. A copy of the minutes will be given to the Administrator and two copies to the Liaison member of the SCA Board.

Purpose:

The Marketing Committee develops and recommends a Marketing Plan to the SCA Board. The Marketing Plan requires the approval of the SCA Board.

Responsibilities:

The Marketing & Communications Committee will develop and implement a two-year plan. The subsequent plans could be of a different time length, shorter or longer, at the discretion of the Committee.

The Marketing Plan will have both internal and external goals/programs/events, all identified with timelines, accountability, budget and evaluation.

The comprehensive Marketing Plan will contain key messages that unite all of SCA's communications with internal and external audiences.

The committee will oversee the implementation of the Board approved Marketing Plan.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

SUMMERFIELD WEBSITE TEAM

Sec. D. 4.35

Approved: 3/8/10, Revised 3/20

Purpose:

The purpose of the Summerfield Website Team is to establish, maintain, monitor and approve the content of the Summerfield Civic Association (SCA) website. The website is a responsibility of the SCA Administration. The Website Team consists of the Administrator and volunteer residents. The website provides information about the community of Summerfield, the homeowners association and the activities in Summerfield. The purpose of the website is to promote Summerfield and to provide a place to find everything about Summerfield. All pages except the Residents Only section are available to everyone at this time.

The website includes information specifically for the use of homeowners or potential homeowners, such as the governing documents and forms. The website also includes information about Summerfield amenities, committees, clubs, activities and events. The current and past eleven months of the monthly newsletter are available on the website. There is information about local government agencies, utilities, organizations, and links to other websites.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

COMMON AREAS LANDSCAPE COMMITTEE

Sec. D. 4.37
Approved: 7/16/12

Purpose

The Purpose of the Common Areas Landscape Committee is to establish and maintain landscaping that is pleasing to view based on current public acceptance, attractive in all seasons, and easy to maintain. The goal is for the Common Area landscaping to enhance the beauty of the Summerfield Civic Association properties and to reduce ongoing costs of landscape maintenance.

Meetings

The Committee will meet at the Clubhouse monthly or as needed. Meetings may not be necessary during winter months, additional meetings may be necessary at other times of the year.

Members

The Committee will consist of five (5) to six (6) Summerfield residents, all in good standing with the Association. Each member will serve a two-year term with the option of serving a third year. Ninety (90) days prior to the end of a member's two-year term, he/she will advise the Chairperson whether or not they will serve a third year. In the event a member resigns or is unable to complete his/her term, a new member will be appointed to complete that term. Past members will be eligible to serve on the committee for additional terms with the approval of the SCA Board. Members should be open to sharing tasks and responsibilities of the committee as needed. Officers shall consist of a Chairperson, Vice-Chairperson and Secretary. The officers will occupy one of the committee positions. Committee members and officers will be selected by the Committee. The SCA Board will provide a Director to serve as liaison, and they may attend meetings.

- The Chairperson shall be elected by the Committee members for a term of one year and should have served on the Committee for one year. Their one-year term will commence at the January meeting. In addition to presiding at all Committee meetings, the Chairperson shall, in cooperation with the Administrator and the SCA Board, evaluate large projects currently underway or that may be identified by the Common Areas Landscape Committee in the future for their ongoing value. The Chairperson will also be the primary contact for the committee and for all issues involving the Common Areas. With the approval of the Administrator, purchases of plants and supplies may be made by the Chairperson.

- The Vice-Chairperson shall preside in the absence of the Chairperson and provide training to all new members.
- The Secretary shall keep the minutes of the meetings held at the Clubhouse, read any correspondence, and if asked, read the minutes of the previous meeting. All committee members will receive a copy of the minutes, as will the Administrator and Liaison member to the SCA Board. Work sessions may or may not be documented.

Unless an emergency arises, the Board will deal with requests only after consideration by the Common Areas Landscape Committee. It should be understood that all final decisions on major projects will be made by the SCA Board.

Responsibilities:

The Committee will be responsible for all Outside Common Areas except the Clubhouse exterior, Tennis Courts, Swimming Pool, and Golf Course. The Committee will work with those Committees, the SCA Board, Administrator, Golf Course Superintendent, Clubhouse Custodian and Golf Pro as necessary. See Common Areas Landscape Committee Position descriptions for complete details of responsibilities.

- Determine plant and hardscape addition and replacement needs, determine seasonal plantings, and design landscape when an area requires an overhaul; order plants and arrange labor.
- Monitor all Common Areas landscape and hardscape (patio, paths, benches, fountains, lamps) for acceptable appearance, proper maintenance by contractor(s) and identify any necessary action in case of failures of any landscape or hardscape. Contact Maintenance Company to arrange for correction of problem or take other action as necessary to correct failure.
- Monitor irrigation during growing season; notify Maintenance Company when to start-up in spring and shut-down in fall, and when repairs are needed.
- Determine budget for coming year for new and replacement plants and other landscape (hardscape) needs; submit proposed budget to Board for approval; approve & track ongoing expenses to assure budget is not exceeded. Work with Administrator on selection of companies for on-going maintenance and special work; obtain bids as necessary or required.
- Documentation – maintain updates to Areas descriptions and Maps; document any issues, concerns, resolutions, etc. for future reference and distribute all new or updated documentation to all committee members, SCA Board and Administrator as necessary.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

VOLUNTEER APPRECIATION COMMITTEE

Sec. D. 4.38
Approved: 1/14/13
Revised: 4/19

Purpose

The purpose of the Volunteer Appreciation Committee is to plan and facilitate an annual event to recognize those individuals or groups who devote their personal time for the betterment of the Summerfield Civic Association. This Committee will also host a Veteran's Appreciation event in November.

Membership

The Volunteer Appreciation Committee will consist of 8 individuals who will serve 2-year terms. The Committee will select the Chairperson and submit the name to the Summerfield Civic Association Board of Directors for official approval. Names of new members to the Committee will also be submitted and approved by the Summerfield Civic Association Board of Directors.

Activities:

The Committee will develop an annual plan by August to address the purpose stated above. That plan and any request for association funds will be submitted to the Board of Directors for approval by September 1.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

LIBRARY COMMITTEE

Sec. D. 4.39
Approved: 10/14/13

Meetings: Quarterly, or more often if necessary

Committee: Nine residents of Summerfield interested in library work. Terms of the Committee members shall be a minimum of 3 years, with options for term extensions with approval of the Committee. The Chairperson is to be selected by the Committee and approved by the SCA Board of Directors. To be a candidate for the Chairperson, one year's experience on the Committee or library experience is preferred.

Purpose:

The Library Committee's purpose is to keep the Summerfield library in order and accessible to all Summerfield residents. The responsibilities include:

- Maintain the shelves in an orderly manner according to the assigned categories i.e. fiction, non-fiction, westerns, and mysteries by author, biographies and autobiographies by subject.
- Recycle outdated and worn books, movies, magazines.
- Occasionally solicit feedback from Summerfield residents regarding their requests for new materials.
- Buy new library materials as needed as determined by the Committee and not to exceed approved annual expense budget.
 - ◆ All receipts for purchased items must be submitted to SCA Administrator for reimbursement.
 - ◆ Subject matter of books must be appropriate for our SCA resident community.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

DISASTER PREPAREDNESS COMMITTEE (DPC)

Sec. D. 4.40
Approved: 12/16; Revised 08/22

PURPOSE: To reduce the vulnerability of Summerfield residents to loss of life, injury, or suffering resulting from emergencies by assisting Summerfield residents to prepare for an emergency. Work with others in the community to establish an emergency communication system.

PLAN: Educate and encourage residents to be prepared to take care of themselves during an emergency. For example, but not limited to: earthquakes, fire, severe storms, and prolonged power outages.

Plan meetings, show and tells, several times a year to encourage residents to be involved, and to participate in the committee for community-wide assistance as needed.

Committee to consist of no more than ten (10) members including the chair, co-chair, and secretary.



SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION E

Assessments & Fees INDEX

5.00	Assessments and Fees Overview	Rev. 4/18
5.01	Dues and Fees schedule	Rev. Annually
5.02	Complimentary golf policy	Rev. 10/92
5.03	Public Annual Golf Tag	Rev. Annually

SUMMERFIELD CIVIC ASSOCIATION

POLICIES and PROCEDURES MANUAL

Sec. E. 5.00

Approved 4/9/85

Revised: 4/90, 12/96, 9/98,
12/02, 9/07, 9/15, 4/17, 9/18

ASSESSMENTS AND FEES

The SCA Board of Directors will establish and enforce such assessment and fee schedules as they deem necessary to operate and maintain the Summerfield facilities. When each year's operating and reserve fund budgets are approved, an annual assessment and fee schedule will be adopted (Policy E. 501).

Assessments for Residents of Houses, Townhouses and Condominiums

The annual assessment per occupant of houses, townhouses and condominiums is due and payable according to the fee schedule starting on January 2nd each year. If not paid by February 15th, the owner will be notified in writing and a late fee of \$25.00 per occupant plus interest at the rate of 12% per annum will be assessed. Vacant homes are assessed at the rate of one occupant, regardless of number of previous occupants or number on title.

"...Each owner of a residential unit, by acceptance of a deed therefor, whether or not it shall be so expressed in such deed or other conveyance, is deemed to covenant and agree to pay the Civic Association each such annual or special assessment and each such assessment shall be the personal obligation of the owner of such residential unit as of the date the assessment is declared due as well as a lien against the residential unit. No owner may avoid liability for the assessments provided for herein by non-use of the community facilities by himself or any occupant of the residential unit against which the assessment is levied." C&Rs, Sec. 2.3.1

Assessments for Residents of Apartments and at Summerfield Estates

The annual assessment per occupant at the Apartments and per occupant of the units at Summerfield Estates is due and payable on a monthly basis by the 15th of each month. The amount of the fee will be 1/12th of the annual assessment. Payment will be for the persons in all the living units occupied on the first day of each month. The owners of these residential complexes will be responsible for the payment of their respective assessments.

Annual Assessment Refund

The SCA annual assessment for a second occupant will be refunded on a pro-rated basis when one's residence in Summerfield terminates through death or from moving out of the

property on a permanent basis (such as to a nursing home). Pro-rated refunds will be calculated based on the date of move-out and must be requested in writing.

Golf Course Green Fees

A. Residents: Residents at Summerfield may choose to pay for their golf in one of two ways:

1. Pay the prescribed annual fee for unlimited golf and attach that year's identification tag to their golf bag. New residents will have their annual fee for unlimited golf calculated on a pro-rated basis based upon closing date of their property for their first year only. Annual tags must be purchased and displayed before playing the first round of golf.

2. Pay the prescribed daily green fees for residents and attach that day's tag to their golf bag.

B. Guests: Guests, when accompanied by a resident, will pay the prescribed daily green fees for guests and attach that day's tag to their golf bag. Guests must play in the same foursome with the Summerfield resident to qualify for the guest rate - otherwise, they will pay the public fee.

C. Staff: Summerfield Civic Association employees and employees of the SCA Golf Professional may play complimentary golf provided they work 20 hours or more per week. Guests of an employee will pay the guest rate and must play in the same foursome with the employee.

D. Public: All others will pay the prescribed daily green fees for public play and attach that day's tag to their golf bag. Public annual golf tags are available per policy E. 5.03.

Resident Annual Golf Tag Refunds

There will be no refunds issued for the Resident Annual Golf Tag (effective 1/1/19).

OTHER FEES

Golf Cart Permits

All golf carts used on Summerfield streets must display a current cart permit (whether or not you are playing golf). Permits are to be purchased each year by paying the prescribed annual fee. New residents cart fees will be pro-rated from the date of closing on the property. Residents who purchase a cart before February 15th will pay the full prescribed fee. Carts purchased after February 15th, (date other fees are delinquent) will be pro-rated. Residents who have purchased cart permits in previous years will be required to pay the full cart fee no matter the time of year the fee is paid. If the resident purchasing the new cart sells their old cart to another Summerfield resident, the original tag will be transferred with the cart and the resident purchasing the old cart must pay a pro-rated fee from the date of purchase. A new permit and number will be issued to the resident replacing the old cart at no charge. No prorated cart fee will be less than \$15. The fee for golf cart permits will not be refunded.

Golf Club Storage

The SCA shall furnish the area and utilities for the storage of golf clubs. The Golf Pro shall establish the annual fee, with approval by SCA Board, and shall retain such fees.

Locker Rental

Lockers are available for use by paying the annual prescribed fee. The fee for new residents will be calculated on a pro-rated basis based on the date of closing on the property. Rental fees are not refundable.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. E. 5.01
Approved: 4/9/85
Revised: Annually

2023 CIVIC ASSOCIATION ASSESSMENTS AND FEES

CIVIC ASSOCIATION ANNUAL ASSESSMENT (per person) \$650.00*

*Payable between January 3 – February 15, 2023.

*Vacant homes assessed at rate of just one person, regardless of number of previous occupants

*Late fee of \$25.00 plus 12% per annum will be assessed after February 15, 2023.

RESIDENT ANNUAL GOLF TAG (per person) \$600.00*

*Must purchase tag before playing golf

PUBLIC ANNUAL GOLF TAG (per person – see policy E.5.03) \$800.00

DAILY GREEN FEES - 9 holes:

	<u>Residents</u>	<u>Guests</u>	<u>Public</u>
Winter Rate – All Days (January through March, and November through December)	\$ 12.00	\$ 13.00	\$ 14.00
Summer Rate – Weekdays (April through October)	\$ 12.00	\$ 14.00	\$ 16.00
Summer Rate – Weekends & Holidays (April through October)	\$ 14.00	\$ 16.00	\$ 18.00
Punch Cards (8 rounds)	\$ 96.00		\$ 120.00
Junior Rate (ages 8 through high school)			\$ 11.00
GOLF CART PERMITS:	\$110.00		

Note: Summer rate for 18-holes for Resident is \$22/\$26, for Guest w/ Resident is \$26/\$30 and for Public is \$30/\$34 (weekday/weekend)

Note: 'Twilight Rate' and start date / time set at Golf Pro's discretion

Note: Active duty military personnel (with ID) play free round when accompanied by paying player

LOCKER RENTALS:

Mens & Womens Fitness Center 3 ft. - \$12.00 / 6 ft. - \$18.00 / Box - \$6.00
(Price based on size of locker)

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. E. 5.02
Approved: 2/12/91
Revised: 11/22

COMPLIMENTARY GOLF POLICY

Green fees will be waived for the SMGC Home and Home tournaments and the SWGC Exchange Day.

Complimentary golf for SMGC/SWGC "Member/Guest" Day should not be for more than one day.

SUMMERFIELD EMPLOYEES - refer to page 2 of Sec. E 5.00.

TIGARD HIGH SCHOOL FACULTY - For this one-day, 9-hole event involving approximately 20 guests from the school the complimentary policy continues.

VETERAN'S DAY GOLF – Annual Veteran's Day Golf Day & BBQ- For this one day, any resident or non-resident veteran may sign up for one round of complimentary golf as tee times permit.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

Sec. E. 5.03
Approved: 12/11
Revised: Annually

PUBLIC ANNUAL GOLF TAG

Summerfield offers an Annual Golf Tag to the general public. The Public Annual Golf Tag allows the golfer to have unlimited play on the golf course during public play days/times. Tee times may be made up to one week in advance (except for weekends/holidays, which can be made the Thursday before).

The following conditions apply:

- The Annual Golf Tag is valid for a calendar year only, January 1 – December 31, 2023.
- The Annual Golf Tag price for 2023 is \$800 (not prorated).
- The Annual Golf Tag availability for 2023 is a maximum of 25 sold.
- The Annual Golf Tag is **non-transferable and non-refundable.**

The Public Annual Golf Tag may be purchased through the Summerfield Office or the Summerfield Golf Pro Shop, payable by cash or check only. The Public Annual Golf Tag will be the same tag that is used by residents, however, it will be labeled with the owner's last name and the word 'PUBLIC', and an identifying number (starting with #1). The office will provide a detailed sales listing to the Golf Pro Shop monthly with the names and tag numbers sold.

The price, availability, and conditions of the Public Annual Golf Tag are subject to change upon approval of the SCA Board of Directors.

Date

Name

Address

City, State and Zip

Phone

Email



SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION F

Facilities INDEX

6.10	Clubhouse	Rev. 10/06
	Application for use - page 1	
	Rules and regulations - page 2	
6.13	Temporary Resident Form	Rev. 1/89
6.14	Lower Level Game Room Rules	Rev. 8/09
6.20	Golf course	Rev. 6/97
6.21	Golf Course Rules	Rev. 7/21
6.30	Swimming Pool	Rev. 6/91
6.31	Swimming Pool Rules	Rev. 5/15
6.51	Tennis Court Rules	Rev. 6/91
6.55	Community Benches Guidelines	Rev. 2/10
6.60	Common Areas Expected Behavior	App. 5/14

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

CLUBHOUSE

Sec. F 6.10
Date approved: 10/06

The Clubhouse is for the use of dues-paying members of the Summerfield Civic Association, and their guests.

Clubs and committees need to call the person in charge of the calendar to clear the desired dates, followed by filling out a clubhouse use application and submitting the appropriate checks.

The same procedures must be followed by individuals for personal use of the Clubhouse.

POLITICAL

1) The applicant will be a Summerfield resident and the application is treated as a "private party" with appropriate fees paid.

2) This type of application will be signed by a Summerfield resident, a Summerfield organized club, CHC, or SCA Board, and open to all Summerfield residents. At the same meeting, equal time for opposing candidates, parties, or positions will be provided, and no fees charged. Also, the clubhouse will be a designated Washington County precinct or polling place for Summerfield residents.

COMMERCIAL

The Clubhouse will not be available for strictly commercial purposes. This does not exclude professional instructors hired for classes consisting of Summerfield residents only, or for the benefit of residents sponsored by the Association or a club of the Association.

RESIDENT USE OF FACILITIES

The Administrative Office will maintain a record of the names of all permanent residents, including apartments and estates, whether the membership is paid by the resident or by a landlord. This resident will be issued a key to the Clubhouse, upon payment of the required fee, and will be granted all SCA privileges of an Associate Member. Guests of a resident can use the facilities only when accompanied by the member. Food restrictions apply (see Clubhouse Use form). Additional restrictions, such as swimming pool rules, must be complied with. Restriction of use of facilities does not include the golf course, which is open to the public.

One exception will be granted to the above. If the permanent resident (member) is absent from their residence, and they have given permission for someone to occupy their residence on a temporary basis, a temporary resident permit may be obtained from the Administrative Office, but there will be no Clubhouse privileges. To obtain a temporary permit, the permanent resident would be required to complete the form at the Administrative Office.

PETS ARE PROHIBITED IN THE CLUBHOUSE

Pets, including dogs, cats, or other pets, are not allowed in the Clubhouse, with the exception of working service dogs providing assistance to their owners.

A service dog as defined by the ADA is a dog that is individually trained to do work or perform tasks for people with a disability. The task(s) performed by the dog must be directly related to the person's disability.

An emotional support or therapy animal is not a service animal and cannot come into the Clubhouse.

SUMMERFIELD CLUBHOUSE USE APPLICATION FOR SCA COMMITTEES, CLUBS, ACTIVITIES, and SUB-ASSOCIATIONS EVENTS

Sec F 6.11a

Rev 03/16, 06/16, 10/19, 11/22, 1/23, 5/23

Please check the online calendar at www.summerfield55.org or call the SCA Office at 503-620-0131 to check the availability of the date. If your date is available, submit this application (both sides) to the SCA Office to be forwarded to the Clubhouse Committee. The Clubhouse Committee has the right to deny any event, and the applicant has the right to petition an appeal to the SCA Administrator and the Board of Directors.

Reservations are considered finalized after all completed forms have been received and confirmed by a letter from the SCA Office.

Group Requesting: _____
Resident-in-Charge (please print) _____
Email address: _____
Phone: _____ **Application Date:** _____

Requested Day and Date of Function: _____
Type of Function: _____ **Catered by:** _____
Set-up Start Time: _____ **Event Start Time** _____ **Event End Time** _____
We'll be using: ☐ Kitchen ☐ Ballroom ☐ Lakeview Room ☐ Game Room ☐ Conference Room
☐ Art Room ☐ Downstairs ☐ Other

Please Note:

- Maximum capacity signs in Ballroom & Lakeview Room MUST be followed.
- All requests for the use of parking lots or common areas will be submitted to the SCA office and routed to the Clubhouse Committee for consideration.
- The Clubhouse alarm is automatically activated at 11:00 PM unless prior arrangements are made with SCA Office.
- Requests for temperature adjustment must be submitted to the SCA Office one week prior to the event.
- SCA Maintenance does not provide after-event clean-up.
- All groups are responsible for following clean-up procedures which include the kitchen and all floors.
- SCA Committees, Clubs, and Activities may request SCA Maintenance room set-ups/tear-downs depending on availability. Submit the Set-up form.
☐ Check here if you plan to request a Set-up/Tear-Down seven (7) days in advance of the event date.

Please read each rule, initial that you understand it, and agree to comply. The resident applicant is responsible for adherence to all rules of use and cleanup. Future Clubhouse use privileges may also be revoked for non-compliance of rules and/or cleanliness.

1. Initial: _____ Clean kitchen and floors of rooms used of debris and spills at end of the event.
2. Initial: _____ Key for the microphone and sound system can be picked up at the SCA Office before noon on the last business day prior to your event. Immediately following the event, drop the key into the mail slot below the office window.
3. Initial: _____ Outside doors or windows are not to be propped open.
4. Initial: _____ No rice, birdseed, confetti, glitter, or other small particulates material may be thrown in the Clubhouse, parking lot, or on the grounds.
5. Initial: _____ Do not hang items on the walls or windows (no tape, push pins, staples, etc.)
6. Initial: _____ No pets allowed in Clubhouse except for working service dogs with their owner.
7. Initial: _____ Balloons are permitted but MUST be taken down and removed after the event.
8. Initial: _____ Fire Department regulation requires you to not block any doorway with table/chairs
9. Initial: _____ Only LED candles are permitted.
10. Initial: _____ No alcohol may be sold. Caterers must have licensed servers & liquor liability insurance.
11. Initial: _____ Please restrict food and drink to the rooms you have reserved.
12. Initial: _____ Put all chairs and tables back to the standard design posted on the wall in each room. Thank you for not dragging them.
13. Initial: _____ If you move any furniture or decoration, please return it to the original location.

INDEMNIFICATION

Each of us agrees to defend and hold the Summerfield Civic Association harmless from, and indemnify it, for every claim made or suit, action, or other proceeding which is, or may be alleged to be related to, or other way connected with any incident, wrongful act, breach of duty, neglect, error, misstatement, misleading statement, omission of any other act done or wrongfully attempted by the Association, its agents, or others, also including reimbursement of the amounts and expenses paid in settling any such action suit or proceeding when settling is deemed by the Association appropriate and in the best interest of the Association. I have read and agree to abide by the information on both pages of this form.

Resident-in-Charge Signature _____ Date _____

Please do not write in this space.
Clubhouse Event Coordinator Signature _____
Date Posted on Clubhouse Calendar _____

SUMMERFIELD CLUBHOUSE USE APPLICATION FOR RESIDENT PRIVATE EVENTS

Sec. F.6.11b
Rev 5/23

- Summerfield residents may request private use of the clubhouse for their family groups and friends-related events, such as a resident's birthday, a resident's anniversary, and similar events. The event must be hosted and attended by a Summerfield resident, except for a resident's memorial service.
- Summerfield is not a conference center, and its facilities are not for the use of outside affiliated groups or events.
- The Clubhouse Committee has the authority to deny any event, and the applicant has the right to petition an appeal to the SCA Office and/or Board of Directors.

Reservations are considered finalized after all completed forms have been received and confirmed by a letter from the SCA Office.

PROCEDURE:

1. Check for the availability of your date on the calendar at www.summerfield55.org or by calling the SCA Office at 503-620-0131. If your date is available, submit this application (both sides and signed by the resident making the reservation) to the SCA Office to be forwarded to the Clubhouse Committee.
2. **When the request is approved** (you will have received a letter to that effect) finalize the event with the submission of a copy of the form and a check for the required deposit amount made payable to SCA to the SCA office.
3. **Private parties shall pay the following deposit and user fees:**
 - a. **Required Deposit - \$300** When necessary to withhold some or all the deposit, the amount will be determined by the SCA Administrator and/or SCA Board of Directors within 10 working days after the event. Allow up to 10 days for deposit refund.
 - b. **User Fee - \$3.00** for each non-SCA resident, to be paid after the event.

Host Resident's Name (please print) _____
Address: _____
Email Address: _____
Phone: _____ **Application Date** _____

Requested Day and Date of Function: _____
Function: _____ **Catered by:** _____
(Dinner, Birthday, Anniversary, etc.)
Set-up Start Time: _____ **Event Start Time** _____ **Event End Time** _____
Total # of People Attending: _____ **Number living in Summerfield** _____ **Number of non-SCA Guests** _____
We'll be using: ☐ Kitchen ☐ Ballroom ☐ Lakeview Room ☐ Game Room ☐ Conference Room
☐ Art Room ☐ Downstairs ☐ Other

4. **All private events require a monitor who must be a Summerfield resident.** As a host, you cannot act as a monitor, but you may propose another resident as your monitor. The Clubhouse Committee's Event Coordinator determines all monitoring needs and assigns as needed. Committee assigned Monitors are to be paid a fee of \$10/hour per monitor at the end of your event.

5. **Proposed Monitor's Name** _____ **Phone** _____ **Email** _____

6. **Please Assign me a Clubhouse Monitor** []

7. **The Host and Monitor must meet with the Clubhouse Committee's Event Coordinator** several weeks prior to the event to become familiarized with the use of the rooms and kitchen equipment.

8. **Please read each rule below and initial that you understand it and agree to comply.** The resident applicant is responsible for adherence to all rules of use and cleanup. Future Clubhouse use privileges may be revoked for non-compliance of rules and/or cleanliness.

Initial: _____	Clean Kitchen and floors of rooms used of debris and spills at end of the event.
Initial: _____	Key for microphone and sound system can be picked up at the SCA Office before noon the business day prior to your event. Immediately following the event drop the key into the mail slot below the office window.
Initial: _____	Outside doors and windows are not to be propped open.
Initial: _____	No rice, birdseed, confetti, glitter, or any particulate material may be thrown in the Clubhouse, parking lot, or on the grounds.
Initial: _____	Do not hang items on the walls or windows (no tape, push pins, staples, etc.)
Initial: _____	No pets allowed in the Clubhouse except for working service dogs with their owner.
Initial: _____	Balloons are permitted but MUST be taken down and removed after the event.
Initial: _____	Fire Department regulations require you to not block any doorway with table/chairs.
Initial: _____	Only LED candles are permitted.
Initial: _____	No alcohol may be <u>sold</u> . Caterers must have licensed servers & liquor liability insurance.
Initial: _____	Please restrict food and drink to the rooms you have reserved.
Initial: _____	All non-resident guests are restricted to the area applied for, except for restrooms. No golf course, tennis court, swimming pool or downstairs use.
Initial: _____	Put all chairs and tables back to the standard design posted in each room. Thank you for not dragging them.
Initial: _____	If you move any furniture or decoration, please return it to the original location.

9. **Monitors are instructed to be rigorous in requiring total cleanup in the rooms.** Rooms will be inspected after your event and deposits will be retained if clean-up is not acceptable. Please refer to the Checkoff List in the kitchen, which must be checked off, signed, and left on the island counter or put in front office mail slot.

10. **Notes:**

- Maximum capacity signs in Ballroom & Lakeview Room **MUST** be followed.
- All requests for the use of parking lots or common areas will be submitted to the SCA office and routed to the Clubhouse Committee for consideration.
- SCA Maintenance does not provide after-event clean-up.
- All groups are responsible for following clean-up procedures which include the kitchen and floors.
- The Clubhouse alarm is automatically activated at 11:00 PM.

11. **INDEMNIFICATION**

Each of us agrees to defend and hold the Summerfield Civic Association harmless from, and indemnify it, for every claim made or suit, action, or other proceeding which is, or may be alleged to be related to, or other way connected with any incident, wrongful act, breach of duty, neglect, error, misstatement, misleading statement, omission of any other act done or wrongfully attempted by the Association, its agents, or others, also including reimbursement of the amounts and expenses paid in settling any such action suit or proceeding when settling is deemed by the Association appropriate and in the best interest of the Association. I have read and agree to abide by the information on both pages of this form.

12. **Host Resident's Signature:** _____ **Date:** _____

Please do not write in this space.

Clubhouse Event Coordinator Signature _____

Date Posted on Clubhouse Calendar _____

CHECKOFF LIST FOR BALLROOM, LAKEVIEW ROOM, AND KITCHEN

SEC. F 6.12

REV. 1/92, 3/93, 10/94, 2/95, 4/96, 3/98, 10/98, 12/10, 4/18, 11/22

LEAVE THIS FORM ON THE KITCHEN COUNTER Private Party deposits will be returned after this form is completed and the facilities are inspected. All rooms must be cleaned immediately following your event.

The Resident-in-Charge/Club is responsible to ensure that kitchen and all floors are cleaned. Check or mark N/A below:

Lakeview Room and Ballroom

- _____ Clean tables and put them back according to the diagram posted in each room.
- _____ Use dust mop on all floors to clean-up debris; mop found in storeroom.
- _____ Use the microfiber mop to wet-mop spills on floors.
- _____ Tie garbage bags tightly and place into trash cans in storage room off the kitchen.
- _____ Fold the partition between rooms back into the wall.
- _____ Return Podium to the storage area.
- _____ Turn off the microphone, lock in the cupboard and put key into mail slot under office window.
- _____ Turn off the speaker system in the storage room, under the white box.
- _____ Pull on outside door handles to check they are closed tightly and then turn off the lights.

Kitchen and Storage Areas

- _____ Wash the kitchen counters and sinks.
- _____ Tie garbage bags tightly and place into garbage cans in storage room off the kitchen.
- _____ Empty and clean the refrigerators, ovens, Dishwasher, and Sanitizer.
- _____ Used towels and table cloths must be home laundered and returned next day.
- _____ Mop any floor spills with microfiber mops hanging on wall outside back kitchen door.
- _____ Check that ovens and Sanitizer are turned off.
- _____ Check outer door in storage room to ensure it is locked and bolted.
- _____ Turn off the lights. Night light will remain on.
- _____ Number of tablecloths___ and towels___ taken to be laundered and returned the next day.

Required cleanup has been completed to my satisfaction:

Resident-in-Charge Signature _____ Date _____
Phone _____ Function _____ Monitor's Signature _____ All Ok []

A resident must remain in the Clubhouse until checklist is completed and be the last person to leave, making sure all doors are locked and all lights are turned off except for the night lights, which are clearly marked on the switch plates.

marks (Non-residents in attendance if applies): _____

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

TEMPORARY RESIDENT FORM

Sec. F 6.13
Approved: 6/11/85
Revised: 1/10/89

I, _____ will be absent

from my residence, located at

(address)

from _____ to _____.

I have given permission for _____
(full name of temporary resident)

to occupy my residence during my absence.

I will assume responsibility for their actions should a financial liability be incurred. I agree that the SCA board may rescind this privilege at any time the action of the temporary resident so warrants.

There will be no clubhouse privileges.

(member's signature)

(date)

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

LOWER LEVEL GAME ROOMS RULES AND REGULATIONS

Sec. F 6.14
Approved: 6/11/85
Revised: 5/91, 8/09

- 1) GUESTS MUST BE ACCOMPANIED BY A QUALIFIED SUMMERFIELD RESIDENT. THE RESIDENT IS RESPONSIBLE FOR THEIR GUESTS.
- 2) Billiard tables may only be used by players **16** years of age or older.
- 3) Ping Pong and Card tables may be used by players **10** years of age or older.
- 4) No limit is currently placed on the length of time one resident or group of residents may use the Lower Level Game Rooms. However, in the event that others are waiting, it is expected that the use of these facilities would be relinquished within one hour.
- 5) Sitting on tables is prohibited.
- 6) When finished using the equipment, please return it to the proper storage location.
 - a. Cues to their racks, and if no others are waiting to play, brush and cover tables and rack balls.
 - b. Ping Pong paddles and balls stored in the rack provided, tables cleared and ready for the next players.
 - c. Card tables cleared for the next players.
- 7) If no one is waiting to play, turn off the lights after you are finished.
- 8) Members will be expected to "inspect" the area before they leave. Please make sure the area is cleaned of any items brought into the rooms and all of the outside doors from the game rooms are closed are locked.
- 9) **MEMBERS MUST BEAR RESPONSIBILITY IF DAMAGE TO GAME TABLES OR OTHER EQUIPMENT OCCURS.**

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

GOLF COURSE

Sec. F 6.20
Approved: 6/11/85
Revised: 6/9/97

Any suggested changes in the Summerfield Golf Course property shall be referred to the Greens Committee for their recommendation.

Golf balls in the lakes are the property of the Golf Professional. Golfers are entitled to retrieve their balls while playing.

The golf course will be closed every Monday morning from daylight until 10:00 A.M. from April 1 through September 30 for course maintenance. All other days it will open at 7:30 A.M.

No major removal or restoration of trees will be made anywhere on the golf course areas without Board approval.

The Civic Association Board may engage a golf course marshal to be on duty from April 1 through August, and the pay will be established by the Board.

All golf course rules are listed in Section F 6.21.

SUMMERFIELD GOLF COURSE RULES

Sec. F 6.21

Revised: 11/20/06, 11/9/09, 9/10/12, 7/15, 3/17, 11/18, 1/20, 7/21

Summerfield has an outstanding golf course. In order to maintain this outstanding course in the most economical manner, and to maintain the pleasant atmosphere of Summerfield, it is important that all golfers adhere to these rules.

1. GOLF COURSE USE: The golf course, including cart paths, is to be used only for playing golf. Any other use, day or night, as riding, either in golf cars or on bicycles, jogging or walking, is prohibited. The Golf Pro Shop staff, at their discretion, may approve a non-golfer to accompany a paid golfer as a walker/rider, provided the course is not busy. Annual golf dues from Summerfield residents are payable before playing 1st round of golf for current year.

It is prohibited to feed the ducks or geese on any part of the golf course; pets are not allowed on the course or in golf cars (exception: service animals).

It is prohibited to play or search for a golf ball on private property. The white stakes and/or lines define the perimeter of the golf course. All residential property on the opposite side of the stakes and/or lines is considered private property. **PLEASE DO NOT TRESPASS.**

Golf course ponds are intended to be an integral part of the game of golf. If **your** golf ball ends up in one of the ponds, you may retrieve your ball as long as you can do it without entering the pond. **It is strictly prohibited to retrieve additional balls at any time.** Please be aware that all ponds are filled with reclaimed water.

2. GOLFER RESPONSIBILITY: All players using the facilities of the Summerfield Golf Course must abide by the course rules, accepting full responsibility and assuming all risk of injury to themselves, all liability to others, and for any property damage to the course and private residences caused by them while on this golf course. **ALCOHOL IS NOT PERMITTED ON THE GOLF COURSE.**

Course management reserves the right to deny play to any person.

3. TEE TIMES: Tee times may be made one week in advance. (Exception: Summerfield Annual Passholders may only make weekend/holiday tee times starting on the Thursday before). Those who have signed up for golf must report in at the Pro Shop at least 15 minutes prior to their scheduled tee-off time; if golfer is not present, the tee time will be forfeited. If you are unable to meet the scheduled time, please call the Pro Shop at least 30 minutes prior to the scheduled time.

4. REGISTRATION: Each person must be registered at the Pro Shop prior to start of each round, have their own bag and clubs, and start at #1 tee, except for special games. Public players and guests of members will use the cash register receipts/colored tags to verify that proper fees have been paid if challenged by the Starter or Marshal. If Pro Shop is closed and you have an Annual Pass/Off-Season Pass, you may still play golf as long as you start on the #1 tee.

Players who register to play nine holes and then desire to play a second round will be given the 1st available tee time. No one playing a second round is allowed to step in front of another booked tee time.

Singles and twosomes may start only after approval by the Starter; no more than four players are permitted to play in one group, except as approved by the the golf shop staff.

No more than two golf cars per group are permitted, except when carts are restricted to cart paths. Powered carts and hand carts must be kept on the golf cart paths at tee sites.

5. **CHILDREN:** Children 7 years and under will not be permitted on the golf course at any time. This includes riding in golf carts and practice putting greens. Golfers age 8 to 15 may play with proper supervision (as determined by the Pro Shop).

6. **ETIQUETTE:** Nine holes of play should be completed in a maximum of two hours and fifteen minutes; slow players should allow faster players to play through when the next hole is open. Courtesy is primary. Practicing on the course is prohibited. Chipping onto the practice green from a greater distance than 10 feet is prohibited.

7. **GOLF ATTIRE:** Players must wear suitable attire - shirts and shoes are required. Swimming trunks, high heels, halters or tank tops are not permitted, as specified in Summerfield dress code posted in the Pro Shop.

8. **POWERED CARS AND CARTS:** Power carts must display the Summerfield Annual Registration Fee sticker. Cars and carts must be kept at least 30 feet from greens, and pull carts 10 feet from greens and not be pulled between bunkers and greens.

9. **REMEMBER:** Replace divots (yours and other ones); repair ball marks on greens; rake bunkers; and replace rake in the bunker.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

SWIMMING POOL

Sec. F 6.30

Date approved: 6/11/85

Revised: 6/18/91

The swimming pool will be maintained by a combination of volunteers, commercial maintenance, and the custodian.

Swimmers: Residents using the pool should be sure the rope is up which divides the deep from the shallow ends of the pool. The rope should be up from 10:00 A.M. to 1:00 P.M., and 7:00 to 8:00 P.M. - the only hours children under 18 are allowed to use the pool. The Administrator and the Board advisor will determine when to open the pool.

Volunteers: Volunteers will be recruited to work a week at a time through the season. Their week will be from Saturday morning through Friday evening. The checks listed below will be performed three times daily on Saturday and Sunday at approximately 7:00 A.M., 12:00 noon and 5:00 P.M. These checks will be made and recorded on the work sheet posted in the pool house.

From the information on the work sheet the Custodian or other responsible person will adjust the temperature, the water level and adjust the chlorine content. If volunteers feel a correction should be made, or any problem at the pool needs immediate attention, the volunteer should contact the Custodian, Administrator or the Board member in charge of the pool. Two such areas would be if the chlorine gets below 1.0, or the water pressure goes below 80. Checks which are to be made daily and recorded on the work sheet are:

- 1) chlorine test (try to maintain at 2.0, although 1.0 to 1.5 is O.K.)
- 2) record number of people who used pool the previous day
- 3) record the pool temperature

A pool maintenance company, under supervision of the Administrator and Pool Board Advisor, will be responsible for the overall maintenance of the pool.

The pool will not be available for private parties.

SWIMMING POOL RULES

Residents and guests can help make our Summerfield swimming pool and area safe and enjoyable for all by observing the following:

- Remember: No lifeguard is on duty. We are each responsible for our own safety.
- The pool and enclosure area are strictly non-smoking.
- Enter your name and arrival time on the sign-in sheet posted on the bulletin board.
- If you bring guests (up to four per household), indicate how many on the sign-in sheet and stay with them while at the pool.
- Take a cleansing shower before entering the pool and after using the toilet.
- Cover chairs and lounges with a robe or towel when using sun lotion or oil.
- You and your adult guests may use the pool at any time.

Youth Swimming Pool Rules

- **Hours: Daily from 11 AM to 1 PM and 6:00 PM to 7:30 PM**
- Grandparents or other adults accompanying youth are responsible for their safety and appropriate behavior while at the pool.
- No diving, running, roughhousing, or cannonballing.
- No toys, inner tubes, air mattresses, fins, or surfboards.
Note: Youth may bring their own diving rings and rods and must take them home when finished.
- No children of diaper age in the pool or in the pool enclosure area.
- Safety ropes must be up during youth swimming hours.
- Youth are expected to respect others using the pool area and will be asked to leave if they are not.

SCA and Oregon State Swimming Pool Regulations

Help keep our water and pool area safe

- Do not use the pool if you have had diarrhea in the past two weeks or a disease communicable by water.
- Immuno-compromised individuals should use caution when using a public pool.
- Shower yourself and your child before entering the pool or after using the toilet.
- Children of diaper age or in diapers of any kind are not allowed in the pool-enclosed area.
- No person under the influence of alcohol may use the pool.

The following are not allowed at the pool or pool area

- No food or drink (except water in plastic bottles); no glass or plastic that could shatter.
- No swimming in cut-offs or street clothing (except a shirt for sun protection).
- No diving, running, roughhousing, or cannonballing.
- No persons with a communicable disease.
- No swimming with bandages of any kind.
- No parties.
- No animals.

Other

- Dressing rooms and pool gates are locked at all times; you may use your Clubhouse fob/card to open them.
- Adults and children may use swimming safety devices like flotation aids attached to the body.
- Adults may use "noodles" during adult swimming hours only.
- Residents younger than 55 must carry their SCA membership card and be prepared to show it if asked; otherwise, they may be asked to leave.
- The pool is closed for maintenance Tuesday mornings from 7 AM to 9 AM. No one may be in the pool during that time.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

TENNIS COURT RULES and REGULATIONS

Sec. F 6.51
Rev. 6/12/91

1. The key to the tennis court gate is the same as for the clubhouse.
2. Play is limited to SCA members and their guests; guests must be with resident.
3. Play time is limited to one hour if other players are waiting to play.
4. No one under 12 years of age may use the courts.
5. Civic Association members have priority for play.
6. Appropriate dress code is required at all times. Tennis type shoes are required.
7. The last players to use the courts should lock the gate as they leave.
8. A resident with guests is limited to one court if others are waiting.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

COMMUNITY BENCHES GUIDELINES

Sec. F. 6.55
Approved 2/10

- 1) 'Community Sidewalk Benches' of uniform design will be furnished, installed, maintained and owned by the Summerfield Civic Association. All such benches are for general public use regardless of specific location. Design and location of benches must be approved by the Summerfield Board of Directors, Architectural and Landscape Committees, and may only be installed in publicly owned right-of-ways as approved by the City of Tigard or homeowner association properties.
- 2) Detailed drawings including proposed locations, design parameters, funding and maintenance expenses shall be presented to the SCA Board of Directors for approval prior to proceeding with any program to furnish and install the benches. Project design shall incorporate materials for the greatest life cycle use and minimal maintenance requirements and as may already be in play with current industry standards for outdoor public benches. Installation is to be performed by a qualified contractor with a City of Tigard approved concrete mounting pad with anchors to avoid tipping. Placement and appearance must take into consideration the general aesthetic of the surrounding area and be acceptable to the adjacent property owner(s).
- 3) The Architectural Committee will perform an annual visual inspection of the community benches to confirm structure safety and cleanliness. If it is determined the benches need any maintenance such as washing or painting, a volunteer committee shall be assembled to perform the maintenance.

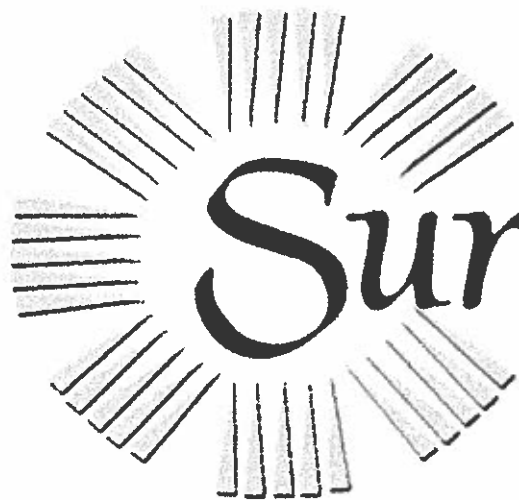
SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

COMMON AREAS EXPECTED BEHAVIOR

Sec. F. 6.60
Approved 5/14

When entering any of Summerfield's common areas, including the Clubhouse, tennis courts, swimming pool, golf course and common area landscaped areas, the following behavior is expected by all Summerfield residents, employees, vendors and visitors:

- Courteous
- Cordial
- Calm voices
- Respectful
- No foul language
- No inappropriate or threatening behavior/language



Summerfield

SUMMERFIELD CIVIC ASSOCIATION POLICIES AND PROCEDURES MANUAL

SECTION G

Miscellaneous INDEX

7.01
7.02

Gifts & Memorial Donations
Golf Donations

Rev. 2/10
App. 5/13

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

GIFTS and MEMORIAL DONATIONS

Sec. G 7.01
Approved 10/13/92
Revised 3/8/94, 2/10

In 1990 a committee investigated setting up a Memorial Foundation in Summerfield similar to the one in King City. The outcome was that our accountant, Pauly & Rogers, said we do not qualify because we are a private organization. We can accept gifts as long as the giver realizes that the gift is not tax exempt.

GIFTS AND MEMORIALS:

A Summerfield Civic Association Memorial Fund will accept gifts, donations and endowments to be used exclusively for the purchase, placement and maintenance of memorial structures and features. Structures and features may include benches, trees, shrubs, garden areas and other appropriate memorial concepts. The objective is for physical and mental comfort free of specific religious or political association for all Summerfield residents.

The donor may request a specific feature and site however, the Board of Directors (or their designee) will manage the funds with long-term goals in mind. The BOD may decide on alternative memorials that more appropriately meet SCA long term safety and maintenance requirements.

Gifts and memorials will no longer have plaques displayed. Instead, photographs of the gift or memorial will be displayed in the lobby of the Clubhouse for a period of one month. The photographs will then be placed in a book which will be kept in a permanent location in the library.

SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

GOLF DONATIONS

Sec. G 7.02
Approved 5/13

Summerfield Golf Course will have 50 available golf gift certificates to donate each calendar year. Preference is given to all local organizations/charities, especially those that have a tie in with a Summerfield affiliate.

Requests must be in writing and approved in writing by two of the three parties listed:
Administrator, Golf Pro and SCA Board President.

Golf gift certificate donations will be tracked by the Golf Pro Shop and SCA Office, with details filed regarding the request, approval and gift certificate information (number, expiration, etc.).