

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

January 9, 2023

**Present:**

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

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

Dianne Phelps, Director  
JJ Gattuccio, Director

**Absent:**

Lance Yunch, Apartments

Manager, Estates

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

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

**Golf Course Report – Palmer:** Evergreen Trees Services evaluated the trees throughout the golf course and identified trees that will need attention in the next couple of years. Two trees will be removed by golf course staff per recommendation from Evergreen, one near the 7<sup>th</sup> green and one near the 8<sup>th</sup>.

**Golf Pro Shop Report – R. Lindsey:** The golf course had the second-best December on record. Year to date the rounds were 1000 under 2021 with most of the loss in April and May during the heavy spring rains.

**City of Tigard Liaison Report – Sherman:** At the January 3 City Council Meeting, Mayor Heidi Lueb and City Councilors Yi-Kang Hu, Jai Raj Singh, and Maureen Wolf were sworn into office by Judge Oberdorfer.

**Treasurer's Report – Knutson:** Operating account: total income of \$27,250.96; total expenditures of \$113,207.39; Cash on hand as of 12/31/2022 \$598,315.10. Reserve account: total income of \$251.74; total expenditures of \$0.0; General reserve balance as of 12/31/22 \$1,370,443.18. New Buyer Fee income for December was \$12,034.25; New Buyer Fee expenses for December were \$39,746.92; New Buyer Fee interest was \$29.69; New Buyer Bank Fee charge was \$5.00. The New Buyer Fee account balance as of 12/31/22 was \$133,167.17. Total General Reserves plus New Buyers Fee Account as of 12/31/22 \$1,503,610.35. Checks written in December: From Key Bank Operating checking account regular checks: #19536-19588, paychecks: #50382-50394; From US Bank Reserves checking account checks: 0; From Washington Federal Reserves Checking Account checks: 252-255. A motion was made (Hughes), seconded (Blake), to approve the entire Treasurer's report.

**Unfinished Business:**

**Clubhouse Cleaning Contract**

The motion was made (Gattuccio) to accept PDX Pro Cleaners' contract for Clubhouse cleaning upon clarification of kitchen detail, seconded (Phelps). Motion passed.

### **Clubhouse Committee Policy and Procedure Updates**

The motion was made (Kellogg) to accept the changes/update to the Policy and Procedure pages D 4.20 and F 6.11, seconded (Hughes). Motion passed.

### **New Business:**

None

**Administrator's Report:** House bill 2534 has been filed and recorded by the county. 60 homes were sold in 2022. Assessment collection is going very well.

### **Directors' Roundtable:**

**Sharon Hughes: Pool—**No Report

**Steve Blake: CALC, Greens, Marketing—**

Motion made (Blake) to accept Barbara Kelley as Greens Committee Secretary and Buzz Smith as a new committee member. Seconded by Gattuccio. Motion passed. Marketing Committee meeting on Jan. 12. Calc meeting on Jan. 16.

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

**JJ Gattuccio: Arch/Landscape, Sub Associations –** Sub-association meetings have resumed and are planned for every other month starting in January. A& L meeting on Jan. 24.

**Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts –** Newcomers Committee had no tours in December and January. April 1<sup>st</sup> is a Newcomers Welcoming Wine Tasting Event.

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

**Tom Clancy: Website –** Board Training with Vial Fotheringham scheduled for Jan. 23.

Motion made (Phelps), seconded (Hughes), and approved to adjourn. The meeting adjourned at 10:48 AM. Motion passed. Next Agenda Meeting February 6, at 9 AM. The next regular Board Meeting is February 13, at 9:00 AM.

  
Tom Clancy, SCA Board President

  
Jennifer Stiffler, SCA Administrator

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

February 13, 2023

**Present:**

Tom Clancy, President  
Carol Knutson, Treasurer

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

Dianne Phelps, Director  
JJ Gattuccio, Director

**Absent:**

Lance Yunck, Apartments

Manager, Estates

Steve Blake, Director

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

**Minutes:** Errors were found in the minutes from January 9, 2023, regular Board Meeting, and need to be corrected before approval. Will be brought to March Board for approval.

**Golf Course Report – Palmer:** Absent.

**Golf Pro Shop Report – R. Lindsey:** Rob explained interesting facts about golf course grass growth and why play cannot happen during times of frost. Tree cleanup around the golf course is complete. The course was closed for a few mornings due to freezing. Annual pass sales are down as a result of long-time pass holders moving or passing away.

**City of Tigard Liaison Report – Sherman:** Tigard's new Universal Plaza should be complete in March and will be the new home of the Tigard Farmer's Market when it opens in May. Tigard Police Department is participating in speeding enforcement through March 31.

**Treasurer's Report – Knutson:** Was found incomplete due to financial statements being off. Will be corrected and reported at March Board Meeting.

**Unfinished Business:**

**Building Envelope Study**

The motion was made (Clancy) to accept the CERTA bid for the Clubhouse Building Envelope Study, seconded (Hughes). Motion passed.

**New Business:**

The motion was made (Gattuccio) to accept the changes presented for the Architecture/Landscape Manual to include clear stain on wood accents on homes on a case-by-case occurrence, seconded (Phelps). Motion passed.

The motion was made (Phelps) to accept D 4.00 and D 4.20 Policy and Procedure updates with additions, seconded (Gattuccio). Motion passed.

The motion was made (Knutson) to ask former Board President and Treasurer to assist with the upcoming 2022 Audit, seconded (Hughes). Motion passed.

**Administrator's Report:** Only one home sale so far in 2023 which occurred on the last day of January. Invite link sent to Board Members to sign up for network site HOA Leader. Assessments are going smoothly; invoices were sent out three weeks into the collection.

**Directors' Roundtable:**

**Sharon Hughes: Pool, Summary, Nominating Committee-** Working on creating Nominating Committee List and getting dates set for upcoming meeting times.

**Steve Blake: CALC, Greens, Marketing—** Absent.

**Dianne Phelps: Library, Neighborhood Watch Disaster Preparedness –** Disaster Preparedness and Neighborhood Watch are in the process of reorganization.

**JJ Gattuccio: Arch/Landscape, Sub Associations –** A motion was made (Gattuccio) to accept Clare Bronder as a new A/L Committee Member, seconded (Knutson). Motion passed. A/L still looking for one more new member – contact Scott Owen. Sub-Association Committee is looking for a chairperson.

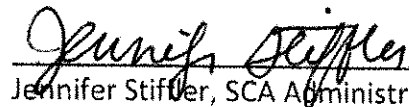
**Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts –** Fitness Committee is working on documentation, coming soon. Newcomers Event to be hosted on April 1<sup>st</sup>. A motion was made (Kellogg) to accept Valerie Wicklund as Secretary of the Clubhouse Committee, Kathleen Funicello, and Bev Anderson as new members of the Clubhouse Committee, seconded (Gattuccio). Motion passed. Three new Activity Groups were proposed. A motion was made (Kellogg) to accept Tai Chi hosted by Jane Miller, Piano Group hosted by Lydia Cooper, and retroactively accept Tuesday Happy Hour hosted by Carene Svoboda. Seconded (Gattuccio). Motion passed.

**Carol Knutson: Pro Shop, Volunteer Appreciation –** Volunteer Appreciation has an event coming up in April.

**Tom Clancy: Website –** No report.

Motion made (Phelps), seconded (Hughes), and approved to adjourn. The meeting adjourned at 11:22 AM. Motion passed. Next Agenda Meeting March 6, at 9 AM. The next regular Board Meeting is March 13, at 9:00 AM.

  
Tom Clancy, SCA Board President

  
Jennifer Stiffer, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION  
Board Meeting Minutes**

**March 13, 2023**

**Present:**

Tom Clancy, President  
Carol Knutson, Treasurer

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

Dianne Phelps, Director  
JJ Gattuccio, Director  
Steve Blake, Director

**Absent:**

Lance Yunck, Apartments

Manager, Estates

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

**Minutes:** A motion was made (Hughes) and seconded (Gattuccio) to accept the February Board Meeting Minutes. Motion passed.

**Golf Course Report – Palmer:** Zach attended the GCSA Conference in Florida in mid-February and said technology for Golf Course Maintenance was a main topic discussed and showcased.

**Golf Pro Shop Report – R. Lindsey:** Golf income is down about \$5700 due to rain and frozen ground closures.

**City of Tigard Liaison Report – Sherman:** Tigard Police completed a 45-page independent study, as requested as part of the \$3.8 million settlement for the death of Jacob Macduff who was killed by Tigard Police in 2021. Tigard Police have agreed to de-escalation training and creating a Washington County mental health team.

**Treasurer's Report – Knutson:** Total February income is \$265,385.58, total February expenditures are \$72,399.72, and total cash on hand as of 02/28/23 is \$1,059,277.87. The General Reserve beginning balance is \$1,730,219.73, the total income of \$21.28, the total expenditures are \$1,100, and the ending General Reserve balance as of 02/28/23 is \$1,729,147.27. The beginning balance of the New Buyer Fee is \$133,190.45, the New Buyer Fee income is \$4000.00, no NBF expenses, and NBF interest earned is \$25.57, with an ending balance of \$137,216.02. The total balance of the Reserve Accounts is \$1,866,363.29 as of 02/28/2023.

KeyBank checks written were 19647-19687, and paychecks written were 50399-50401. US bank checks written were 658-659. No WaFd checks were written.

**Unfinished Business:**

**January Board Meeting Minutes and Treasurer's Report**

The motion was made (Knutson) to accept the edited January Board Meeting Minutes and Treasurer's Report, seconded (Hughes). Motion passed.

**New Business:**

**New Writers Group Activity Approval**

Upon recommendation from the Clubhouse Committee, the motion was made (Knutson) to accept the new activity of a Writer's Group, seconded (Gattuccio). Motion passed.

### **Calc Tree Proposal**

The motion was made (Blake) to CALC's recommendation for Ash Tree Services to service several trees in Summerfield Common Areas, seconded (Knutson). Motion passed.

**Administrator's Report:** In February, 2 houses closed, and March has many homes set to close. A new Comcast contract has been signed to upgrade Clubhouse's internet and switch phone lines to Comcast from Allstream. AVS elevator has been out to look at the ADA Lift, awaiting a bid for repairs.

### **Directors' Roundtable:**

**Sharon Hughes: Pool, Summary, Nominating Committee-** Working on creating Nominating Committee List and getting dates set for upcoming meeting times.

**Steve Blake: CALC, Greens, Marketing—** Marketing Committee may need to develop a stronger marketing strategy for Summerfield.

**Dianne Phelps: Library, Neighborhood Watch Disaster Preparedness –** Met with Carol Bateman to discuss joining Disaster Preparedness and Neighborhood Watch Committees.

**JJ Gattuccio: Arch/Landscape, Sub Associations –** Irene Jordan is now Chairperson for the Sub Association Committee. Jon Erickson resigned as a member of the A/L Committee. A motion was made (Gattuccio) to accept Roy Wicklund as a new A/L member, seconded (Kellogg). Motion passed.

**Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts –** Newcomer's event on April 1<sup>st</sup> and the annual Newcomers Fair on September 30. Newcomer's members Georgia Meshke and Barbara Lance resigned from the Committee.

**Carol Knutson: Pro Shop, Volunteer Appreciation –** Volunteer Appreciation Event to be held April 19<sup>th</sup> from 4-6 PM for a happy hour.

**Tom Clancy: Website –** Attended the CAI Tradeshow and had a great time meeting vendors.

Motion made (Phelps), seconded (Gattuccio), and approved to adjourn. The meeting adjourned at 10:33 AM. Motion passed. Next Agenda Meeting April 3, at 9 AM. The next regular Board Meeting is April 10, at 9 AM.

  
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Tom Clancy, SCA Board President

  
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Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION  
Board Meeting Minutes**

**April 10, 2023**

**Present:**

Tom Clancy, President	Sharon Hughes, Vice President	Dianne Phelps, Director
Carol Knutson, Treasurer	JJ Gattuccio, Director	Steve Blake, Director
Jennifer Stiffler, Administrator		

**Absent:**

Penny Kellogg, Director	Lance Yunck, Apartments	Manager, Estates
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President Tom Clancy called the meeting to order at 9:00 AM.

**Minutes:** A motion was made (Hughes) and seconded (Blake) to accept the March Board Meeting Minutes. Motion passed.

**Golf Course Report – Palmer:** Golf Course crew is in the middle of aerification today and tomorrow, the rain is making the job more difficult. Zach has been bringing his dog by in the evenings to chase geese.

**Golf Pro Shop Report – R. Lindsey:** - No Report. Absent.

**City of Tigard Liaison Report – Sherman:** City of Tigard's Universal Plaza is set to open on April 15<sup>th</sup>. The Plaza will feature a splash pad, swings, food carts, an event area, and a boardwalk to Fanno Creek. Main Street Tigard is closed through May 5<sup>th</sup> from northbound from Tigard Street to Scroffins which affects traffic to the Post Office.

**Treasurer's Report – Knutson:** Total March income is \$47,574.99, total March expenditures are \$91,684.76, and total cash on hand as of 03/31/23 is \$1,194,944.10. The General Reserve beginning balance is \$1,729,147.27, the total income of \$.92, the total expenditures are \$678.03, and the ending General Reserve balance as of 03/31/23 is \$1,728,470.16. The beginning balance of the New Buyer Fee is \$137,216.02, the New Buyer Fee income is \$12,521.78, no NBF expenses, and NBF interest earned is \$29.39, with an ending balance of \$149,767.19. The total balance of the Reserve Accounts is \$1,878,237.35 as of 03/31/2023. KeyBank checks written were 19688-19747, and paychecks written were 50402-50403. US bank checks written were 660-661. No WaFd checks were written.

**Unfinished Business:**

**Durham & Bates Insurance Renewal**

The motion was made (Blake), seconded (Gattuccio) to increase the Durham & Bates Insurance to 4 million. Motion Passed. The motion was made (Hughes) to accept the Durham & Bates Insurance Package, seconded (Knutson). Motion passed.

### **New Business:**

#### **Parkinson's Support Group Approval**

Upon recommendation from the Clubhouse Committee, the motion was made (Blake) to accept the new activity of a Parkinson's Support Group, seconded (Gattuccio). Motion passed.

#### **Fitness Committee Proposal**

The motion was made (Gattuccio) to accept the Fitness Club to become the Wellness & Fitness Committee, seconded (Phelps). Motion passed. The motion was made (Blake) and seconded (Phelps) to accept Wellness & Fitness Committee executive members: Linda Mulligan (chairperson), Nancy (secretary), and Valerie Wicklund (Vice Chairperson). Motion passed. The motion was made (Knutson), and seconded (Phelps) to accept Wellness & Fitness Committee members: Sanna Warren, Carolyn Paul, Carene Svoboda, and Del Jordan.

#### **Fitness Committee Policy & Procedures**

The motion was made (Phelps), seconded (Hughes) to accept the new Policy & Procedures document C 3.10 Wellness & Fitness Committee Board Liaison.

The motion was made (Phelps) and seconded (Hughes) to accept P & P D 4.41 Wellness & Fitness Centers Rules and Regulations with requested edits. Motion passed.

The motion was made (Phelps) and seconded (Gattuccio) to accept P & P F 6.52 Wellness & Fitness Committee with requested edits. Motion passed.

#### **Copier Replacement**

The motion was made (Blake), seconded (Hughes) to accept the proposal from our current Copier Management Company CTX for a new copier machine at the cost of \$6500 and their maintenance contract. Motion passed.

**Administrator's Report:** In March, 6 houses closed, and April has many homes set to close. Nationwide Lifts is ordering parts to repair the ADA Lift. Comcast is beginning to upgrade our internet equipment throughout the Clubhouse, Pro Shop, and Maintenance Shop.

#### **Directors' Roundtable:**

**Sharon Hughes: Pool, Summary, Nominating Committee-** Pool is opening May 13<sup>th</sup>. The Nominating Committee will have its first meeting on April 27<sup>th</sup>.

**Steve Blake: CALC, Greens, Marketing—** Steve Blake made a motion, seconded (Phelps) to approve Lona Olson, Duane Deal, and Aurelie Snyder to remain on the Calc Committee. Motion Passed. The Marketing Committee is looking for more members.

**Dianne Phelps: Library, Neighborhood Watch Disaster Preparedness –** Disaster Preparedness Committee is preparing folders for newcomers. May 6<sup>th</sup> will be the next lecture with the speaker TBD.

**JJ Gattuccio: Arch/Landscape, Sub Associations –** A/L says that solar panels are a big item right now amongst the change requests. Sub-Associations is looking to change their meeting dates.

**Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts –** No report. Absent.

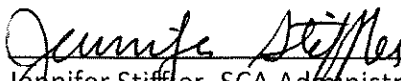
**Carol Knutson: Pro Shop, Volunteer Appreciation –** Volunteer Appreciation Event to be held April 19<sup>th</sup> from 4-6 PM for a happy hour.

**Tom Clancy: Website –** Building Envelop Study is scheduled for April 12<sup>th</sup>.



Motion made (Phelps), seconded (Knutson), and approved to adjourn. The meeting adjourned at 10:42 AM. Motion passed. Next Agenda Meeting May 1, at 8:30 AM. The next regular Board Meeting is May 8, at 9 AM.

  
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Tom Clancy, SCA Board President

  
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Jennifer Stifter, SCA Administrator

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

**May 8, 2023**

**Present:**

Tom Clancy, President  
Carol Knutson, Treasurer

Sharon Hughes, Vice President  
JJ Gattuccio, Director

Penny Kellogg, Director  
Jennifer Stiffler, Administrator

**Absent:**

Steve Blake, Director  
Manager, Estates

Dianne Phelps, Director

Lance Yunck, Apartments

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

**Minutes:** A motion was made (Hughes) and seconded (Kellogg) to accept the April Board Meeting Minutes. Motion passed.

**Golf Course Report – Palmer:** Two new employees on the Golf Course. Expecting a reoccurring seasonal worker to come back and then the Golf Course team should be set for the summer. Japanese Beetle traps are being set out by the Oregon Dept. of Agriculture.

**Golf Pro Shop Report – R. Lindsey:** First 15 days of April was heavy rain and cold temps which kept the golf course closed most of the time. Aerification was very difficult due to the weather and took a few extra days to complete. Great compliments from the public regarding the course. Residents are purchasing more punch cards than in the past. Public rounds are way up.

**City of Tigard Liaison Report – Sherman:** City of Tigard will host a Pride Parade on June 10. The route goes from 113<sup>th</sup> to Tigard High School down Durham Road. Traffic will be affected.

**Treasurer's Report – Knutson:** Total April revenue is \$62,211.86, total April expenditures are \$143,011.30, and total cash on hand as of 04/30/23 is \$926,176.97. The General Reserve's beginning balance is \$1,728,470.16, the total revenue of \$35.43, the total expenditures are \$0.00, and the ending General Reserve balance as of 04/30/23 is \$1,728,505.59. The beginning balance of the New Buyer Fee is \$149,767.19, the New Buyer Fee revenue is \$8,000, no NBF expenses, and NBF interest earned is \$30.94, with an ending balance of \$157,798.13. The total balance of the Reserve Accounts is \$1,886,303.72 as of 04/30/2023. KeyBank checks written were 19748-19810, and paychecks written were 50404-50409. No US Bank checks written. No WaFd checks were written.

Motion to accept treasurer's report made (Gattuccio), seconded (Hughes). Motion passed.

**Unfinished Business:**

**Clubhouse Activities Accepting Revenue**

The motion was made (Gattuccio), seconded (Knutson) to issue a notice to cease payment required to any activity that is charging a payment for participating in a class/activity in the form of revenue. Motion passed.

**New Business:**

**CALC Bark Dust Bid**

The motion was made (Hughes), seconded (Kellogg) to accept the bid from Innovative Landscaping to spread Bark Dust around CALC areas of the Clubhouse. Motion passed.

**Clubhouse Committee Painting Bid**

The motion was made (Kellogg) to accept the bid from Lou's Painting to complete the fireplace redesign and Game Room ceiling painting, seconded (Gattuccio). Motion passed.

**Policy and Procedure F 6.11 a & b Update**

The motion was made (Kellogg), seconded (Hughes) to accept the change Policy & Procedures document F 6.11 a & b to add the line that only service animals are allowed in the Clubhouse during events. Motion passed.

**Administrator's Report:** 4 homes sold in April. Insurance contract with Durham and Bates is signed and in action. ADA Lift repairs are complete. Comcast is still working on the phone/internet upgrade. The copier machine has been installed and is working wonderfully. Reserve Study is engaged. 7 residences are past due on assessments = 8 past due payments.

**Directors' Roundtable:**

**Sharon Hughes: Pool, Summary, Nominating Committee-** Pool is opening May 11<sup>th</sup>. The Nominating Committee has elected Pat VanOsdal and Valerie Wicklund as official candidates for the 2023-2024 Board of Directors. Meet the Candidates Night is June 22<sup>nd</sup> at 7 PM.

**Steve Blake: CALC, Greens, Marketing—** absent.

**Dianne Phelps: Library, Neighborhood Watch Disaster Preparedness –** Disaster Preparedness Committee is preparing folders for newcomers. May 6<sup>th</sup> will be the next lecture with the speaker TBD.

**JJ Gattuccio: Arch/Landscape, Sub Associations –** Sub Association meeting was held on May 2<sup>nd</sup>. The meeting will be moved to Tuesdays. A/L Committee has updated the guidelines for solar panels and mailboxes and will not have a May meeting.

**Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts –** Newcomer's meeting on May 11<sup>th</sup>. Men's Golf Club pursuing new By-Laws. Clubhouse Committee updates are that the Ballroom floors are being cleaned, replaced locks and keys to microphone cabinets, and sound equipment is up to date. 3 bids are in for the proposed kitchen remodel. Clubhouse Committee has a sub-committee formed for the Clubhouse Living Room remodel.

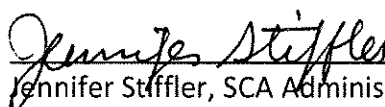
**Carol Knutson: Pro Shop, Volunteer Appreciation –** No report.

**Tom Clancy: Website –** No report.

Motion made (Gattuccio), seconded (Kellogg), and approved to adjourn. The meeting adjourned at 10:21 AM. Motion passed. Next Agenda Meeting June 5, at 8:30 AM. The next regular Board Meeting is June 12, at 9 AM.



Tom Clancy, SCA Board President



Jennifer Stiffles, SCA Administrator

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

June 12, 2023

**Present:**

Tom Clancy, President	Sharon Hughes, Vice President	Penny Kellogg, Director
Carol Knutson, Treasurer	JJ Gattuccio, Director	Jennifer Stiffler, Administrator
Steve Blake, Director	Dianne Phelps, Director	

**Absent:**

Lance Yunck, Apartments	Manager, Estates
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President Tom Clancy called the meeting to order at 9:00 AM.

**Minutes:** A motion was made (Hughes) and seconded (Knutson) to accept the May Board Meeting Minutes with correction. Motion passed.

**Golf Course Report – Palmer:** Everyone on the golf crew is doing a great job.

**Golf Pro Shop Report – R. Lindsey:** Golf Course had a poor first four months but a great May. Lots of golf course compliments. May had a record-breaking number of rounds played, even beating out covid record.

**City of Tigard Liaison Report – Sherman:** Lots of events happening in the City of Tigard: Juneteenth Celebration at Cook Park on June 17<sup>th</sup>, Popsicles with Police on June 20<sup>th</sup> at Universal Plaza, June 23-25 is the Annual Tigard Festival of Balloons, and National Night Out is coming up August 1<sup>st</sup>.

**Treasurer's Report – Knutson:** Total May revenue is \$94,890.74, total May expenditures are \$123,793.65, and total cash on hand as of 05/31/23 is \$904,857.30. The General Reserve's beginning balance is \$1,728,505.59, the total revenue of \$19.50, the total expenditures are \$3,750, and the ending General Reserve balance as of 05/31/23 is \$1,724,775.09. The beginning balance of the New Buyer Fee is \$157,798.13, the New Buyer Fee revenue is \$6,000, no NBF expenses, and NBF interest earned is \$33.55, with an ending balance of \$163,831.68. The total balance of the Reserve Accounts is \$1,888,606.77 as of 05/31/2023. Heritage Bank checks written were 5001-5035, KeyBank checks written were 19811-19844, and paychecks written were 50410-50413. US Bank checks written were 662-663. No WaFd checks were written. Motion to accept treasurer's report made (Phelps), seconded (Gattuccio). Motion passed.

**Unfinished Business:** None

**New Business:**

**Friday Hand & Foot Activity**

The motion was made (Kellogg) and seconded (Phelps) to approve the Friday session of Hand & Foot as a recognized activity. Motion passed.

**Yoga/Qigong Appeal**

The motion was made (Blake) and seconded (Kellogg) to approve the newly named Adaptive Yoga & Qigong to engage an instructor for a fee, per person, per class, for Summerfield Residents only. Motion passed (6-1).

### **Clubhouse Committee Proposal for Kitchen Remodel**

The motion was made (Blake), seconded (Gattuccio) to accept the bid from T&L Construction to remodel the Clubhouse Kitchen with a not to exceed the budget of \$200,000 with the caveat that the bid be looked at by an attorney before signing. Motion passed.

### **Policy and Procedure Updates**

The motion was made (Kellogg), and seconded (Blake) to accept the change Policy & Procedures documents D 4.20 and F 6.10 as submitted. Motion passed.

### **Dissolution of Neighborhood Watch**

The motion was made (Phelps), seconded (Blake) to dissolve the defunct Neighborhood Watch Committee, and renamed Disaster Preparedness Committee as Safety & Disaster Preparedness Committee. Motion passed.

### **Marketing Committee Proposal for Entrance Sign Updates**

The motion was made (Blake), and seconded (Knutson) to accept the bid from Superior Signs to update signs as listed in the proposal. Motion passed.

**Administrator's Report:** 3 unpaid assessments remaining. A large payment from a long outstanding balance was paid in full. Meet the Candidates Night is June 22, at 7 PM.

### **Directors' Roundtable:**

**Sharon Hughes: Pool, Summary, Nominating Committee-** No Report.

**Steve Blake: CALC, Greens, Marketing—** A motion was made (Blake), seconded (Gattuccio) to accept Meddie Sims as Marketing Chairperson, as well as new members, Lindy Alexander, Linda Masters, and Neil Higgins. Motion passed.

The Marketing Committee is looking into hiring a freelance social media expert to help Summerfield with the proper exposure to get the attention of 55-65-year-old couples as new residents.

**Penny Kellogg: Clubhouse, Clubs/Activities, Newcomers, Courts –** Looking to update Policy and Procedures regarding Courts. The Wellness & Fitness Committee is looking at the layout of the Fitness Rooms. The Clubhouse Committee is looking at how to proceed with gifting/selling old furniture as new furniture will be replaced in the future.

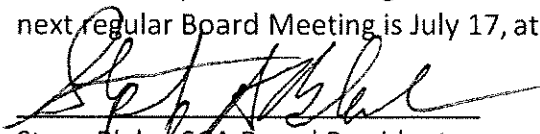
**Dianne Phelps: Library, Neighborhood Watch Disaster Preparedness –** No Report.

**JJ Gattuccio: Arch/Landscape, Sub Associations –** No Report.

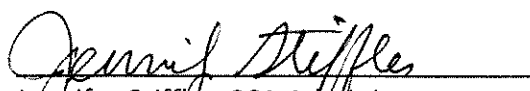
**Carol Knutson: Pro Shop, Volunteer Appreciation –** No report.

**Tom Clancy: Website –** No report.

Motion made (Phelps), seconded (Blake), and approved to adjourn. The meeting adjourned at 10:27 AM. Motion passed. Next Agenda Meeting July 10, at 9 AM. The Annual Meeting is July 10, at 7 PM. The next regular Board Meeting is July 17, at 9 AM.



Steve Blake, SCA Board President



Jennifer Stiffler, SCA Administrator

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

July 17, 2023

**Present:**

Steve Blake, President	Tom Clancy, Vice President	Pat VanOsdal, Director
Carol Knutson, Treasurer	JJ Gattuccio, Director	Jennifer Stiffler, Administrator
Val Wicklund, Director	Dianne Phelps, Director	

**Absent:**

Lance Yunck, Apartments	Manager, Estates
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President Steve Blake called the meeting to order at 9:00 AM.

**Minutes:** A motion was made and seconded to accept the June Board Meeting Minutes. Motion passed.

**Golf Course Report – Palmer:** Course Crew working on needle tine aeration of the course.

**Golf Pro Shop Report – R. Lindsey:** First time going over 6000+ rounds of golf in a single month and over \$60,000 in revenue.

**City of Tigard Liaison Report – Sherman:** absent

**Treasurer's Report – Knutson:** Total June revenue is \$102,395.80, total June expenditures are \$117,523.10, and total cash on hand as of 06/30/23 is \$888,666.52. The General Reserve's beginning balance is \$1,724,775.09, the total revenue of \$4.35, the total expenditures are \$101,794.54, and the ending General Reserve balance as of 06/30/23 is \$1,622,984.90. The beginning balance of the New Buyer Fee is \$163,831.68, the New Buyer Fee revenue is \$14,000, no NBF expenses, and NBF interest earned is \$34.05, with an ending balance of \$177,865.73. The total balance of the Reserve Accounts is \$1,800,850.63 as of 06/30/2023. Heritage Bank checks written were 5036-5096, and KeyBank checks written were 0. US Bank checks written were 664-666. No WaFd checks were written. Motion to accept treasurer's report made and seconded. Motion passed.

**Unfinished Business:** None

**New Business:**

**Courts Policy and Procedure Updates**

The motion was made and seconded to approve the updates to P&P C 3.14, D 4.30, and F 6.51 with minor corrections. Motion passed.

**Administrator's Report:** Golf Shop is using a new Credit Card Processing Machine through our Heritage Operating Account. Year to date Summerfield has had 27 homes sold.

Kitchen Update from Clubhouse Committee: Finalized materials, storage game plan created. Still waiting on the start date. Silent Auction will take place Aug 1- 14 for appliances from the kitchen.

**Directors' Roundtable:**

**JJ Gattuccio: Arch/Landscape, Sub Associations** – A/L Committee is looking to create a fine schedule. Sub Associations had a treasury meeting.

**Dianne Phelps: Library, Safety & Disaster Preparedness** – SDPC has an upcoming talk planned.

**Carol Knutson: Pro Shop, Volunteer Appreciation** – Volunteer Appreciation event planned for Veteran's Day, November 11<sup>th</sup> with an emphasis on veterans from the Vietnam War.

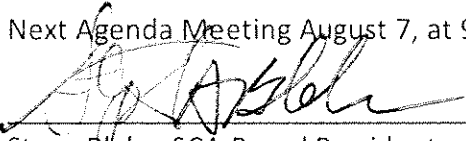
**Tom Clancy: Website** – No report.

**Steve Blake: CALC, Greens, Marketing**— No report.

President Steve Blake announced new liaison assignments for the 2023-2024 Board Year as follows: Tom Clancy – A/L Committee, Sub Associations. Carol Knutson – Volunteer Appreciation, Pro Shop. Valerie Wicklund – Wellness & Fitness, Summary. Pat VanOsdel – Newcomers, Clubs & Activities. JJ Gattuccio – Pool, Greens, and CALC. Dianne Phelps – Clubhouse, Safety & Disaster Preparedness, and Library. Steve Blake – Marketing, Website.

Motion made and seconded to adjourn. The meeting adjourned at 10:27 AM. Motion passed.

Next Agenda Meeting August 7, at 9 AM. The next regular Board Meeting is August 14, at 9 AM.

  
Steve Blake, SCA Board President

  
Jennifer Stiffler, SCA Administrator

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

**August 14, 2023**

**Present:**

Steve Blake, President  
Carol Knutson, Treasurer  
Val Wicklund, Director

Tom Clancy, Vice President  
JJ Gattuccio, Director  
Dianne Phelps, Director

Pat VanOsdel, Director  
Jennifer Stiffler, Administrator

**Absent:**

Lance Yunck, Apartments  
Manager, Estates

President Steve Blake called the meeting to order at 9:00 AM.

**Minutes:** A motion was made and seconded to accept the July Board Meeting Minutes. Motion passed.

**Golf Course Report – Palmer:** It has been very hot on the Golf Course, the crew has been working on watering when and where necessary. The crew is also watching out for drought stress from Bill Bugs.

**Golf Pro Shop Report – R. Lindsey:** Golf play exceeded last month's record breaking numbers of over \$65,000 and over 6100 rounds. Winter pass sales will begin soon.

**City of Tigard Liaison Report – Sherman:** Chief McAlpine noted at the recent City Council Meeting that most downtown Tigard crimes were trending downward in part to a new police beat on bicycles. City Council also discussed issues with the new Tigard Universal Plaza, mainly with the splash pad.

**Treasurer's Report – Knutson:** Total July revenue is \$91,740.78, total July expenditures are \$105,428.30, and total cash on hand as of 07/31/23 is \$877,135.25. The General Reserve's beginning balance is \$1,622,984.90, the total revenue of \$6,287.64, the total expenditures are \$4,900, and the ending General Reserve balance as of 07/31/23 is \$1,624,372.54. The beginning balance of the New Buyer Fee is \$177,865.73, the New Buyer Fee revenue is \$12699.85, NBF expenses were \$699.85, and NBF interest earned is \$38.40, with an ending balance of \$189,904.13. The total balance of the Reserve Accounts is \$1,814,276.67 as of 07/31/23. Heritage Bank checks written were 5097-5152, and KeyBank checks written were 0. US Bank checks written were 667. WaFd checks written were 256-257. Motion to accept treasurer's report made and seconded. Motion passed.

**Unfinished Business:** None

**New Business:**

**CALC Proposal**

The motion was made and seconded to accept CALC's proposal to remove overgrown and invasive Yucca plants and approve Rain or Shine Landscaping to complete the work for \$1250.00. Motion passed.

**Social Activities Group Approval**

The motion was made and seconded to accept new Summerfield Activity – Social Activities Group. Motion passed.

**Drum Circle**



The motion was made and seconded to new Summerfield Activity – Drum Circle. Motion passed, 6-1.

#### **Drum Circle Start up Budget**

The motion was made and seconded to accept the new Drum Circle Activity Start up Budget of \$750.00. Motion passed, 5-2.

#### **Policy & Procedure Update A 1.15**

The motion was made and seconded to accept the proposed changes to A 1.15 from the Policy and Procedure Manual. Motion passed.

#### **50<sup>th</sup> Anniversary Ad Hoc Committee**

The motion was made and seconded to approve an Ad Hoc Committee to organize events to celebrate Summerfield's 50<sup>th</sup> Anniversary of the Clubhouse. Motion passed.

#### **Resident Only Parking Signs**

The motion was made and seconded to approve the installation of 5 Resident Only Parking Signs in the Clubhouse Parking lot. Motion passed, 5-1.

#### **Social Marketing Proposal**

The motion was made and seconded to accept Marketing Committee's proposal to hire a social media professional for a trial period at \$720.00 per month. Motion passed.

#### **SCA Office Renewal Proposal**

The motion was made and seconded to accept the proposal to update the SCA Office furnishings at a budget of \$6000.00. Motion passed.

#### **Date Change for Future Agenda and Board Meetings**

The motion was made and seconded to move monthly Agenda Meetings from the 1<sup>st</sup> Monday to the 2<sup>nd</sup> as well as Board Meetings move from the 2<sup>nd</sup> Monday to the 3<sup>rd</sup> beginning in November 2023. Motion passed.

#### **Administrator's Report:** 6 homes sold in July.

Kitchen Renewal has a scheduled start date of September 25<sup>th</sup>. The Kitchen will be closed for use from September 21<sup>st</sup> through October 13<sup>th</sup> to allow for take down and set up before parties may use the facility.

#### **Directors' Roundtable:**

**Valerie Wicklund: Wellness & Fitness, Summary – No Report.**

**Pat VanOsdel: Newcomers, Clubs & Activities –** Newcomers Fair scheduled for September 30<sup>th</sup>. August Clubhouse Tour had 3 new residents in attendance.

**Tom Clancy: A/L, Sub Associations –** A/L working on formal enforcement policy and encouraging residents to plant native plants. Sub Associations next meeting is in September. Encouraging sub associations to join CAI (Community Association Institute). Law Day Trade Show coming up on September 15<sup>th</sup>.

**JJ Gattuccio: Arch/Landscape, Sub Associations – No Report.**


**Dianne Phelps: Clubhouse, Library, Safety & Disaster Preparedness –** SDPC has a talk scheduled for September 8<sup>th</sup> about Fire Safety and CPR. Self Defense talk in October.

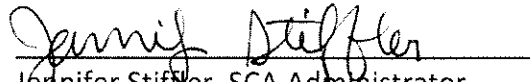
**Carol Knutson: Pro Shop, Volunteer Appreciation –** Volunteer Appreciation event planned for Veteran's Day, November 11<sup>th</sup> with an emphasis on veterans from the Vietnam War.

**Steve Blake: CALC, Greens, Marketing—** No report.

Motion made and seconded to adjourn. The meeting adjourned at 10:37 AM. Motion passed.

Next Agenda Meeting September 5, at 9 AM. The next regular Board Meeting is September 11, at 9 AM.

  
Stephen Blake, SCA Board President

  
Jennifer Stiffler, SCA Administrator

# SUMMERFIELD CIVIC ASSOCIATION

## Board Meeting Minutes

**September 11, 2023**

**Present:**

Steve Blake, President  
Carol Knutson, Treasurer  
Dianne Phelps, Director

Tom Clancy, Vice President  
JJ Gattuccio, Director

Pat VanOsdal, Director  
Jennifer Stiffler, Administrator

**Absent:**

Val Wicklund, Director

Lance Yunck, Apartments

Manager, Estates

President Steve Blake called the meeting to order at 9:00 AM.

**Minutes:** A motion was made and seconded to accept the August Board Meeting Minutes. Motion passed.

**Golf Course Report – Palmer:** Aerification of Golf Course happening September 11 & 12.

**Golf Pro Shop Report – R. Lindsey:** August was a great month, beat the budget by \$7K. Off season passes on sale starting 9/18 at \$200 per pass. Men's and Women's Clubs had great seasons. Pro Shop hours are decreasing for the season.

**City of Tigard Liaison Report – Sherman:** At the August City Council meeting, a commitment was made to eliminate traffic deaths and serious injuries in Tigard. September 15-October 15 is Hispanic Heritage Month. September 17 – 23 is Constitution Week.

**Treasurer's Report – Knutson:** Total August revenue is \$98,756.36, total August expenditures are \$108,098.67, and total cash on hand as of 08/31/23 is \$869,029.44. The General Reserve's beginning balance is \$1,624,372.54, the total revenue of \$3,429.34, the total expenditures are \$993.97, and the ending General Reserve balance as of 08/31/23 is \$1,626,807.91. The beginning balance of the New Buyer Fee is \$189,904.13, the New Buyer Fee revenue is \$14,000, NBF expenses were \$0, and NBF interest earned is \$40.51, with an ending balance of \$203,944.64. The total balance of the Reserve Accounts is \$1,830,752.55 as of 08/31/23. Heritage Bank checks written were 5153-5220, 5222, and KeyBank checks written were 0. US Bank checks written were 668-669. WaFd checks written were 0. Motion to accept treasurer's report made and seconded. Motion passed.

**Unfinished Business:** None

**New Business:**

**Golf Course Tree Bids**

The motion was made and seconded to accept combination of work from Ash Tree Service and Evergreen Tree Service to handle the golf course trees which need attention for the cost of \$6600.00. Motion passed.

**Wellness & Fitness Proposal – Pool Table**

The motion was made and seconded to move the Pool Table to the "conversation area" of the Lower Lobby on a temporary basis until a permanent home can be approved. Motion Passed.

### **Clubhouse Committee Proposal – Living Room Furniture**

The motion was made and seconded to purchase the proposed furniture to update the Clubhouse Living Room not to exceed \$27,250. Motion passed.

### **Pool Committee – LED Light**

The motion was made and seconded to accept the bid from Pool & Spa to replace the nonfunctioning underwater light with a new LED model. Motion Passed.

### **2024 Landscape Maintenance Contract**

The motion was made and seconded to accept the proposed contract from Innovative Landscape for the 2024 year to be paid quarterly. Motion passed.

### **Administrator's Report:** 7 homes sold in August.

Newsletters were sent out from the print shop on 9/1 but some error occurred at the Tigard Post Office which sent the newsletters to the PDX Post Office. No one was able to tell the office what happened, why it happened or how to avoid such a hassle in the future. Newsletters were beginning to get to residents starting 9/9.

### **Directors' Roundtable:**

**Valerie Wicklund:** Sub Associations, Summary – Absent.

**Pat VanOsdel:** Newcomers, Clubs & Activities – No Report

**Tom Clancy: A/L, Wellness & Fitness–** Motion was made and seconded to accept Ron Reeves as a member of the A/L Committee. Motion passed.

**JJ Gattuccio: Arch/Landscape, Sub Associations –** A motion was made and seconded to accept Ron Tennison and Lisa Genis as new members of the Pool Committee. Motion passed.

A motion was made and seconded to accept Carol Kadel as a member of the CALC Committee. Motion passed. A Motion was made and seconded to increase the number of members of the Greens Committee from 5 to 7 members per the Policy and Procedures D 4. 31. Motion passed.

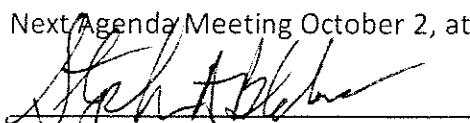
**Dianne Phelps: Clubhouse, Library, Safety & Disaster Preparedness –** SDPC had about 80 people in attendance for their CPR talk on 9/8.

**Carol Knutson: Pro Shop, Volunteer Appreciation –** No Report.

**Steve Blake: CALC, Greens, Marketing—** Marketing Committee has been working with the website designers to correct issues.

Motion made and seconded to adjourn. The meeting adjourned at 10:37 AM. Motion passed.

Next Agenda Meeting October 2, at 9 AM. The next regular Board Meeting is October 9, at 9 AM.

  
Stephen Blake, SCA Board President

  
Jennifer Stiffler, SCA Administrator