

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

January 22, 2024

Present:

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

Tom Clancy, Vice President
JJ Gattuccio, Director
Pat VanOsdel, Director

Val Wicklund, 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 December Board Meeting Minutes with noted corrections. Motion passed. 7-0

Golf Course Report – Palmer: Golf Course has been closed all week due to the winter storm. The course is running on temporary greens. Golf Course crew has a seminar to attend on Friday. Zach will attend a Golf Course Superintendent tradeshow in Arizona next week.

Golf Pro Shop Report – R. Lindsey: Absent.

City of Tigard Liaison Report – Sherman: Absent.

Treasurer's Report – Knutson: Total December revenue is \$32,516.49, total December expenditures are \$112,326.95, and total cash on hand as of 12/31/2023 is \$646,263.14. The General Reserve's beginning balance is \$1,521,354.87, total interest is \$5,433.10, the total revenue of \$0, the total expenditures are \$32,500.92, and the ending General Reserve balance as of 12/31/2023 is \$1,494,287.05. The beginning balance of the New Buyer Fee is \$222,075.04, the New Buyer Fee revenue is \$0, NBF expenses were \$0, and NBF interest earned is \$47.15, with an ending balance of \$222,122.19. The total balance of the Reserve Accounts is \$1,716,409.24 as of 12/31/2023. Heritage Bank checks written were 6048-6099. Voided Heritage Checks were: 6000-6008, 6026, 6028, 6030, 6036, 6048. US Bank checks written were 679-680, 1008-1009. WaFd checks written were 0. A motion was made to accept the treasurer's report made and seconded. Motion passed, 6-0.

Unfinished Business:

Fitness Room Proposal – Set not to exceed Tabled for electrical rebidding.

New Business:

None.

Administrator's Report: No homes closed in December, but several are pending. The carpet in the Conference Room, Downstairs Lower Lobby, and Pro Shop is complete. The cable is out on the TVs around the Clubhouse, will be contacting Xfinity. The first month of emailed newsletters went out in January. Received a lot of great feedback and comments.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety – DPSC held a Self Defense Class on January 20th. It was very well received. The Living Room furniture update is almost complete, waiting on the delivery of the last 4 chairs.

Valerie Wicklund: Sub Associations, Summary – Sub Associations met and discussed Volunteer recruitment.

Pat VanOsdel: Newcomers, Clubs & Activities – The Newcomers Committee had a Clubhouse tour earlier in the month with 1 newer resident.

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule– The W&F Committee canceled their meeting on 1/19 and have rescheduled for this Friday, 1/26 to discuss new electrical bids. The A/L Committee will be meeting on 1/23. Chat with the Chief was held on January 11, it was attended by 77 people.


JJ Gattuccio: Pool, Greens, CALC – Greens Committee met and discussed practice bunker and cart path work. The Pool Committee is working on their proposal for updated Pool Furniture.

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


Steve Blake: Website, Marketing, 50th Anniversary— No Committee report. A meeting was held with two of the Bishops from the Mormon Church on 98th & Summerfield Drive to discuss the property lines. More to follow.

Motion made and seconded to adjourn. The meeting adjourned at 10:00 AM. Motion passed.

Next Agenda Meeting February 12, at 9 AM. The next regular Board Meeting is **TUESDAY**, February 20, at 9 AM.



Stephen Blake, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

February 20, 2024

Present:

Tom Clancy, Vice President
Carol Knutson, Treasurer

Val Wicklund, Director
JJ Gattuccio, Director

Jennifer Stiffler, Administrator

Absent:

Steve Blake, President
Pat VanOsdel, Director

Dianne Phelps, Director
Manager, Estates

Lance Yunck, Apartments

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

Minutes: A motion was made and seconded to accept the January Board Meeting Minutes with noted corrections. Motion passed. 4-0

Golf Course Report – Palmer: Zach just attended the GCSAA Conference. Zach said a lot of focus was on using advanced technology such as robotic mowers.

Golf Pro Shop Report – R. Lindsey: January was one of the worst months on record for the golf course due to over 11 days of closure and 24/31 days being rain, snow, or ice. Annual pass sales are way down with many preferring to purchase punch cards instead.

City of Tigard Liaison Report – Sherman: Oregon Legislature is in session. Some main areas they are working on is funding for street repairs and safety improvements to Hall Blvd, encouraging ODOT to prioritize transportation infrastructure.

Treasurer’s Report – Knutson: Total January revenue is \$682,625.34, total January expenditures are \$82,226.12, and total cash on hand as of 1/31/2024 is \$1,249,607.56. The General Reserve’s beginning balance is \$1,494,287.05, total interest is \$14,191.31, the total expenditures are \$15,976.21, and the ending General Reserve balance as of 1/31/2024 is \$1,492,502.15. The beginning balance of the New Buyer Fee is \$222,122.19, the New Buyer Fee revenue is \$4000, NBF expenses were \$0, and NBF interest earned is \$47.72, with an ending balance of \$226,169.91. The total balance of the Reserve Accounts is \$1,718,672.06 as of 1/31/2024. Heritage Bank checks written were 6090-6099, 6100-6128. Voided Heritage Checks were: 6000. US Bank checks written were 1007, 1010. WaFd checks written were 0. Northwest Bank checks written were 1002-1004. A motion was made to accept the treasurer’s report made and seconded. Motion passed, 4-0.

Unfinished Business:

Fitness Room Proposal – Set not to exceed A motion was made and seconded to accept a not to exceed budget of \$65,000 for the renewal of the Co-ed Fitness Room. Motion passed 4-0.

New Business:

Request to keep Upright Piano – Tabled for more information.

Proposal to purchase Electronic Piano – Tabled for more information.

Proposal for New Pool Furniture – A motion was made and seconded to accept the Pool Committees proposal for new Pool Furniture from Restaurant Furniture Plus for a total of \$8,268 including shipping.

Administrator’s Report: 2 homes sold in January. 45 residents are late paying their assessment. Cherie Nef, Administrative Assistant, put in a letter of resignation. Cherie’s last day will be March 15th, 2024.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety – Absent but notes read for Dianne - Bids for storage enclosure are being completed by Clubhouse Committee, new artwork for the fireplace area is also being discussed. DPSC discussed their calendar of events, working on hosting events quarterly.

Valerie Wicklund: Sub Associations, Summary – No Report.

Pat VanOsdel: Newcomers, Clubs & Activities – Absent.

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule– Fitness Room Renewal timeline is in the works. The ad hoc committee for Fine Schedules is hoping to have a draft ready in April.

JJ Gattuccio: Pool, Greens, CALC – Greens Committee next meeting is March 7th.

Carol Knutson: Pro Shop, Volunteer Appreciation – Volunteer Appreciation meets next week.

Steve Blake: Website, Marketing, 50th Anniversary— Absent.

Motion made and seconded to adjourn. The meeting adjourned at 10:01 AM. Motion passed, 4-0.

Next Agenda Meeting March 11, at 9 AM. The next regular Board Meeting is March 18, at 9 AM.



Stephen Blake, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

March 18, 2024

Present:

Steve Blake, President
Pat VanOsdel, Director
Carol Knutson, Treasurer

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

Val Wicklund, 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 February Board Meeting Minutes with noted corrections. Motion passed, 7-0.

Golf Course Report – Palmer: The golf course is still much too wet for carts to be driven on the greens. Aeration to happen April 8th and 9th. Zach will work with the Greens Committee and CALC to look for tree replacements as required from City of Tigard after removing the 16 Poplar Trees in 2023.

Golf Pro Shop Report – R. Lindsey: Still a lot of rainy days but the warm sunny days made for great play. Golf passes down 37 from 2023. 12 past pass holders have passed away or moved, about 5-7 pass holders are new residents, many are opting for punch cards this year.

City of Tigard Liaison Report – Sherman: Hall Blvd. west of 99 is closed for the next 9 months. The City of Tigard sent out a survey regarding a fireworks ban in Tigard and it failed with only 46% wanting the ban.

Treasurer's Report – Knutson: Total February revenue is \$350,062.21, total February expenditures are \$78,498.56, and total cash on hand as of 2/29/2024 is \$1,521,579.61. The General Reserve's beginning balance is \$1,492,502.15, total revenue is \$3,748.91, total interest is \$1,025.31, the total expenditures are \$45,148.47, and the ending General Reserve balance as of 2/29/2024 is \$1,452,127.90. The beginning balance of the New Buyer Fee is \$226,169.91, the New Buyer Fee revenue is \$2,000, NBF expenses were \$1,400, and NBF interest earned is \$44.65, with an ending balance of \$226,814.56. The total balance of the Reserve Accounts is \$1,678,942.46 as of 2/29/2024. Heritage Bank checks written were 6129-6171. WaFd checks written were 260. Northwest Bank checks written were 1007-1012. A motion was made to accept the treasurer's report made and seconded. Motion passed, 7-0.

Carol Knutson left the meeting.

Unfinished Business:

None.

New Business:

Golf Walk Proposal – A motion was made and seconded to approve Jon Erickson's proposal for an organized golf course walk to be held once with consideration for future events. Motion passed, 6-0.

50th Anniversary Funds Request – A motion was made and seconded to approve of the 50th anniversary committee using \$600 of their \$6000 budget to hire an orchestra for a concert as part of the Anniversary events. Motion passed, 6-0.

Electric Piano Proposal – A motion was made and seconded to accept the Clubhouse Committees proposal for the purchase of an electric piano for use in the Clubhouse at the price of \$3500. Motion passed, 5-1.

Internal Control Proposal – A motion was made and seconded to accept the proposed addition to the Financial Management Policy to include rules about company credit card use. Section A 1.10.6 and A 1.10.6a. Motion passed, 6-0.

Administrator's Report: There are currently 23 unpaid assessments. 2 homes closed in February. There was an incident with the ADA Lift in the Clubhouse on March 16th where a resident was stuck. The Emergency Call button was used but the service did not provide help. The stuck resident was able to call for Help when another resident entered the Clubhouse, and they were able to get a hold of someone with access to the Lift key. The office is looking into ways to improve the emergency response and ensure anyone who may find themselves stuck can be rescued easily.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety – A motion was made and seconded to accept Rhonda Butler-Villa as a new member of the Clubhouse Committee. Motion passed 6-0. The Clubhouse Committee is working on bids for the Lakeview Room enclosure as well as artwork for above the fireplace. Disaster Preparedness & Safety will give talks about avoiding scams and later about CPR/AEDs. DPSC has moved their meetings to the 2nd Wednesday of each month at 3 PM.

Valerie Wicklund: Sub Associations, Summary – The Sub-Association group met on March 13th and discussed the Corporate Transparency Act and the Volunteer Appreciation event.

Pat VanOsdel: Newcomers, Clubs & Activities – Newcomers Committee will be hosting a Wine Social event for new residents on April 27th.

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule– A/L is reviewing the policies regarding lighting around Summerfield, most specifically the lamp posts outside residences. Wellness & Fitness said flooring will be happening next week with new machines the next week and then the renewed Fitness Room will be open. The Nominating Committee has been selected and will meet on March 21st for an introduction meeting. The members are Mark Kerns, Ken Miller, Barbara Sherman, Pam Michael, Nick Morea, Tom Merrick, Pat Howard, Maureen Murphy, Irene Jordan, Jon Erickson, Joyce Knutson, Carene Svoboda, Sandy Sisk, Penny Kellogg, and Tom Clancy.

JJ Gattuccio: Pool, Greens, CALC – The Swimming Pool furniture has arrived, and the Pool is set to open on Friday, May 10th in time for Mother's Day Weekend. Green's Committee is still preparing to propose a practice bunker. CALC will make a proposal to demo and replant 104th.

Carol Knutson: Pro Shop, Volunteer Appreciation – There will be a volunteer appreciation event on April 16th at 5:30 PM for all Board and Committee volunteers plus spouses. You must RSVP by April 5th.

Steve Blake: Website, Marketing, 50th Anniversary– Marketing committee is looking to make a proposal to utilize an advertising agency for marketing. The 50th Anniversary committee will be working on setting up displays in the Clubhouse hallway. Planned events will include Movie nights and Potluck Dinner in May, past Board Member appreciation lunch in July, Summerfield Block Party to celebrate National Night Out in August, Anniversary Fair on August 24th, 70's themed dance in September.

Motion made and seconded to adjourn. The meeting adjourned at 10:27 AM. Motion passed, 6-0.

Next Agenda Meeting April 8, at 9 AM. The next regular Board Meeting is April 15, at 9 AM.


Stephen Blake, SCA Board President


Jennifer Stiffler, SCA Administrator