

**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.

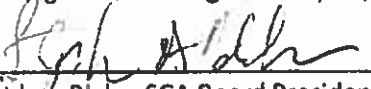
JJ Gattuccio: Pool, Greens, CALC – Greens Committee met and discussed practice bunker and cart path work. The Pool Committee is working on their proposal for updated Pool Furniture.

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

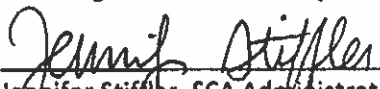
Steve Blake: Website, Marketing, 50th Anniversary— No Committee report. A meeting was held with two of the Bishops from the Mormon Church on 98th & Summerfield Drive to discuss the property lines. More to follow.

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 VanOsdal, 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 104^{sq}.


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

SUMMERFIELD CIVIC ASSOCIATION Board Meeting Minutes

April 15, 2024

Present:

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

Absent:

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

President Steve Blake announced the resignation of Board Member, Valerie Wicklund which leaves a vacancy of board position with 2 years remaining of the 3-year term. A motion was made (Blake), seconded by (Gattuccio) to accept Jon Acker to the Board of Directors to carry out the remaining 2-year term. Motion passed, 6-0.

Jon Acker took a seat at the Board Table.

Minutes: A motion was made (Knutson) and seconded (Clancy) to accept the March Board Meeting Minutes. Motion passed, 7-0.

Golf Course Report – Palmer: Spring aerification of the Golf Course is complete and went very smoothly, the weather cooperated beautifully. High school golf teams will be volunteering soon to assist the golf crew with removing bad sprinkler heads. The golf course is in need of replacing the control boxes for the irrigation system which are estimated to be about \$1700 which is available in the golf course irrigation budget. The golf crew has a new full-time employee, Adam Walters.

New Business item was discussed while Zach Palmer was present.

Parking Lot and Cart Path Maintenance/Resealing: SCA inquired with 8 companies, 6 showed interest in bidding, 4 came out to survey, and only 2 companies submitted bids to reseal the Clubhouse Parking Lot and perform maintenance and resealing of the cart paths. Bid 1 from KL Industries came in at around \$56K and Stanley and Sons came in at around \$70K. A motion was made (Gattuccio) and seconded (Clancy) to accept the bid from Stanley and Sons for \$70K due to a more inclusive bid, provided that the SCA attorneys review the contract and Stanley and Sons is open to revising their contract if necessary. Motion passed, 7-0.

Golf Pro Shop Report – R. Lindsey: March was a great month for play, up from last year's rounds. A few more golf tags have been sold leaving the resident annual tag sales about 21 short of the goal.

City of Tigard Liaison Report – Sherman: Washington County Primary Election is May 21st. The last day to register to vote is April 30th. Ballots will be mailed out on May 1st. Roy Rogers is retiring after 40 years serving on the Washington County Board of Commissioners. 2 candidates are running for the vacancy. On the ballot is a measure for Renewal of Tigard's Local Option to Maintain Public Safety which is to retain funding for public safety for an additional 5 years. Also, a measure to adopt a new charter for Tigard city government and a measure to approve a 5-year levy to fund TVFR, without this funding TVFR would lose funding for at least 92 of its 450 firefighters and paramedics.

Treasurer's Report – Knutson: Total March revenue is \$73,547.72, total March expenditures are \$437,121.97, and total cash on hand as of 3/31/2024 is \$1,152,299.50. The General Reserve's beginning balance is \$1,452,179.90 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 3/31/2024 is \$1,769,852.33. The beginning balance of the New Buyer Fee is \$226,814.56, the New Buyer Fee revenue is \$18,000 +\$1,400 paid to Reserves but due to Operating. Operating was reimbursed in February, and NBF interest earned is \$49.72, with an ending balance of \$246,264.289. The total balance of the Reserve Accounts is \$2,016,116.61 as of 3/31/2024. Heritage Bank checks written were 6172-6223. WaFd checks written were 0. Northwest Bank checks written were 1013-1021. Carol asked that the Treasurer's

Report not be accepted at this time as the front office is still working on numbers with our remote bookkeeper service.

Unfinished Business:

None.

New Business:

Scope of work Proposal from J2 – Findings from J2 Building Consultants suggests that the SCA take action in what the scope of the work would be to repair/replace/take down the Durham Road Brick Wall. A proposal was made by J2 to examine the scope and collect initial bids for needed work. A motion was made (Knutson) and seconded (Clancy) to accept J2's proposal. The motion was tabled pending attorney review of responsibility of the wall.

Fair Housing Ad Hoc Committee – The front office maintains occupant information based on the federal recognition of being an 55+ active community and over time the collected data needs to be cleaned up and a new census performed. A proposal was made by Jennifer Stiffler to create an ad hoc committee to take on the task of assisting the front office with this detail work. Permission was granted by the Board.

CALC proposal for landscaping on 104th – The Common Area Landscape Committee sees a need to alter the landscaping on the island at the entrance to Summerfield at 104th. Currently the irrigation in this area waters the street more than than the intended vegetation. A proposal from CALC was submitted by Innovative Landscape to take out the current landscaping, replace the current irrigation with a drip system and place some decorative boulders in the area with the intention of adding plants once this step is complete. The total for the first phase of the project is \$4,964.00 which is in their budget. A motion was made (Gattuccio) and seconded (Clancy) to accept the first phase of the CALC proposal. Motion passed, 5-2(Blake and Knutson.)

Administrator's Report: There are currently 17 unpaid assessments. 9 homes closed in March. We are now registered with VOTE.HOA.NOW for future electronic voting. Beginning in May, the front office will email out the proposed Board Meeting Agenda as well as post on the Summerfield website.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety- From the Clubhouse Committee: Electric piano has been delivered. Contractor for the kitchen renewal will be back to fix broken cabinet as well as install sliding doors over the dishware trollies. Clubhouse Committee is still trying to acquire bids for the Lakeview Room enclosure. Fireplace art has arrived and there has been a lot of positive response to it so it will go out for framing and be hung soon. Architect needed for consultation regarding change of use for downstairs "locker" rooms. From Disaster Preparedness Committee: Supplies in the storage needs to be updated, committee noticed a canopy is missing from their supplies. The Scam prevention presentation scheduled for April 20th, at 2 PM is cancelled due to another group hosting the same presentation by different presenters earlier in the day.

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

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule– A motion was made (Clancy), seconded (Blake) to accept Franki Keef and Dan Williams as new members of the A/L Committee. Discussion was made regarding A/Ls committee to a resident response about the driveway lamp posts around Summerfield. A request was made to allow owners to replace the "out dated" lanterns with more modern options which lead to A/L looking at the entire lamp post policy. A motion was made (Blake), seconded (Clancy) to maintain the requirement for owners to have lamp posts, those who had already removed theirs would be legacied in and not required to replace their post, Summerfield will no longer supply the lantern "glass" inserts once current supply run out, and any revision to the lantern style will be subject to A/L approval through a Change Request. Motion passed, 7-0.


JJ Gattuccio: Pool, Greens, CALC – The Swimming Pool will open on Friday, May 10th. The Pool Committee is currently looking for 1-2 new members. From CALC: A motion was made (Gattuccio) and seconded (Blake) to accept Jan Acker as a new member to the Common Area Landscape Committee. Motion passed, 6-0. Jon Acker abstained. From the Greens: Mixed reviews were received regarding the meeting held to discuss the possibility of a practice bunker proposal.

Carol Knutson: Pro Shop, Volunteer Appreciation – The Volunteer Appreciation event is on Tuesday, April 16th, at 5:30 PM in the Ballroom.

Steve Blake: Website, Marketing, 50th Anniversary— The website team met last week. Leigh Wilcox resigned as Chairperson. Available properties for sale are now listed under the Live Here tab of the Summerfield website.

Motion made (Gattuccio) and seconded (Blake) to adjourn. The meeting adjourned at 12:36 PM. Motion passed, 7-0.

Next Agenda Meeting May 13, at 9 AM. The next regular Board Meeting is May 20, at 9 AM.



Stephen Blake, SCA Board President



Jennifer Stiffer, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION Board Meeting Minutes

May 20, 2024

Present:

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

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

John Acker, 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 (VanOsdel) and seconded (Gattuccio) to accept the April Board Meeting Minutes. Motion passed, 7-0.

Golf Course Report – Palmer: Cart Paths are set to be repaired June 10 & 11 and resealed June 17-19. The Clubhouse Parking Lot will be resealed on June 3 & 4.

Golf Pro Shop Report – R. Lindsey: April was on track to be a record-setting month until the rains came in the last week of the month. May is already off to a great start. Today was the first organized Golf Course Walk, which went very well.

City of Tigard Liaison Report – Sherman: Mayor Heidi Lueb hosted the annual “State of Our City” address. Topics that were specifically addressed included houselessness, delivering essential services, modernizing city facilities, strengthening public safety, and meeting the needs of the growing community. Councilor Jai Raj Singh resigned, and the City Council will fill the vacancy through an appointment process.

Treasurer’s Report – Knutson: Total March revenue is \$73,522.72, total March expenditures are \$437,121.97, and total cash on hand as of 3/31/2024 is \$1,152,087.60. The General Reserve’s beginning balance is \$1,452,179.90 total interest is \$6839.52, the Operating transfer to reserves is \$350,000, the total expenditures are \$39,115.09, and the ending General Reserve balance as of 3/31/2024 is \$1,769,852.33. The beginning balance of the New Buyer Fee is \$226,814.56, the New Buyer Fee revenue is \$18,000 +\$1,400 paid to Reserves but due to Operating. Operating was reimbursed in February, and NBF interest earned is \$49.72, with an ending balance of \$246,264.289. The total balance of the Reserve Accounts is \$2,016,116.61 as of 3/31/2024. Heritage Bank checks written were 6172-6223. WaFd checks written were 0. Northwest Bank checks written were 1013-1021.

A motion was made (Acker) and seconded (Phelps) to accept the March Treasurer’s Report. Motion passed, 7-0.

Unfinished Business:

Scope of work Proposal from J2 - A motion was made (Knutson) and seconded (VanOsdel) to accept J2’s proposal to write out the scope of work and obtain preliminary bids regarding the Durham Road Brick Wall as amended based on legal opinion regarding the responsibility of the wall and its surrounding area. The motion passed, 7-0.

New Business:

Newcomer’s Committee Policy & Procedure Update D 4.24 – A motion was made (Phelps) and seconded (VanOsdel) to accept the proposed changes to Policy and Procedure Update D 4.24 as amended. Motion passed, 7-0.

Anniversary Fair Budget – A budget of \$6000 was earmarked for Anniversary events in 2024. The Anniversary Committee has planned an Anniversary Fair with music, raffles, games, and food. A motion was made (VanOsdel) and seconded (Gattuccio) to accept the budget request from the Anniversary Committee with a not-to-exceed budget of \$2500.

Administrator’s Report: HVAC system is now reconnected to the Game Room in the Clubhouse. For many years the connection between them was re-directed.

3 homes sold in April. So far in May we have 6 homes closed and 4 pending. Total homes sold in 2024 are 26 at this moment.

The five candidates for the 2 open Board of Director positions are: Carene Svoboda, Johnny Giccatti, Chuck Coiner, Marshall Henry, and Ronda Butler Villa.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety- A motion was made to accept Irene Jordan to join the Library Committee, motion passed. A motion was made to accept Susan Callihan as a new member of the Clubhouse Committee, motion passed. Disaster Preparedness will host a Scams Prevention discussion led by Maddie Bauer from the City of Tigard on June 14 and a Fire Safety discussion on July 18. They are also looking to set up more self-defense and first aid courses for residents. The Clubhouse Committee reports that the broken cupboard door in the kitchen has been fixed and locks have been ordered for the cabinets. The Clubhouse Committee requests that anyone who uses the kitchen outside of a scheduled event needs to clean up after themselves.

Pat VanOsdel: Newcomers, Clubs & Activities – Newcomers Wine Social was well attended by 29 new residents. A motion was made to accept Lindy Alexander and Becky Wright as Co-Chairs of the Newcomer's Welcome Committee. Motion passed.

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule– Linda Mulligan and Sanna Warren are leaving the Wellness & Fitness Committee. A motion was made to accept Fred Baum and Larry Henderson as new members of the Wellness & Fitness Committee. Motion passed. A motion was made to accept Vicki Hootman as Chairperson of the Wellness & Fitness Committee. Motion passed. The Architecture/Landscape Committee proposed changes to 2 sections of the A/L Manual. Tom read the updates allowed. A motion was made to accept the changes to the A/L Manual. Motion passed.

JJ Gattuccio: Pool, Greens, CALC – The Pool opened on May 17th. The Greens Committee will present their Bunker/Driving Range proposal to the Board soon. CALC is still looking for landscaping options for the island on 104th.

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

Steve Blake: Website, Marketing, 50th Anniversary— No Report.

Motion made (Clancy) and seconded (Phelps) to adjourn. The meeting adjourned at 10:31 AM. Motion passed.

Next Agenda Meeting June 10, at 9 AM. The next regular Board Meeting is June 17, at 9 AM.


Stephen Blake, SCA Board President


Jennifer Stiffler, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION

Board Meeting Minutes

June 17, 2024

Present:

Steve Blake, President

Tom Clancy, Vice President

Pat VanOsdel, Director

Dianne Phelps, Director

John Acker, Director

Carol Knutson, Treasurer

Jennifer Stiffler, Administrator

Absent:

JJ Gattuccio, Director

Lance Yunck, Apartments

Manager, Estates

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

City of Tigard Liaison Report – Sherman: Tigard voters overwhelmingly approved two ballot measures including the City Charter renewal and the Public Safety Levy. There will be 5 City Council positions to fill in the November 5th election. Councilor Jai Raj Signh resigned in May and a replacement will be selected in the June 25th meeting. The 40th annual Tigard Festival of Balloons is set for June 21-23 in Cook Park. The 38th Annual Tigard 4th of July display will be a drone light show instead of fireworks.

Minutes: A motion was made (Knutson) and seconded (VanOsdel) to accept the May Board Meeting Minutes. Motion passed, 6-0.

Golf Course Report – Palmer: Cart path maintenance is complete, and resealing will be scheduled soon. The crew is getting ready to fertilize the greens. This year we are utilizing a different fertilizer that will only need to be used once.

Golf Pro Shop Report – R. Lindsey: Almost made budget for May. Rounds are slightly down even with the good weather. The Valley Times, a local newspaper printed by Pamplin Media, awarded a Gold award to the Summerfield Golf Course for best course in the area.

Treasurer's Report – Knutson: Total April revenue is \$81,911.75, total April expenditures are \$103,421.15, and total cash on hand as of 4/30/2024 is \$1,136,182.92. The General Reserve's beginning balance is \$1,769,852.33 total interest is \$11,727.22, the total expenditures are \$1,722.91, and the ending General Reserve balance as of 4/30/2024 is \$1,779,856.64. The beginning balance of the New Buyer Fee is \$246,264.28, the New Buyer Fee revenue is \$8,000. NBF interest earned is \$50.88, with an ending balance of \$254,315.16. The total balance of the Reserve Accounts is \$2,034,171.80 as of 4/30/2024. Heritage Bank checks written were 6224-6277, with 6260 and 6265 voided. WaFd check written was 261. Northwest Bank check written was 1022.

Total May revenue is \$82,415.74, total May expenditures are \$145,770.48, and total cash on hand as of 5/31/2024 is \$1,067,105.44. The General Reserve's beginning balance is \$1,779,856.64 total interest is \$1,803.69, the total expenditures are \$18,866.00, and the ending General Reserve balance as of 5/31/2024 is \$1,762,794.33. The beginning balance of the New Buyer Fee is \$254,315.16, the New Buyer Fee revenue is \$16,000. NBF interest earned is \$54.72, with an ending balance of \$270,369.88. A title company paid new occupants dues through the NBF check so \$464.75 was deposited and then repaid to Operating. The total balance of the Reserve Accounts is \$2,033,164.21 as of 5/31/2024. Heritage Bank checks written were 6278-6330, with 6298 and 6323 voided. WaFd check written was 262. Northwest Bank checks written were 1023-1025.

A motion was made (Acker) and seconded (Clancy) to accept the April and May Treasurer's Report. Motion passed, 6-0.

Unfinished Business:

None.

New Business:

New Ad hoc committee for Clubhouse Security – A need has come up for evaluation of our current Clubhouse Security and a request for an ad hoc committee to be formed was approved by President Steve Blake.

Golf Course Walking Tour –A motion was made (Phelps) and seconded (Acker) to accept the proposal for two more Golf Course Walking Tour dates in 2023. Motion passed, 6-0.

Administrator's Report: 9 homes sold in May, year to date total is 29. Currently, there are 14 for sale and 4 pending.

There are currently 5 properties delinquent on their assessment and next steps are being taken with attorneys.

Vote HOA Now is all set up to send out electronic ballots on Friday, June 21st. Paper Ballots will be mailed out at the same time.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety- Disaster Preparedness Committee will have a Home Safety presentation in July, First Aid Certification offered in August and September, Self Defense Training in September, and Emergency Response Training in October. Clubhouse Committee has purchased new rolling carts which fold up and take up much less space. They are stored in the Back Utility Room. The Coat Closet is still in the process of being repurposed into a storage closet. Kitchen Orientations are planned for July. A new cabinet for 3D Resident Art is now on display in the Living Room. The Clubhouse Committee asks that signs regarding upcoming events not be placed in the Clubhouse Lobby earlier than one month before the event. Flyers also should not be scattered around the Clubhouse, they should go on the bulletin board.

Pat VanOsdel: Newcomers, Clubs & Activities – Newcomers Welcome Committee welcomed 15 new residents in May. 7 residents attended the May Clubhouse Tour. A motion was made (VanOsdel) and seconded (Knutson) to welcome Jane Teepe and Jenny Weidinger to the Newcomers Welcome Committee. Motion passed 6-0.

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule– A/L Committee has been very busy with change requests. The A/L Manual has been updated. A/L will have a meeting with Sub Associations regarding change request process. Wellness & Fitness Committee is planning on having additional training sessions for the new workout equipment.

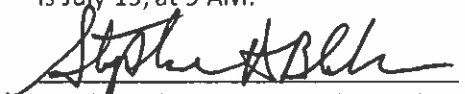
JJ Gattuccio: Pool, Greens, CALC – Absent.

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

Steve Blake: Website, Marketing, 50th Anniversary— No Report.

Motion made (Acker) and seconded (Phelps) to adjourn. The meeting adjourned at 10:55 AM. Motion passed.

Next Agenda Meeting July 8, at 9 AM. The 2024 Annual Meeting is July 8, at 7 PM. The next regular Board Meeting is July 15, at 9 AM.


Stephen Blake, SCA Board President


Jennifer Stiffer, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION Board Meeting Minutes

July 15, 2024

Present:

Steve Blake, President
Pat VanOsdel, Vice President
John Acker, Treasurer

Dianne Phelps, Director
John Acker, Director
JJ Gattuccio, Director

Carene Svoboda, Director
Johnny Giccatti, 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 (Gattuccio) and seconded (VanOsdel) to accept the June Board Meeting Minutes. Motion passed, 7-0.

Golf Course Report – Palmer: Cart paths are set to be resealed on July 24-25 in time for Member Guest on July 26th. There is a water line leak on Alderbrook Drive between the 3rd hole and 4th tee. Repairs will begin this week.

A motion was made (Gattuccio) and seconded (VanOsdel) to accept the proposal from Milroy Golf Construction to complete the water line repairs with a not to exceed \$12,000. Motion passed 7-0.

Golf Pro Shop Report – R. Lindsey: Golf Course had a great June. 2nd best June on record. Membership rounds are down over 300 rounds in June. July has been very hot, with a lull in rounds between 1 PM – 5 PM.

City of Tigard Liaison Report – Sherman: Interim Police Chief Macfarlan was officially appointed as Chief. He is the first Police Chief in Tigard to work through all the ranks to Chief. National Night out is August 6th.

Treasurer's Report – Acker: Total cash on hand in June was \$1,031,440. The reserve total at the end of June was \$2,042,943. Checks were consecutive with 2 voids.

Unfinished Business:

Common Area Sidewalk Repairs – A motion was made (Gattuccio) and seconded (Acker) to accept the sidewalk bids from Keystone Industries and Safe Sidewalks to repair several areas of Common Area Sidewalks with a not to exceed budget of \$20,000. Motion passed 7-0.

New Business:

Greens Committee Proposal – Greens Committee presented a proposal for practice cages facility for the Golf Course. The Board determined that more information is needed before a decision can be made. The Proposal is tabled for the time being.

CALC Proposal for Plantings on 104th – A motion was made (VanOsdel) and seconded (Phelps) to accept the proposal from Innovative Landscaping for the plantings on 104th. Motion passed 7-0.

Update to Policy and Procedure Section A 1.10.6 –A motion was made (Acker) and seconded (VanOsdel) to accept the updated P & P Section A 1.10.6 to clean up unnecessary procedures and allow for Audits and Reviews as the Board sees fit. Motion passed, 7-0.

Communications Committee –A motion was made (Blake) and seconded (Gattuccio) to create a new SCA Committee for Communications, to be led by Tom Clancy as Chairperson. Motion passed, 7-0.

Finance Committee – A motion was made (Blake) and seconded (Gattuccio) to form a new SCA Committee for Finance. Motion passed, 7-0.

President Steve Blake called an intermission for 5 minutes at 10:25 AM. The meeting resumed at 10:30 AM.

Administrator's Report: 6 homes sold in June. There are 7 individuals with outstanding assessments. Vote HOA Now was a successful campaign platform – 708 residents voted for the Annual Meeting.

Directors' Roundtable:

Dianne Phelps: Clubhouse, Library, Disaster Preparedness & Safety- A motion was made (Phelps) and seconded (Acker) to accept Claire Frye, Marianne McAnulty, and Ashley Moen as new members of the Clubhouse Committee. Motion passed, 7-0. Disaster Preparedness & Safety has upcoming events scheduled for First Aid Training, September 12 & 20.

Pat VanOsdel: Newcomers, Clubs & Activities -- Newcomers Welcome group is officially chaired by Becky Wright and Lindy Alexander.

Tom Clancy: A/L, Wellness & Fitness, Fine Schedule— A/L is working with Sherwin Williams to put the color book online for homeowners to view.

JJ Gattuccio: Pool, Greens, CALC – Pool Committee is purchasing a new hopper for the Chlorine distribution.

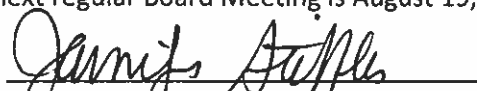
Steve Blake: Website, Marketing, 50th Anniversary— Board of Director Liaison Assignments are as follows: Steve Blake – Communications, Pat VanOsdel – Sub Associations and Swimming Pool, JJ Gattuccio – CALC and Pro Shop, Carene Svoboda – Newcomers and Disaster Preparedness & Safety, Johnny Giccatti – Greens and Architecture/Landscape, John Acker – Volunteer Appreciation and Library, Dianne Phelps – Clubhouse and Wellness & Fitness.

Motion made (Phelps) and seconded (VanOsdel) to adjourn. The meeting adjourned at 10:56 AM. Motion passed.

Next Agenda Meeting August 12, at 9 AM. The next regular Board Meeting is August 19, at 9 AM.



Stephen Blake, SCA Board President



Jennifer Stiffler, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION

Board Meeting Minutes

August 19, 2024

Present:

Steve Blake, President
Pat VanOsdel, Vice President
John Acker, Treasurer

Dianne Phelps, Director
Johnny Giccatti, Director
JJ Gattuccio, Director

Carene Svoboda, 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 (Phelps) and seconded (Gattuccio) to accept the July Board Meeting Minutes. Motion passed, 7-0.

Golf Course Report – Palmer: Cart path seal coating is mostly complete, with #9 left to do. Golf Course Aerification is scheduled for September 9th & 10th.

Golf Pro Shop Report – R. Lindsey: July numbers were very good considering the heat wave, numbers were only slightly down. July beat the budget by a little over \$4,000, year to date beat budget by around \$22,000 so far. Club Championships are completed with Irma Trommlitz and Del Jordan taking the titles. There are 2 Chapman dinners in August, so the next Chapman dinner is on August 26th.

City of Tigard Liaison Report – Sherman: City Council elections are coming up. The City of Tigard boasts 28 registered parties for the National Night Out on August 6th with over 960 participants.

Treasurer's Report – Acker: Operating account total revenue was \$111,177.00, expenses were \$116,633.75. Total cash on hand in the operating account as of 7/31/2024 was \$1,028,413.44. General reserve account total revenue earned was \$4,928.49, expenses were \$62,150.00 for the cart path maintenance and parking lot seal coating. New Buyers Fees collected were \$8,000, interest earned was \$59.07. The total Reserves balance as of 7/31/2024 was \$1,993,780.99. A fully funded reserve fund according to the 2024

Unfinished Business:

None.

New Business:

Update to Policy and Procedure Section D 4.20.1 –A motion was made (Phelps) and seconded (VanOsdel) to accept the updated P & P Section D 4.20.1 to update the Clubhouse Event approval process so that the Event Coordinator with the Clubhouse Committee approves private events, and the Front Office approves all other events. Motion passed, 7-0.

Administrator's Report: 6 unpaid assessments, all of which have been turned over to the attorneys. 4 homes sold in July. A draft of the Reserve Study has been received and will be reviewed for approval.

Directors' Roundtable:

John Acker: Library and Volunteer Appreciation – No Report.

Johnny Giccatti – Greens and Architecture/Landscape – Ideas to be proposed to A/L Committee such as Green Thumb Award for best yard. Suggestion to the Board that CALC look into more flowers for areas around Summerfield.

Dianne Phelps: Clubhouse, Wellness & Fitness- Clubhouse Committee is still looking into closet/storage spaces around the Clubhouse. Request made for approval of closet shelving in the main closet in Clubhouse Lobby, total for project is under \$400 so if deemed appropriate – Clubhouse can work out details with Administrator.

Pat VanOsdel: Sub Associations, Swimming Pool, and Marketing – Swimming Pool received new larger hopper for the chlorinator. The Pool Committee is looking to get a budget request put together to include a few pool chairs with wider seats for next year. Swimming Pool is set to close on October 14th, weather permitting. The Marketing Committee is developing a brochure for Summerfield as well as a 3–5-year marketing plan.

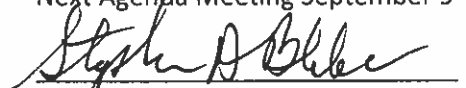
JJ Gattuccio: CALC and Pro Shop – CALC was introduced to the Backyard Habitat Program and was accepted so CALC is looking at areas where they can start planting native plants.

Carene Svoboda – Newcomers and Disaster Preparedness & Safety – Disaster Preparedness has upcoming First Aid sessions on September 12th or September 20th. They are also looking into another program in the Spring centered around Personal Defense. Only 2 people came to the July Clubhouse Tour, none in August. The Newcomers Event team is actively coordinating Oct 19th Newcomers Fair.

Steve Blake: Communications and 50th Anniversary— The Anniversary Fair is this weekend, August 24th. Jan Merrick is the new leader of the Website Team. They are working on new photography for the website.

Motion made (VanOsdel) and seconded (Giccatti) to adjourn. The meeting adjourned at 10:26 AM. Motion passed, 7-0.

Next Agenda Meeting September 9th, at 9 AM. The next regular Board Meeting is September 16th, at 9 AM.



Stephen Blake, SCA Board President



Jennifer Stiffler, SCA Administrator