

**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.

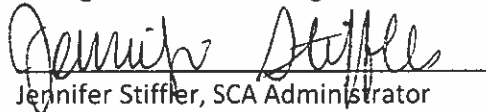
Steve Blake: Website, Marketing, 50th Anniversary— Absent.

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 to wet for carts to be driven on the greens. Aerification 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 Treasure'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 Stiffler, 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	
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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.

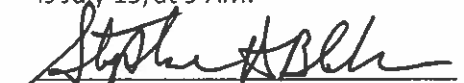
JJ Gattuccio: Pool, Greens, CALC – Absent.

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 Stiffler, 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.

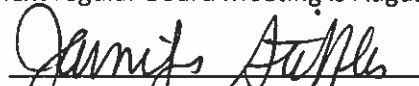
Steve Blake: Website, Marketing, 50th Anniversary– Board of Director Liaison Assignments are as follows: Steve Blake – Communications, Pat VanOsdel – Sub Associations and Swimming Pool, JJ Gattuccio – CALC and Pro Shop, Carene Svoboda – Newcomers and Disaster Preparedness & Safety, Johnny Giccatti – 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

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

September 16, 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 August Board Meeting Minutes. Motion passed unanimously.

Golf Course Report – Palmer: The golf crew just completed coarse aerification. It went very well this season. Resealing the cart paths along the 9th green on September 23rd.

Golf Pro Shop Report – R. Lindsey: Golf Peak Season is winding down. Fabulous August with it being a little cooler than July was. Off season Golf Pass sales begin September 16th. September is already starting off as a good month. Kudos to Zach's crew on a great aerification.

City of Tigard Liaison Report – Sherman: City of Tigard will host their annual Police & Public Works Open House on September 21st. October 2nd is Coffee with a Cop and October 12th is the deadline for City Council Candidates.

Treasurer's Report – Acker: Operating account total revenue was \$102,346.45, expenses were \$132,047.12. Total cash on hand in the operating account as of 8/31/2024 was \$998,742.46. General reserve account total revenue earned was \$1,662.82, expenses were \$520.00. New Buyers Fees collected were \$20,000.00, interest earned was \$60.58. The total Reserves balance as of 8/31/2024 was \$2,008,984.39. A fully funded reserve fund according to the 2024 Reserve Study is 2,398,098.

A motion was made (Blake) and seconded (Phelps) to change the SCA Credit Card to a different card that provides greater rewards. Motion passed unanimously.

Unfinished Business:

Split Rail Fence on 2nd Tee - A motion was made (Gattuccio) and seconded (Phelps) to approve putting in a curb on the cart path leading up to the 2nd Tee along section A of the provided diagram with a not to exceed budget of \$2950. Discussion included thoughts regarding repairing the split rail fence, who owns the fence – golf course or resident, curb would last "forever" whereas a split rail fence needs repair or replacing every 6-7 years typically. Motion passed, 5-2.

New Business:

Pool Maintenance Bid –A motion was made (Giccatti) and seconded (VanOsdel) to approve the repairs needed to the Pool at the close of the pool season including replacing some lights and cleaning up the liner stain from the previous repairs. Motion passed unanimously.

CALC Proposal for irrigation on 98th – A motion was made (Svoboda) and seconded (Gattuccio) to accept the proposal from Innovative to add irrigation to the Common Area on the corner of 98th and Summerfield Drive. The area is currently being watered by the golf course irrigation, but it is not sufficient for the plantings there. Motion passed unanimously.

CALC Proposal for Clean Up at Lower Pond on 9 – A motion was made (Blake) and seconded (Gattuccio) to accept the bid from Innovative to clean up the weeds and invasive plants along the lower pond (CALC area 25A, 26A, 26B) and put down fresh bark dust. Motion passed unanimously.

Oak Tree on Century Oak – A motion was made (Phelps) and seconded (VanOsdel) to approve the maintenance or removal of the Oak tree as determined by an arborist with a not to exceed budget of \$6500 provided 1. Additional bids/opinions are received, 2. Verify whether the tree is a city tree or SCA tree, 3. Verify need for City permitting to remove, Certificate of Insurance is collected from the winning bid's company. Motion passed unanimously.

Retail Space within SCA Clubhouse – A suggestion was made to further look into the information needed whether the SCA Clubhouse can have a retail space such as a real estate office in the future.

Re-align SCA Board Committees – This topic was tabled for further exploration.

Administrator's Report: Same 6 residents have unpaid assessments, all of which were turned over to collections months ago. 10 properties sold in August.

Directors' Roundtable:

John Acker: Library and Volunteer Appreciation – No Report.

Johnny Giccatti – Greens and Architecture/Landscape – Greens Committee is seeking proposal for a restroom option on 8th tee.

Dianne Phelps: Clubhouse, Wellness & Fitness- A motion was made (Phelps) and seconded (VanOsdel) to accept Liz Gimpl as new member, Rhonda Butler Villa as Chairperson, and Claire Frye as secretary of the Clubhouse Committee. Motion passed unanimously. The Clubhouse Committee is looking into the Kitchen renewal contract to see if utility doors to cover under sink were included or not. If not, the Clubhouse Committee will seek bids to have the work done by a different company. Wellness & Fitness will host an equipment orientation in September. They will be adding sign in sheets to the workout rooms to gauge usage. Also discussed was the removal of the older equipment in the locker rooms due to no current contract for upkeep and hard to find/too pricey to repair machines to good order.

Pat VanOsdel: Sub Associations, Swimming Pool, and Marketing – Swimming Pool Committee discussed Pool sign in sheets either not being used or pool usage is way down. Sub Associations had a meeting recently and discussed the Corporate Transparency Act. Administrator will look into bulk rate to file SCA along with sub associations through HOA law firm VF.

JJ Gattuccio: CALC and Pro Shop – CALC update on 104th is that it will be planted by end of September. Jan Acker will be meeting with the Backyard Habitat group soon to discuss CALC areas that can be planted as such.

Carene Svoboda – Newcomers and Disaster Preparedness & Safety – Disaster Preparedness has upcoming First Aid sessions on September 20th. They are also looking into another program in the Spring centered around Personal Defense. The Newcomers Event team is actively coordinating the October 19th Newcomers Fair from 2-3:30 PM.

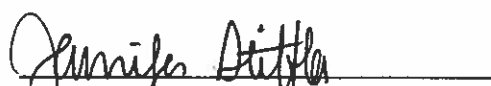
Steve Blake: Communications and 50th Anniversary— Anniversary Committee has almost concluded all of their anniversary events including the May Potluck, the July Pranksters Concert, Past Board Luncheon in August, the Fair in August, which was attended by over 350 people, and lastly the 70's themed dance will be happening in September.

Motion made (Svoboda) and seconded (Phelps) to adjourn. The meeting adjourned at 11:06 AM. Motion passed unanimously.

Next Agenda Meeting October 14th, at 9 AM. The next regular Board Meeting is October 21st, at 9 AM.

Board Moved into Executive Session.


Stephen Blake, SCA Board President


Jennifer Stiffler, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes

October 14, 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.

Visitors: Anita Derry, Denise Henig, and Marja Gillam signed in to speak.

Minutes: A motion was made (Gattuccio) and seconded (VanOsdel) to accept the September Board Meeting Minutes with one correction. Motion passed unanimously.

Golf Course Report – Palmer: Absent.

Golf Pro Shop Report – R. Lindsey: Absent.

City of Tigard Liaison Report – Sherman: Tigard City Manager Steve Rymer announced that he is retiring effective Feb. 8, 2025. Area residents are encouraged to drop off leaves and donate non-perishable food items at the free Leaf Disposal and Food Drive between 9 a.m. and 3 p.m. on four Saturdays – Nov. 9 and 23, and Dec. 7 and 14 – in Cook Park. Leaves, small yard debris, and clippings can be loose or bagged. Paper bags are preferred.

Treasurer’s Report – Acker: Operating account total revenue was \$96,111.35, and expenses were \$97,505.21. Total cash on hand in the operating account as of 9/30/2024 was \$997,507.55. General reserve account total revenue earned was \$1,599.43, and expenses were \$24,192.63. New Buyers Fees collected were \$6,000, and interest earned was \$61.42. The total Reserves balance as of 9/30/2024 was \$1,988,952.61. A fully funded reserve fund according to the 2024 Reserve Study is 2,398,098.

Unfinished Business:

Greens Committee Proposal Decision - A motion was made (Acker) and seconded (Phelps) to reject the proposal made in July from the Greens Committee for practice hitting cages due to not enough data present to show a positive impact to Summerfield. Motion passed, 6-0 (Gattuccio abstained).

Century Oak Tree Update – A motion was made (Gattuccio) and seconded (Giccatti) to rescind the approval of \$6500 to remove the dying Oak on Century Oak as the City of Tigard claimed responsibility for the tree and will take over its care/removal. Motion passed unanimously.

Downstairs Locker Rooms – Discussion took place regarding what to do about the equipment in the downstairs Men’s and Women’s Locker Rooms given that there is no longer maintenance planned on the aging machines.

A Motion was made (Svoboda) and seconded (Phelps) to request user input regarding all exercising facilities of SCA through an official Survey. Motion passed 6-1 (Giccatti).

Committee Reassignment – Previous discussion took place regarding the proposal of combining the Marketing Committee with the Communications Committee and further discussion was tabled until more information can be gathered.

New Business:

Marketing Committee Plan –A motion was made (Blake) and seconded (Giccatti) to approve the proposed 2–5-year Marketing Plan presented. Motion was tabled until more information could be gathered.

Website Maintenance Proposal – A motion was made (Phelps) and seconded (VanOsdel) to accept the proposal from Musimak for website maintenance and triage as necessary with a 1-year contract totaling \$4500. Motion passed unanimously.

Clubhouse Water/Drinking Fountains – During the 2024 budget process, updating the aged water/drinking fountains around the Clubhouse was approved for an earmarked amount. A motion was made (Blake) and seconded (Phelps) to approve the purchase of the 3 proposed drinking fountains to be installed in the Clubhouse. Motion passed unanimously.

Code of Conduct Form – A motion was made (Phelps) and seconded (Gattuccio) to review and build upon the proposed Code of Conduct agreement to be included in Board training and signed by Board of Directors. Motion passed unanimously.

Administrator's Report: Of the 4 unpaid assessments, 3 have liens placed against the property and the 4th has been upgraded to foreclosure proceedings. 7 homes sold in September and currently 14 are listed and 4 pending. The budget process is about halfway done with next steps being looking at the overall operating budget and proposing 2025 assessment. The preliminary budget will be presented to the Board in November and final approval will be at the December Board Meeting.

Directors' Roundtable:

John Acker: Library and Volunteer Appreciation – No Report.

Johnny Giccatti – Greens and Architecture/Landscape – No longer will be pursuing hanging flower baskets, flowers around tee boxes, or an 8th tee restroom.

Dianne Phelps: Clubhouse, Wellness & Fitness- Wellness & Fitness held an equipment orientation and 15-20 people showed up. They plan on holding orientations monthly. It seems that a lot of the lockers are being used without the required payment. NW Fitness recently did an equipment check of the new Co-ed Room equipment.

A motion was made (Phelps) and seconded (VanOsdel) to approve Carolyn Paul as Chairperson, Larry Henderson as VP, and new member Cliff Jackson of the Wellness & Fitness Committee. Motion passed unanimously.

The Clubhouse Committee has created a sign-in for the Pool table and we have over 40 residents using the Pool Table with Tuesday being the most popular day.

A Motion was made (Phelps) and seconded (VanOsdel) to accept the new card group Euchre and the Military Veterans Group as recognized SCA Activities. Motion passed unanimously.

Concern over the lighting on the exterior of the Clubhouse and the parking lot was raised.

Pat VanOsdel: Sub Associations, Swimming Pool, and Marketing – Pool Committee reported that Swimming Pool usage was down 27% from last year.

JJ Gattuccio: CALC and Pro Shop – CALC is looking into areas to plant native plants for "Backyard Habitat" next year. The project on the 104th median is still coming along, waiting for final plantings.

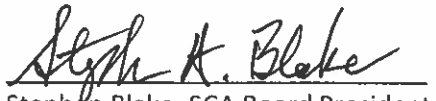
Carene Svoboda – Newcomers and Disaster Preparedness & Safety – Disaster Preparedness held their 2nd First Aid Class and a total of 7 residents showed up. The Newcomers Fair Event occurred on October 19th. 88 invitations went out to a total of 126 people and 49 of them showed up.

Steve Blake: Communications and 50th Anniversary— The Communications Committee has been organizing and discussing an SCA Survey and a program called Monday.com for bettering communication throughout Summerfield.

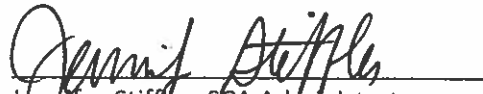
J2 has completed its scope of work for the future replacement of the Durham Brick Wall and will begin to gather bids from contractors. A meeting will be scheduled with homeowners soon to discuss the future of the wall and present options.

Motion made (Giccatti) and seconded (Acker) to adjourn. The meeting adjourned at 10:52 AM. Motion passed unanimously.

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



Stephen Blake, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes**

November 11, 2024

Present:

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

Dianne Phelps, Director
Johnny Giccatti, Director

Carene Svoboda, Director
Jennifer Stiffler, Administrator

Absent:

JJ Gattuccio, Director

Lance Yunck, Apartments

Manager, Estates

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

Visitors: Tom Merrick.

Minutes: A motion was made (VanOsdel) and seconded (Phelps) to accept the October Board Meeting Minutes. Motion passed unanimously.

Golf Course Report – Palmer: The golf course has been very wet and has had to be closed for several days due to standing water. The golf crew will be focusing on winter projects such as the hole 3 restroom floors and a retaining wall along the cart path leading up to the 2nd tee.

Golf Pro Shop Report – R. Lindsey: Golf revenues were just over budget. Winter tournament season is starting. Pro Shop Holiday Open House is scheduled for 12/3 at 5 PM.

City of Tigard Liaison Report – Sherman: At the time of this report, the unofficial election results for the City of Tigard were in and voters elected incumbents Maureen Wolf, Jeannette Shaw and Jake Schlack along with newcomers Faraz Ghodduzi and Heather Robbins. Utility billing has a new billing system available for online payment. Your next paper bill will include a new account number and customer ID number which will be required for setting up payment.

Treasurer’s Report – Acker: Operating account total revenue was \$59,727.46, and expenses were \$110,460.17. Total cash on hand in the operating account as of 10/31/2024 was \$945,123.36. The general reserve account total revenue earned was \$14,100.93, and expenses were \$6,113.00. New Buyers Fees collected were \$22,000, and interest earned was \$66.02. The total Reserves balance as of 10/31/2024 was \$2,019,006.56. A fully funded reserve fund according to the 2024 Reserve Study is 2,398,098. A motion was made (Phelps) and seconded (VanOsdel). Motion passed unanimously.

Unfinished Business:

Marketing Committee Reassignment - A motion was made (VanOsdel) and seconded (Phelps) to reassign Marketing as a Team to work under the umbrella of the Communications Committee. After some discussion, a new motion was made (Phelps) and seconded (Acker) to table the discussion until more details were agreed upon. New motion passed unanimously.

New Business:

Musimack Website Resident Login Extension Proposal –A motion was made (Acker) and seconded (VanOsdel) to approve the proposed contract from Musimack to create a larger resident only webpage so that additional information can be kept behind the firewall, for residents only. Motion passed unanimously.

Communication Policy & Procedure – Due to tabling the Marketing decision in Unfinished Business, this too will

be tabled.

Clubhouse Use Application Form Update – A motion was made (VanOsdel) and seconded (Svoboda) to approve the Clubhouse committee’s recommendation of an increased Non SCA resident Clubhouse fee. Motion failed unanimously.

Preliminary 2025 SCA Budget – A motion was made (Phelps) and seconded (VanOsdel) to accept the proposed Preliminary 2025 Budget with an annual assessment per resident of \$700. Motion passed unanimously. Copies of the proposed budget will be available to residents who would like a copy before the final budget is approved at the December SCA Board Meeting.

Administrator’s Report: After meeting with 3 security companies to obtain bids for an overhaul of the SCA Clubhouse Security System, only 1 company submitted a bid, so two additional bids will be sought.

Directors’ Roundtable:

John Acker: Library and Volunteer Appreciation – No liaison report.

Johnny Giccatti – Greens and Architecture/Landscape – No report.

Dianne Phelps: Clubhouse, Wellness & Fitness- A motion was made (Phelps) and seconded (Svoboda) to accept the new City of Tigard Group as a recognized SCA Activity/Club. Motion passed unanimously.

Still waiting on kitchen locks to be installed. Wellness & Fitness is interviewing Personal Trainers to see if it is possible to have a hired professional to teach some classes and offer training to residents.

Pat VanOsdel: Sub Associations, Swimming Pool, and Marketing – No report.

JJ Gattuccio: CALC and Pro Shop – absent.

Carene Svoboda – Newcomers and Disaster Preparedness & Safety – Disaster Preparedness has their meeting coming up on November 22nd.

Steve Blake: Communications and 50th Anniversary— The Communications committee is working on a survey for SCA residents to go out early next year. A motion was made (Phelps) and seconded (VanOsdel) to accept Tom Clancy, Jan Merrick, Jan Acker, Marty Pachciarz, Deb Ginley, and Meddie Simms as members of the Communications Committee. Motion passed unanimously.

Motion made (Phelps) and seconded (VanOsdel) to adjourn. The meeting adjourned at 10:18 AM. Motion passed unanimously.

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


Stephen Blake, SCA Board President


Jennifer Stiffler, SCA Administrator

SUMMERFIELD CIVIC ASSOCIATION
Board Meeting Minutes
December 16, 2024

Present:

John Acker, Treasurer
Johnny Giccatti, Director

Dianne Phelps, Director
JJ Gattuccio, Director

Carene Svoboda, Director
Jennifer Stiffler, Administrator

Absent:

Steve Blake, President
Manager, Estates

Pat VanOsdel, Vice President

Lance Yunck, Apartments

Treasurer John Acker called the meeting to order at 9:00 AM.

Visitors: Karen Schieferstein, Barb Lance, Jan Meek, Dan O'Brien, Marshall Henry.

Minutes: A motion was made (Giccatti) and seconded (Svoboda) to accept the November Board Meeting Minutes. Motion passed unanimously.

Golf Course Report – Palmer: Budget Committee passed the purchase of a replacement mower for the greens. Reserve study showed that it was ready to replace in 2026. Typically, there is an 18-month waiting list for these items but one has become available now so that purchase will be made right after the new year. The Golf Course Crew is trying out a new "wetting agent" which has the purpose of keeping the course dryer. Phelps asked Zach if the budget allowed him to maintain the course and he agreed that with the cuts made, they should be able to maintain the course. **Golf Pro Shop Report – Absent:**

City of Tigard Liaison Report – Sherman: Mayor Lueb proclaimed December National Impaired Driving Awareness Month in Tigard. City of Tigard is launching a new online tool, Tigard Service Request, on January 28th. This tool will simplify the process for residents report non-emergency issues such as potholes, broken street lights, and park maintenance. The introduction of this online tool is part of the City's ongoing effort to modernize and enhance City Services. The City of Tigard has a rule regarding the Responsibility of Fallen Trees. It is up to the homeowner who has INCURRED the tree debris or property damage to clean up or repair their property. This is the case regardless of whether it being a homeowner, business, or City of Tigard. This is also the case if a tree falls on a vehicle, it is up to the vehicle owner to repair their vehicle.

Treasurer's Report – Acker: Operating account total revenue was \$28,319.88, and expenses were \$106,915.47. Total cash on hand in the operating account as of 11/30/2024 was \$566,718.75. \$300,000 was transferred from Operating to Reserves. The general reserve account total revenue earned was \$1,858.30, and expenses were \$29,138.55. New Buyers' Fees collected were \$10,000, and interest earned was \$343.36. The total Reserves balance as of 11/30/2024 was \$2,345,284.67. A fully funded reserve fund according to the 2024 Reserve Study is 2,398,098.

A motion was made (Phelps) and seconded (Gattuccio). Motion passed unanimously.

Unfinished Business:

2025 Final Budget - A motion was made (Gattuccio) and seconded (Phelps) to accept the Proposed 2025 SCA Operating Budget with Resident Assessments at \$700. After much discussion, the motion passed unanimously.

Communications Policy & Procedure D 4.41 - A motion was made (Phelps) and seconded (Giccatti) to accept the newly revised Communications Policy & Procedure D 4.41. The motion passed unanimously.

New Business:

CALC Proposal (3 Parts) –A motion was made (Gattuccio) and seconded (Phelps) to approve the purchase and placement of 2 boulders at each end of the 104th median strip at \$500 to keep vehicles from driving up on it. Motion passed unanimously.

A motion was made (Phelps) and seconded (Giccatti) to cut off the pole in the center of the 104th median strip. Motion was tabled for more information.

A motion was made (Giccatti) and seconded (Svoboda) to place crushed gravel at the top of Common Area 31 A to reduce soil run off during rainy season. Discussion asked CALC to formulate a whole plan for this area, not just crushed rock. Motion failed unanimously.

Administrator's Report: Total of 67 homes sold this year to date. The goal was 45. Clubhouse Lift – we have had the ADA Lift mechanics out several times to look at the Clubhouse Lift to see why it stops working from time to time. No mechanical issues have been found. In the meantime, an emergency reset switch has been created on the outside of the Lift on the lower level. This means, someone must be on the outside to flip the switch. Inside the elevator is an emergency button that reaches a monitored call station and posted are the cell phone numbers of a few folks that can help. I am still looking into bids from Security companies to replace our current Clubhouse security. I am in the process of getting bids to replace our front Clubhouse doors with better exiting procedures. 2025 Directories are here and a huge thank you to Deb Ginley for the cover photo. I will be having meetings soon with most of the committees to reset expectations and answer questions as we get into 2025. The office is in the process of getting a proposal put together to trim up the 80+ Red Maples that line Summerfield Drive, this will take assistance from TH#1 and TH#2 residents. The newsletter in 2025 will no longer be mailed. If you do not have access to a computer, copies will be available outside of the Clubhouse Office. The newly formed Communications committee in conjunction with the Website Team are working on refreshing communication within Summerfield. Currently the website is getting a mini makeover to make the Residents Only section bigger so it can contain information other than just the online directory.

Directors' Roundtable:

John Acker: Library and Volunteer Appreciation – A motion was made (Acker) and seconded (Gattuccio) to approve Delores Demarinis as Chairperson of Volunteer Appreciation Committee and committee members Diane Knox, Roxanne Griffin, Sharon Evans and Gail Heimbecker.

Johnny Giccatti – Greens and Architecture/Landscape – No report.

Dianne Phelps: Clubhouse, Wellness & Fitness- Dianne reminded fellow directors that it is their responsibility to talk to their assigned committees. Wellness & Fitness had a great response from the recent equipment training/orientation and look forward to continuing. W & F committee is also looking into a localized Personal Trainer for hire and will have an informational meeting in the Ballroom on Feb. 7th. The Clubhouse Committee is looking for 3-D artists to display in the Art Cabinet in the Clubhouse Living Room. The March display will be Woodworking.

Pat VanOsdel: Sub Associations, Swimming Pool, and Marketing - Absent.

JJ Gattuccio: CALC and Pro Shop – No Report.

Carene Svoboda – Newcomers and Disaster Preparedness & Safety – Disaster Preparedness will host a women's self-defense class on January 30th.

Steve Blake: Communications and 50th Anniversary— Absent.

Motion made (Phelps) and seconded (Giccatti) to adjourn. The meeting adjourned at 10:18 AM. Motion passed unanimously.

Next Agenda Meeting January 13th, at 9 AM. The next regular Board Meeting is January 21th, at 9 AM.


Stephen Blake, SCA Board President


Jennifer Stiffler, SCA Administrator