

**SUMMERFIELD CIVIC ASSOCIATION**  
**Board Meeting Minutes**  
**January 21, 2025**

**Present:**

Steve Blake, President  
Dianne Phelps, Director  
Johnny Giccatti, Director

John Acker, Treasurer  
Carene Svoboda, Director  
Jennifer Stiffler, Administrator

Pat VanOsdel, Vice President  
JJ Gattuccio, Director

**Absent:**

Lance Yunck, Apartments                      Manager, Estates

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

**Visitors:** Tom Merrick, Sharon Strain, Mary Kerns, Barb Lance, Dan O'Brien.

**Minutes:** A motion was made (Van Osdel) and seconded (Phelps) to accept the December Board Meeting Minutes with corrections. Motion passed unanimously.

**Golf Course Report – Palmer:** Golf Course has been frozen early in the morning delaying play start times. Adam Walters was promoted to Assistant Superintendent. His background is primarily in construction. He will be working on renewing the Hole 3 restrooms. Zach has been working on his continuing education credits within his GCSAA membership and has now earned enough credits for his Class A. Zach will be attending the GCSAA Tradeshow in San Diego this year and is registered for 8 classes. The new mower, which is a replacement for an aged mower, was delivered this month and is mowing beautifully.

Clarification was asked to be put on record that the 2025 budget is in the scope of what is expected as far as course maintenance. Zach agreed that the budget is just fine for the 2025 planned expenses. It was mentioned that in the previous few years, the budget had been inflated a little due to the uncertainty of post-Covid inflation and supply/demand, which luckily did not affect Summerfield greatly. The budgeted amount of \$743K for all golf related expenses is just shy of \$17K of what was budgeted last year and is \$98K over what was spent last year.

**Golf Pro Shop Report – Lindsey:** December on paper looks to be about \$9K over budget but this is because of pre-purchased punch cards due to the upcoming price increase. YTD compared to budget is up by \$46K with a \$2 increase in fees in 2024. Overall, in 2024, we lost about 1500 rounds over the previous year. Biggest concern in 2025 with the \$3 increase in greens fees is the impending re-opening of Lake Oswego Municipality course which will take away about 30K rounds from golf courses in the area including Summerfield. In the US, 9-hole golf courses are becoming the trend, and 18-hole play is down.

Rob asked that the record show that this year the Budget Committee told him what the increase would be versus all other years when he was asked for a projection. Knowing that the L.O. Muni Course was opening, Rob budgeted with 80% expected rounds and was told to increase it to 90%. Rob's concern is that the number of rounds lost will double this year.

Discussion: Phelps – will public play increase make it harder for residents? A: Residents have time blocked off for play before open/public play. Gattuccio – On record, Rob's discussion about the golf fees for 2025 was with the budget committee, not the Board. Giccatti – Now that we are in January, are people talking about the increased fees a lot. A: Yes. Public and Resident complaints. Acker – What is the average per round cost for the Annual Pass? A: It was about \$6 a round average and will be about \$6.50 per round in 2025.

**City of Tigard Liaison Report – Sherman:** January 7<sup>th</sup> Tigard City Council swore in the newly elected members. The council increased from 5 to 7 members. City Manager, Steve Rymer, is retiring, and the council has authorized Rob Drake as interim city manager through July 31<sup>st</sup>. The city is kicking off its "Building a Better Tigard" project, which will replace outdated and overcrowded Police and Public Works facilities. The city is looking to add a \$150 million bond measure on the May 2026 ballot to pay for the project. The January 16<sup>th</sup> Chat with the Chief event was

poorly attended, but everyone who came enjoyed great food provided by the Police Office and the chat was very informative and entertaining with Police Chief Jamey McDonald.

**Treasurer's Report – Acker:** Operating account total revenue was \$45,187.23, and expenses were \$93,955.30. Total cash on hand in the operating account as of 12/31/2024 was \$520,394.74. The general reserve account total revenue earned was \$2,225.31, and expenses were \$8,924.01. New Buyers' Fees collected were \$6,000, and interest earned was \$836.72. The total Reserves balance as of 12/31/2024 was \$2,345,422.79. A fully funded reserve fund according to the 2024 Reserve Study is 2,398,098.

A motion was made (Giccatti) and seconded (Gattuccio) to accept the Treasurers Report. Motion passed unanimously.

**Unfinished Business:**

None.

**New Business:**

**A/L HOUSE PAINT COLOR CHANGE PROPOSAL** – A motion was made (Svoboda) and seconded (Gattuccio) to approve the changes to the A/L Change Request form and subsequently the A/L Manual, adding property owners email address, update to wording about neighbor acknowledgement, update to wording about Sub Association acknowledgement and the legal disclaimer. Motion passed unanimously.

A motion was made (Phelps) and seconded (Gattuccio) to approve the recommended new house paint colors, trim colors, and door colors from Sherwin Williams as well as the removal of 8 retired colors. Mention that soon the paint choices will be available through a Sherwin Williams page on their website specific to Summerfield residents to relieve the need of residents to check out a paint book from the SCA office. Paint books will still be available to those who would like to use them. If a resident's home is painted in a color that was just retired, the resident is ok to touch up their home with the same color. Motion passed unanimously.

**TOWNHALL** - A motion was made (Phelps) and seconded (VanOsdel) to approve Townhall Open Meeting to be scheduled mid-late March. Motion passed unanimously.

**Administrator's Report:** New Clubhouse Water/Drinking fountains are in the process of being installed. Project was delayed due to unknown configuration within wall requiring plumbers to properly install and electrician to update outlets to correct GFCI. In 2024, 69 homes sold. Currently in January there are 3 sales pending and 7 for sale. To date, 648 assessments have been collected, which is average for this point of the collection time. The February Agenda Meeting will be held on February 3<sup>rd</sup> and the Board Meeting on February 10<sup>th</sup>.

**Directors' Roundtable:**

**John Acker:** Library and Volunteer Appreciation – No Report.

**Johnny Giccatti – Greens and Architecture/Landscape** – Greens committee is concerned about future irrigation replacement and will recommend it be done in 3-hole phases to ease playability (not scheduled to happen for 10+ years.) Also looking to drain lake and replace pumphouse in the future. Greens Committee will volunteer to re-mark the out of bounds markers. A motion was made (Svoboda) and seconded (VanOsdel) to accept Gary Heinz as Greens Committee Chairperson. Motion passed unanimously.

**Dianne Phelps: Clubhouse, Wellness & Fitness-** Ashley Moen took over as Clubhouse Committee secretary. Tina Oman resigned. An inventory of the Kitchen will take place in February. Wellness & Fitness has a presentation on Friday, February 7<sup>th</sup>, at 1 PM with Krista Ankeny about "Active Aging."

**Pat VanOsdel: Sub Associations, Swimming Pool, and Marketing** – Sub Associations topic for discussion at their last meeting was Dealing with Difficult People. Next meeting will be held in March to discuss landscaping. Pool – closed until May.

**JJ Gattuccio: CALC and Pro Shop** – JJ would like to correct a misrepresented fact from the December Board Meeting – CALC spent \$19,600.34 on projects in 2024, not \$11,000 as was announced. CALC's 2025 budget is only

\$15,000. Two CALC committee members resigned in December, Jan Acker and Aurelie Snyder. Pro Shop is doing great.

**Carene Svoboda – Newcomers and Disaster Preparedness & Safety** – Disaster preparedness acted as greeters for the recent Chat with the Chief event. Thank you very much. They also have a Self Defense class offering for January 30<sup>th</sup>. 4 People attended the last Clubhouse tour offered by the Newcomers Welcome Committee, 2 of which were trainees. 1 resident had lived here 7 years and the other just 4 months. Fred Baum and Larry Hendersin have agreed to be event set up helpers for SCA events (more to come on this.)

**Steve Blake: Communications and 50<sup>th</sup> Anniversary**— Communications Committee has completed their first survey of residents and had a total of 492 responses submitted. We look forward to receiving the results soon.

At the petitioned request of a group of members, Steve addressed the concern over Bylaws not being followed and the legitimacy of the Board of Directors election in 2024. It was stated that the Oregon Planned Community Act serves as a gap filler for most HOA governing documents but according to SCA's attorney at VF Law, there are some OPCA ordinances which are mandatory. This includes the fact that a quorum of the voting membership must be present to hold an Annual Meeting which can be done so by attendance in person or through proxy vote. Therefore, in order to hold our Annual Meeting, in order to elect our new Board of Directors, we held a hybrid vote by both official email vote and by paper ballot to meet quorum. The Board made a mistake in allowing additional candidates to be on the ballot, believing that most members would appreciate a voice and opinion in who filled the SCA Board, whereas the SCA Bylaws state that the Nomination Committee shall select and submit only enough candidates so as to fill the Board vacancies, where as the vote would only be a Yay or Nay from the voting membership. With this awareness, the Board and the Nominating Committee will follow the SCA Bylaws strictly and will look to have the need for quorum to be met to hold the Annual Meeting added to the SCA Bylaws to be clearer about that process.

Motion made (Phelps) and seconded (VanOsdel) to move into Executive Session to discuss specific resident issues and a personnel issue after a short intermission. Motion passed unanimously. The meeting began at 10:52 AM.

The Board reconvened the open session at 11:22 AM.

A motion was made (Gattuccio) and seconded (Phelps) to reinstate the annual End of Year gift to Rob Lindsey, Golf Pro, as was delivered in the past. Motion passed 5-2.

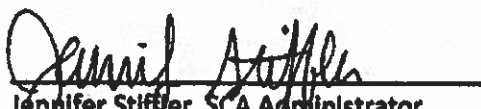
A motion was made (Phelps) and seconded (VanOsdel) to issue a \$50/week fine to [homeowner] for noncompliance of trailer after January 31<sup>st</sup> if [homeowner] does not update and actively try to get trailer from property. Motion passed unanimously.

A motion was made (Gattuccio) and seconded (Svoboda) to move forward with foreclosure of [homeowner] at attorneys' recommendation due to multiple years of collections and this past year's complete nonpayment of assessment. Motion passed unanimously.

A motion was made (Phelps) and seconded (Gattuccio) to adjourn the meeting at 11:37 AM. Motion passed unanimously.

Next Agenda Meeting February 3<sup>rd</sup>, at 9 AM. The next regular Board Meeting is February 10<sup>th</sup>, at 9 AM.

  
Stephen Blake, SCA Board President

  
Jennifer Stiffner, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION**  
**Board Meeting Minutes**  
**February 10, 2025**

**Present:**

Steve Blake, President  
Dianne Phelps, Director  
Johnny Giccatti, Director

John Acker, Treasurer  
Carene Svoboda, Director  
Jennifer Stiffler, Administrator

Pat VanOsdel, Vice President  
JJ Gattuccio, Director

**Absent:**

Lance Yunck, Apartments                      Manager, Estates

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

**Visitors:** Tom Merrick, Mary Kerns.

**Minutes:** A motion was made (Svoboda) and seconded (VanOsdel) to accept the January Board Meeting Minutes. The motion passed unanimously.

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

**Golf Pro Shop Report – Lindsey:** January was a good month considering the weather. 6 rainy days were recorded. Golf Course was \$13K over budget for the month and \$21K over budget from the same time last year. Annual tags are down about 32 residents, hopefully about 10 of them are snowbirds and will get their pass when they come back. Of the Annual tags sold, about 10 are new residents.

**City of Tigard Liaison Report – Sherman:** The City of Tigard is holding an open house on March 15<sup>th</sup>, from 10 AM – 1 PM to meet the project team for the new Police and Public Works facility. February is Black History Month, and the city is hosting an event called Building the Future Together: Black History Month Celebration Market and Party on Sunday, February 23<sup>rd</sup> from 3-6 PM. The Legislature is now in session, and Tigard's top priority is a fully funded jurisdictional transfer of Hall Blvd. from the state to the city. The city is requesting \$50 million to improve Hall Blvd within city limits.

**Treasurer's Report – Acker:** No financials to review this month with the meeting moving forward a week due to the February holiday and the new assessment processing, more time is needed to reconcile. January financials will be submitted along with February financials in the March Board Meeting.

**Unfinished Business:**

None.

**New Business:**

**Maple Tree on Hole 1 –** A motion was made (Gattuccio) and seconded (VanOsdel) to accept the proposal to trim/remove the Maple Tree on hole 1. Bids were reviewed and one bid gave a price for trimming or removal, the other two bids were for trimming only. A motion was made (Gattuccio) and seconded (Acker) to accept the bid to remove the tree with a not to exceed \$2300. Motion passed unanimously.

**Proposal to Hire Resident Set Up People -** A motion was made (Phelps) and seconded (Acker) to accept the proposal to hire the named residents as SCA staff to be available for on call Event Set Up. Discussion was had regarding hourly vs. 1099 vs. being paid directly by event host. During discussion, the proposal was withdrawn by Svoboda who submitted it. The administrator will look into other ways to offer event set up for residents.

**Clubhouse Security Bid Review -** A motion was made (VanOsdel) and seconded (Phelps) to accept the review of security bids for updated Clubhouse security. Discussion was had regarding the two bids submitted after 9 companies had been engaged with to review and bid a new security and door access system because the current system is no longer serving the SCA Clubhouse needs well. A motion was made (Gattuccio) and seconded (Acker) to table the discussion for now to get more questions answered from proposals.

**Administrator's Report:** Assessment collection is going well. So far have collected just over \$600K, this time last year only \$540K was collected. Currently we have 9 active home listings, 6 pending and 4 homes sold in January. Currently looking into proposals for updating the function of our front and East doors, Parking lot lighting, updating our Policy and Procedures, building our Nominating Committee, and a port-a-potty for the Swimming Pool.

**Directors' Roundtable:**

**JJ Gattuccio: CALC and Pro Shop** – Chair of Calc, Lona Olson's term will be expiring in April.

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

**Dianne Phelps: Clubhouse, Wellness & Fitness**- A motion was made (Phelps) and seconded (Giccatti) to accept new Clubhouse Committee member Rae Arendt. Motion passed unanimously. Wellness & Fitness is working on revising their mission statement. New treadmills have been a little troublesome for people. Please remember to use the safety clip while operating the treadmills. Wellness & Fitness will host an equipment training for residents on February 18<sup>th</sup>.

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

**Carene Svoboda – Newcomers and Disaster Preparedness & Safety** – Disaster preparedness held a Women's Self Defense seminar on January 30<sup>th</sup> and 31 residents attended. The Newcomers Welcome Committee will be hosting a committee luncheon for their members and planning for the April Newcomers Wine Event is underway. Tigard High School Tech Students will be available for several sessions this spring to assist Summerfield residents with understanding their cell phone and computers. Happy Hour is still going strong and over 40 people have been consistently showing up. The HH attendees even held a Superbowl viewing party.

**Steve Blake: Communications and 50<sup>th</sup> Anniversary**— We will look for an outside management consultant to advise on the golf course management. Looking forward to seeing the survey results soon.

**John Acker: Library and Volunteer Appreciation** – John Acker resigned from the SCA Board effectively immediately.

A motion was made (Phelps) and seconded (Svoboda) to adjourn the meeting at 10:32 AM. Motion passed unanimously.

Next Agenda Meeting March 10<sup>th</sup>, at 9 AM. The next regular Board Meeting is March 17<sup>th</sup>, at 9 AM.

  
Stephen Blake, SCA Board President

  
Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION**  
**Board Meeting Minutes**  
**March 17, 2025**

**Present:**

Steve Blake, President	Pat VanOsdel, Vice President	JJ Gattuccio, Director
Dianne Phelps, Director	Carene Svoboda, Director	Jennifer Stiffler, Administrator

**Absent:**

Johnny Giccatti, Director	Lance Yunck, Apartments	Manager, Estates
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President Stephen Blake called the meeting to order at 9:00 AM.

**Board Appointment:** A motion was made (Svoboda) and seconded (VanOsdel) to accept the appointment of JJ Gattuccio to the Executive Director position of Treasurer through the end of July 2025 when her term ends. Motion passed unanimously.

**Board Appointment:** A motion was made (Gattuccio) and seconded (Phelps) to accept the appointment of Penny Kellogg as a director of the Board to fulfill the duration of the term ending July 2026 left by the resignation of John Acker in February. Motion passed unanimously.

**Visitors:** John Acker, Tom Merrick, Ken Rose, Barb Lance.

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

**Golf Course Report – Palmer:** Golf Course is coming up on Aerification, April 7<sup>th</sup> and 8<sup>th</sup>. Restroom renovations on 3 are coming along nicely. The area around the 2 Tee box is almost finished. The brick wall looks great, and the split rail fence is almost done.

**Golf Pro Shop Report – Lindsey:** February was a very tough month with the snow and rain versus the very nice January we had. 8 new residents have purchased annual passes.

**City of Tigard Liaison Report – Sherman:** After asking the city about a possible Durham Road expansion, the answer is finally a "no." There is no mention of widening Durham Road but the transportation plan for 2040 does mention widening although it is a portion of Durham up much further. On-street parking data collection has begun in the downtown area and in the Tigard Triangle. If people see a white car with cameras on its roof, it is making a visual count of cars in these areas. A lot of positive feedback was collected regarding the drone show for the 4th of July Celebration in 2024. The city hopes to have a plan for 2025 announced soon.

**Treasurer's Report:** No financials to report due to Treasurer transition.

**Unfinished Business:**

**Clubhouse Door Access/Alarm –** A motion was made (Gattuccio) and seconded (VanOsdel) to accept the proposal from Steele Electric to replace the Door Access system and SCA Alarms within the Clubhouse and Maintenance Shop with a not to exceed budget of \$30,000. Motion passed unanimously.

**New Business:**

**Parking Lot Lighting –** A motion was made (Phelps) and seconded (VanOsdel) to accept the proposals to replace the Parking Lot Lighting. Bids were submitted by Frahler, Young, and Steele Electric. Discussion was had regarding variances in the bids. The board requests a presentation by Frahler. Conversation tabled until presentation can be had.

**Vortex Door Proposal –** A motion was made (Gattuccio) and seconded (Svoboda) to discuss the proposals for Vortex Doors to update 3 areas with ADA components. **Front Door Proposal** with new doors and ADA button was

tabled for additional information needed. **East Side Door** ADA components was approved unanimously. **Men's and Women's Upstairs Restroom doors** was approved unanimously.

**CALC 104<sup>th</sup> Plantings** - A motion was made (Gattuccio) and seconded (Svoboda) to accept the proposal from Innovative to complete the 104<sup>th</sup> strip as described except for swapping the Crimson Pygmy Barberry for a different shrub that is considered non-invasive. Motion passed 5-1 (Phelps).

**Policy & Procedure F6.11 b Update** - A motion was made (Phelps) and seconded (Gattuccio) to accept the new wording relating to what types of Clubhouse Private Events can be held on the Private Event Clubhouse Use form. Motion tabled until Clubhouse Committee can vote on wording change.

**Administrator's Report:** January – 4 homes sold; February 9 homes sold. Large number of Assessments are still outstanding, the office is working on collecting. Huge Thank you to Zach and his crew for working on replacing the posts for the Blue Summerfield Entrance Signs.

**Directors' Roundtable:**

**Johnny Giccatti: Greens and Architecture/Landscape** – Absent.

**Penny Kellogg: Library and Volunteer Appreciation** – No Report.

**JJ Gattuccio: CALC and Pro Shop** – Barbara Jones from CALC resigned and Lona Olson, whose term on CALC ends in April has officially resigned from CALC as of March 31<sup>st</sup>. CALC no longer has any members.

**Dianne Phelps: Clubhouse, Wellness & Fitness**- Wellness & Fitness has a new mission statement. 77 residents attended the discussion of personal training held in February. Over 100 residents have attended the fitness orientations in the last 6 months held by the Committee. The W & F Committee is looking to build a list of vetted trainers to provide if anyone is interested. They are also looking to meet with a strength trainer next for a resident topic. Clubhouse Committee – there is a new 3D art display featuring wood carvings from Gary Barrett. The committee has posted signage in the kitchen about pacemakers and the induction stove tops – the concern between the two is the same as with a microwave. The Clubhouse Committee is looking for more volunteers.

**Pat VanOsdel: Sub Associations and Swimming Pool** – Pool Committee is having their first meeting of the season on March 25<sup>th</sup>. They are currently working on proposals for a 'porta-'Potty option at the Pool for the summer.

A motion was made (Gattuccio) and seconded (Phelps) to accept Joe Roberts and Mark VanOsdel as new members of the Pool Committee. The motion passed unanimously.

The Sub-Associations met for and discussed landscaping and federal taxes. A suggestion was made for townhouses to have addresses posted in front and back of each unit.


**Carene Svoboda: Newcomers and Disaster Preparedness & Safety** – At the last Clubhouse tour there was 1 New Resident, 2 Current Residents who wanted an official tour, and 2 members of the Estates Staff. April 26<sup>th</sup> will be the Spring Wine Social for New Residents including anyone who moved into Summerfield from March 2024 on. Disaster Preparedness has a Scam Prevention Talk being given on April 21<sup>st</sup>.

**Steve Blake: Communications and Website** — The resident portal is now live on the Summerfield Website.

A motion was made (Phelps) and seconded (VanOsdel) to adjourn the meeting at 11:01 AM. Motion passed unanimously.

Next Agenda Meeting April 14<sup>th</sup>, at 9 AM. The next regular Board Meeting is April 21<sup>st</sup> at 9 AM.

  
Stephen Blake, SCA Board President

  
Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION**  
**Board Meeting Minutes**  
**April 21, 2025**

**Present:**

Steve Blake, President  
Dianne Phelps, Director  
Penny Kellogg, Director

Pat VanOsdel, Vice President  
Carene Svoboda, Director  
Jennifer Stiffler, Administrator

JJ Gattuccio, Director  
Johnny Giccatti, Director

**Absent:**

Lance Yunck, Apartments                      Manager, Estates

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

**Visitors:** Tom Merrick, Ronda Butler-Villa, Stuart Warren, John Acker, Ken Rose

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

**Golf Course Report – Palmer:** Spring Aerification is complete. The job took one extra day due to the weather. The course is playing very well. Zach spoke to the history of the course, that Rick Sullivan was here since the course was just dirt and operated as Superintendent for 40+ years. A lot of the way things are taken care of have always been the same. Giccatti congratulated Zach on a great looking course and inquired about robot lawn mowers.

**Golf Pro Shop Report – Lindsey:** March was difficult due to the heavy rains. Overall March was down about 400 rounds from last year. There were a few days the course was closed for ½ a day. April has already proved to be promising with extra rounds picked up. A golf course in Banks closed recently which could earn us some rounds. The golf course in Lake Oswego is set to open soon and it is anticipated that we might lose a few rounds at the beginning because people will want to check it out.

**City of Tigard Liaison Report – Sherman:** Mayor Lueb will have the “State of Our City” address on April 28<sup>th</sup> at the Broadway Theater. Cocoa with a Cop will be at the Starbucks near Bi Mart on April 29<sup>th</sup>. Events happening in May are Move with the Mayor, Tigard Farmers Market, a Blood Drive, and “Tigard Works!” event showing off Tigard’s essential services.

**Treasurer’s Report:** Three months of financials to approve.

January: Operating account total revenue was \$740,428.79, and expenses were \$121,032.91. Total cash on hand in the operating account as of 01/31/2025 was \$1,140,010.62. The general reserve account total revenue earned was \$5,296.73, and expenses were \$60,098.55. New Buyers’ Fees collected were \$8,000, and interest earned was \$828.75. The total Reserves balance as of 01/31/2025 was \$2,299,449.72.

February: Operating account total revenue was \$279,319.88, and expenses were \$96,873.34. Total cash on hand in the operating account as of 02/28/2025 was \$1,332,637.16. The general reserve account total revenue earned was \$1,801.63, and expenses were \$0.00. New Buyers’ Fees collected were \$18,000, and interest earned was \$764.71. The total Reserves balance as of 02/28/2025 was \$2,320,016.06.

March: Operating account total revenue was \$80,464.35, and expenses were \$78,343.01. Total cash on hand in the operating account as of 03/31/2025 was \$1,334,898.50. The general reserve account total revenue earned was \$2,628.56, a transfer from operating was made in the amount of \$272,701.80, and expenses were \$1,235.00. New Buyers’ Fees collected were \$6,000, and interest earned was \$882.91. The total Reserves balance as of 03/31/2025 was \$2,600,994.33.

A motion was made (Phelps) and seconded (VanOsdel) to accept the Treasurer’s Reports for January, February, and March as made. Motion passed unanimously.

**Unfinished Business:**

**Vortex Front Door Proposal** – A motion was made (Kellogg) and seconded (VanOsdel) to accept the proposal from



Vortex doors to replace and add ADA operators. Motion passed unanimously.

#### **New Business:**

**Greens Committee Proposal** – A proposal was made by the Greens Committees with the Men's and Women's Golf Clubs to create a line item in the SCA Chart of Accounts to separate the cost of landscape maintenance for landlocked "non golf course" area that is maintained for appearances between the golf course and residents' homes. A motion was made (VanOsdel) and seconded (Kellogg) to discuss the proposal. Giccatti made an amendment to the proposal stating that the amount of 25% of golf course maintenance/landscaping expenses for be moved to a separate line item. A motion was made (Giccatti) with no second, therefore failed. A motion was made to accept the proposal from the Greens Committee (Kellogg) and seconded (Phelps). Vote was 0-7, motion failed unanimously.

**Library Carpet Proposal** - A motion was made (Giccatti) and seconded (Phelps) to accept the Clubhouse proposal to replace the carpet in the library with Rubenstein with a not-to-exceed budget of \$6000. Motion passed unanimously.

**Clubhouse Water Heater Replacement** - A motion was made (Giccatti) and seconded (Kellogg) to accept the proposal from Rayborn's Plumbing to replace the two existing water heaters. Motion passed unanimously.

**Golf Course Consultant** - A motion was made (Phelps) and seconded (Gattuccio) to not hire a consultant to examine costs and operations on the golf course. Motion passed unanimously.

**Administrator's Report:** As of today, 7 homes are pending, 11 are for sale, and 4 have closed this month. So far in 2025, 19 homes have closed. The end of the year goal is 45. I am currently working with Dan O'Brien on new bids for the Parking Lot lighting. Vortex Doors is ordering the materials needed for the door upgrades approved. The Summerfield Estates have set up an ACH payment going forward. We have signed our new 2025-26 Insurance Policy with Brown and Brown Insurance.

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

**Johnny Giccatti: Greens and Architecture/Landscape** – A motion was made (VanOsdel) and seconded (Gattuccio) to accept Lona Olson as a member of the Architecture/Landscape Committee. Motion passed 6-1.

**Penny Kellogg: Library and Volunteer Appreciation** – Volunteer Appreciation committee has 6 members but is in need of 2 more. The April event was well attended. The next event coming up will be the Veterans Event in November. Library committee has 12 members and a wait list to join the committee!! The library committee very much appreciates the budget they received for new materials.

**JJ Gattuccio: CALC and Pro Shop** – CALC officially has no committee members. The plantings on 104<sup>th</sup> are completed.

**Dianne Phelps: Clubhouse, Wellness & Fitness**- Wellness & Fitness has been discussing the cleanliness of the co-ed workout room. Currently the Clubhouse cleaning company does not service that room. Administrator has been tasked with resolving that with the cleaning company. W&F committee feels that the Co-ed Universal Machine is not being used and is looking into ways to educate more people about it. The Clubhouse Committee is forming a task committee to look into the Men's and Women's locker room renewal.

**Pat VanOsdel: Sub Associations and Swimming Pool** – Sub Association group needs a new chairperson. The Nominating Committee is meeting April 24<sup>th</sup>. The members of the Nominating Committee are: Pat VanOsdel (current board), Barb Lance (past board), Dudley Strain (past board), Rick Knutson (Men's Golf Club), Deb Cruse (Women's Golf Club), Dan Cummins (Pickleball), Diane Christensen (Line Dance), Jan Harrington (HOA 1), Barb Shaw (HOA 2), Kip Phelps (HOA 3), Meddie Sims (HOA 4), Elena Madden (Fountains), Jacki Mitchell (Fountainwood), Remi Thibodeau (Brookside), Ronda Butler-Villa (Clubhouse Committee), Gary Heintz (Greens Committee), Carolyn Paul (Wellness & Fitness Committee), Linda Clancy (Member at large), Deb Simpson (Member at large). A motion was made (Gattuccio) and seconded (Phelps) to accept the Nominating Committee. Motion passed unanimously.

**Carene Svoboda: Newcomers and Disaster Preparedness & Safety** – Disaster Preparedness has a Scam Prevention presentation led by Maddie Bauer today. Newcomers Wine Social is April 26<sup>th</sup> from 3-5 PM.

**Steve Blake: Communications and Website** — Website and Communications Committees both need members. Communications committee will be present at the next Board Meeting to discuss survey results.

A motion was made (Gattuccio) and seconded (Kellogg) to adjourn the meeting at 11:05 AM. Motion passed unanimously.

Next Agenda Meeting May 12<sup>th</sup>, at 9 AM. The next regular Board Meeting is May 19<sup>th</sup> at 9 AM.



Stephen Blake, SCA Board President



Jennifer Stiffler, SCA Administrator

**SUMMERFIELD CIVIC ASSOCIATION**  
**Board Meeting Minutes**  
**May 19, 2025**

**Present:**

Steve Blake, President  
Dianne Phelps, Director  
Penny Kellogg, Director

Pat VanOsdel, Vice President  
Carene Svoboda, Director  
Jennifer Stiffler, Administrator

JJ Gattuccio, Director  
Johnny Giccatti, Director

**Absent:**

Lance Yunck, Apartments                      Manager, Estates

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

**Visitors:** Irma Trommolitz

**Minutes:** A motion was made (Phelps) and seconded (VanOsdel) to accept the April Board Meeting Minutes with corrections as mentioned. Motion passed unanimously.

**Golf Course Report—Palmer:** The Golf Course Crew is working on completing smaller projects to catch up on Spring Maintenance. The condition of the Rhododendrons planted near the Pump House was mentioned, and Zach replied that he believes they receive a little too much water. His crew is keeping an eye on them.

**Golf Pro Shop Report—Lindsey:** April had very good weather. Quail Valley closed, and we saw a slight increase. In May, two different Golf Courses opened: Lake Oswego Muni and Shortland. So far, May has been very rainy. The Men's and Women's Clubs are doing great. They are in full tournament mode and have their second Chapman coming up. Lindsey's Tigers are hoping to start in June.

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

**Treasurer's Report:**

April: Operating account total revenue was \$115,759.73, and expenses were \$108,518.70. Total cash on hand in the operating account as of 04/30/2025 was \$1,342,340.11. The general reserve account total revenue earned was \$24,732.46, and expenses were \$0.0. New Buyers' Fees collected were \$12,000, and interest earned was \$886.80. The total Reserves balance as of 04/30/2025 was \$2,638,613.59.

A motion was made (Svoboda) and seconded (VanOsdel) to accept the Treasurer's Report. Motion passed unanimously.

**Unfinished Business:** None

**New Business:**

**Pool Temporary Toilet** – The Swimming Pool Committee requested a temporary toilet just outside the west pool gate, behind the pool house. The contractor would service the toilet weekly, and the Pool Committee would monitor cleanliness throughout the week. The toilet would only be in place during the pool season. The cost is \$187 a month and would come from the Pool budget. A motion was made (Phelps) and seconded (Svoboda) to accept the temporary toilet. Motion passed unanimously.

**Administrator's Report:** As of today, 5 homes are pending, 11 are for sale, and 8 have closed this May. So far in 2025, 28 homes have closed. The end-of-year goal is 45. Six residents have been escalated to collections for failure to pay their dues. Still working on full bids for Parking Lot lighting. I will start researching HOA software to enhance Summerfield's communication and office operations. The East end doors and the upstairs restrooms have their ADA functions added. Once the electrician comes out to create a dedicated circuit, the ADA buttons should be operational. Vortex is still waiting on the parts for the front doors. The new security system will be scheduled once the doors are complete.

### Directors' Roundtable:

**Pat VanOsdel: Nominating Committee, Sub Associations and Swimming Pool** – The Nominating Committee of 20 members gathered on May 13<sup>th</sup> and 15<sup>th</sup> to discuss and interview the nominees for the Board. Of the 6 nominees, the three selected as candidates are: J Hootman, Deb Simpson, and Chuck Coiner. Meet the Candidates Night is scheduled for June 26<sup>th</sup> at 7 PM in the Ballroom. A very big Thank You to the outgoing Board members: Steve, Dianne, and JJ.

**Carene Svoboda: Newcomers and Disaster Preparedness & Safety** – The Newcomers Wine Social had a great turnout. 82 people were invited and 52 showed up! The latest Clubhouse Tour had a total of 8 people, including a couple who were looking at moving to Summerfield. Disaster Preparedness recently held a SCAM prevention presentation, which was poorly attended. The First Aid presentations in May were better attended, with about 20 people attending the Tuesday event.

**Johnny Giccatti: Greens and Architecture/Landscape** – A motion was made (Giccatti) and seconded (Kellogg) to accept Roger Johnson as an Architecture/Landscape Committee member. Motion passed unanimously. The Greens Committee has a plan to replace the Tee Boxes at each hole through contributions made by members of the golf community in exchange for their name on a small plaque. The cost will be about \$500 per Tee box and two names will be featured on each box.

**Penny Kellogg: Library and Volunteer Appreciation**—The Carpet in the library will be replaced June 23- 27, during which time the library will be temporarily closed.

**Dianne Phelps: Clubhouse, Wellness & Fitness**- A motion was made (Phelps) and seconded (Kellogg) to accept Bliss Talbot as a new member of the Clubhouse Committee. Motion passed unanimously. A motion was made (Phelps) and seconded (Kellogg) to approve the new Pollinators and Native Plant Club. Motion passed unanimously. Wellness & Fitness continues its monthly training orientations on equipment.

**JJ Gattuccio: CALC and Pro Shop** – No Report

**Steve Blake: Communications and Website**—Steve invited Tom Clancy, Chair of the Communication Committee, to speak regarding the Survey Results. Tom reported that the survey was a great inaugural tool for learning more about the residents of Summerfield. It gave insight into where future surveys might ask more in-depth questions.

A motion was made (Giccatti) and seconded (Phelps) to adjourn the meeting at 10:14 AM. Motion passed unanimously.

The Next Agenda Meeting is June 9th at 9 AM. The next regular Board Meeting is June 16<sup>th</sup> at 9 AM.

  
Stephen Blake, SCA Board President

  
Jennifer Stiffler, SCA Administrator