

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION

BETA - HOA #2

Board/Residents' Meeting Minutes

Wednesday, January 14, 2026

CALL TO ORDER - Board President Barbara Shaw called the meeting to order at 3:30 p.m. in the Lakeview Room of the Summerfield Clubhouse. She welcomed 22 residents, including Board members Barbara Emmaneel, Jean Hart, Mary Ann Nese, Aurelie Snyder and Pat VanOsdel.

MINUTES - There were no corrections to the minutes of the November 12, 2025 board meeting. A motion was made to approve the minutes as written. It was seconded and the board unanimously voted to accept the minutes.

TREASURER'S REPORT - Pat VanOsdel reviewed December's Financial Activity Report. See attached. She also presented the Fiscal Year 2025

- Annual Balance Sheet/Asset Statement;
- Profit and Loss Statement and
- Expenses by Category and accompanying expenditures graph. See attached.

MAINTENANCE REPORT - Aurelie Snyder said the month started off with a bang. One unit had roof leaks and was repaired for \$3155. An inspection generated another estimate for more roof leaks for an additional \$2225. And yet another report is awaiting an estimate before work can proceed.

Last month one unit had a leak that was repaired for \$880. The inspection of this particular unit indicated it was time for the mortar to be replaced and the owner had to have their chimney **repointed** by a mason as the leaks started with the presence of aging mortar. *Repointing is the process of renewing the pointing, which is the external part of mortar joints, in masonry construction such as the chimney in this instance. Over time, weathering and decay cause voids in the joints between bricks, allowing the water to infiltrate and cause erosion.*

A discussion followed among the residents that as the chimneys of our homes are almost 50 years old, it may be time to address the need for repointing. Since each homeowner is responsible for this potential and/or inevitable repair, it was suggested that perhaps a group rate could be offered by a masonry company to anyone interested in pursuing this repair as necessary. Reroofing Committee chair Chuck Emmaneel also mentioned that since the committee is meeting later this month to begin the process of researching new roofs for our HOA, repointing will be among the many aspects to be duly considered and that information will be shared in the coming months.

Finally, another item Aurelie reported on is the continuing problem of mulch, plants, bushes, etc. too close to the homes' foundation/siding border. It needs to be six inches down and needless damage is happening to the siding, possibly incurring insect or other pest infestation.

Repairs this year will depend entirely on how much of the budget has to be spent on roof leaks, she concluded.

LANDSCAPE REPORT - Jean Hart announced that zinc treatments for moss will begin this month!

EXTERIOR CHANGE COMMITTEE (ECC) - Pam Michael continues to remind homeowners that any kind of exterior change to their property must be approved prior to beginning the work. All information and copies of the necessary forms can be found in the [2024 Homeowner Information Guide](#).

NEIGHBORHOOD WATCH COMMITTEE - Barbara Shaw welcomed new residents Alan Posner and Janice Johnson. Many of us had the occasion to meet them at the Holiday Party last month. Welcome!

With heartfelt thanks, Barbara Shaw praised the professional and meticulous work of Patti Baker and Judy Richter, who have published our HOA #2 Directory for the past 10 years! They are stepping down from this volunteer service. Susana McCall volunteered to assume the responsibility. Patti and Judy were also part of the Welcome Committee. Aurelie will take this over, as she said it will give her the opportunity to go over the Information Guide as well as address the topic of maintenance for new homeowners.

NEW/OLD BUSINESS

Final Financial Records 2025—These were addressed in the Treasurer Report.

BOD Work Plan—This document covers the items to be addressed by the BOD this year. See attached.

Insurance—It's time to review our insurance policies which are up for renewal April 1, 2026. As Barbara Shaw explained, our HOA is insured by ABI, but because we are a neighborhood of townhomes, there are several townhome-related items which need to be covered by specialty insurers. This is a complex process and it is not too soon to get this quote locked in. On Wednesday, February 11, 2026, at 1 p.m., in the Conference Room, an agent from ABI Insurance will be speaking about all things insurance. Everyone is welcome to attend. Bring any questions you may have.

ADJOURNMENT

The meeting adjourned at 4:00 p.m.

Respectfully submitted,
Mary Ann Nese

Six Board members met on January 2, 2026 to plan the agenda for the Board/Resident meeting on January 14, 2026. No other business was conducted. The Board's next agenda planning meeting precedes the monthly Board/Resident meeting by one week and is held Wednesday at 2 p.m. in the Conference Room of Summerfield Clubhouse.

SUMMERFIELD HOA # 2

Annual Balance Sheet / Asset Statement Fiscal Year 2025

	Ending 12/31/2025	
Checking Account	\$	8,192
Savings Account	\$	239,043
CD 5	\$	263,766
CD 6	\$	129,084
CD 7	\$	153,455
Total Assets	\$	793,540

SUMMERFIELD HOA # 2

Profit and Loss Statement Fiscal Year 2025

	Ending 12/31/2025	
OPENING BALANCE OPS	\$	15,436
TOTAL INCOME	\$	388,943
TOTAL EXPENSES	\$	396,187
CLOSING BALANCE	\$	8,192

DECEMBER 2025 FINANCIAL ACTIVITY REPORT

OPERATING ACCOUNT		RESERVES ACCOUNT	
BEGINNING BALANCE 12/01/25:		BEGINNING BALANCES 12/01/2025:	
Checking	\$ 32,583	Savings	\$ 192,998
		CD 5	\$ 261,330
		CD 6	\$ 128,001
		CD 7	\$ 152,978
TOTAL	\$ 32,583	TOTAL	\$ 735,307
INCOME:		INCOME:	
Home Owner Dues	\$ 28,854	From Opr Acct	\$ 46,000
		Interest (Savings)	\$ 45
		Interest (CD 5)	\$ 2,436
		Interest (CD 6)	\$ 1,083
		Interest (CD 7)	\$ 477
TOTAL INCOME:	\$ 28,854	TOTAL INCOME	\$ 50,041
EXPENSES:		EXPENSES:	
Administrative	\$ 341		\$ -
Cable TV	\$ 2,688	TOTAL EXPENSES:	\$ -
Insurance	\$ 186		
Landscape (monthly)	\$ 3,125		
Landscape (misc)	\$ -		
Maintenance (misc)	\$ 880		
Prof Services	\$ -		
Utilities - Electric	\$ 25		
Utilities - Water	\$ -		
To Reserves	\$ 46,000		
TOTAL EXPENSES:	\$ 53,245		
ENDING BALANCE:	\$ 8,192	RES ENDING BALANCE:	\$ 785,348

2026

ANNUAL WORK CHECKLIST FOR HOA BOARD

draft to be discussed at January meeting

January:

Finalize prior year's **Asset Statement and Profit/Loss** for distribution to residents
Distribution of 2025 **Owners Directory**
prepare bid packet for **insurance** renewal/identify potential firms

February:

Treasurer to prepare tax forms by February 28
work on insurance - bids?

March:

Annual review of **HOA2 website** to see if any changes needed
Approve insurance contract so it can be signed before April 1
Renew or change expiring Certificate of Deposit.

April:

Pay Secretary of State **Corporation fee**
Information Guide -- Review and update for printing --

May:

Report from Roofing Committee
Review any need for professional assistance (legal, financial, maintenance, training)

June:

Review plans for **summer social** -- send out save the date notice
Review annual maintenance activities
Review Irrigation Contract -- for renewal in August

July:

Mid year review of rules, policy, resolutions, record keeping
Begin thinking about any changes needed for nest capital reserve study - info to PONO next month
Summer Party: invitations out, plans all set, invitations to TVF&R and Tigard police

August:

Only one HOA meeting (first Wed of month) given summer social
Summer Social
1st draft: **2027 annual budget**
1st letter to Owners: hold the annual meeting date and info on **Board Nominations?**
Decide on date to reprint **Owners Information guide**

Renew expiring CD

September:

Prepare for Annual Meeting -- see detailed checklist
Contact PONO and provide info for **Resere Study update** for 2026

October

Hold **Annual Meeting** including voting
Fill out Summerfield Clubhouse **Multiple Use Application** for next year
Send out "**Winterization Checklist**" to residents
Elect Officers for next years Board

November:

Check **plans for Holiday Party** -- send out Save the Date Notice
Adopt budget for the new year
Send out next year's **HOA dues information** for next year to all owners

December

No HOA Meeting -- **Holiday Party**
updates to Owners Directory

ANNUAL MEETING CHECKLIST

September

Determine BOD recommended choices for expiring seats
Confirm room availability
Draft form of financial info/budget to be used at meeting
Prepare proxie forms
Prepare Election Ballot

Prepare cover letter for annual meeting packet
Prepare meeting agenda
Prepare financial data to be presented at meeting including draft form of next year's budget

Final Landscape Report
Final Maintenance and Capital Planning report
Final Financial Report for annual meeting

Plan for refreshments, if any
Plan for name tags, if any
Plan for slide show or presentation, if any

October

Print and Distribute Annual Meeting Packets	 by October 1
President's Cover Letter	paper
Meeting Agenda	email only
Proxy Form	paper
Ballots	paper
Minutes from prior year Annual Meeting	email only

get key for microphone from SCA office morning of the day of the meeting
room set up