

SUMMERFIELD TOWNHOUSE SERVICE ASSOCIATION

BETA - HOA #2

Board/Residents' Meeting Minutes

Wednesday, September 10, 2025

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 16 residents, including Board members Barbara Emmaneel, Jean Hart, Mary Ann Nese, Aurelie Snyder and Pat VanOsdel.

MINUTES - Barbara Shaw asked the Board for corrections to the June 11, 2025 minutes. There were none. A motion was made to approve the minutes as written. It was seconded and unanimously voted to accept the minutes.

TREASURER'S REPORT - Pat VanOsdel presented the June 2025, July 2025 and August 2025 Financial Activity Reports. See attached.

She also explained that one of the Association's Certificates of Deposit was expiring and presented current interest rates and terms from financial institutions for comparison with Riverview Bank, Tigard, where the CD is maturing. A brief discussion followed.

Motion: A motion was made, seconded, and unanimously approved for the Board to authorize the Association to deposit \$250,000 to open a Certificate of Deposit for a term not exceed 24 months at a rate of at least 3.25% and to authorize the President Barbara Shaw, the Treasurer Pat VanOsdel and the Secretary Mary Ann Nese to execute documents to open that account and to close the account at the expiration of its term.

MAINTENANCE REPORT - Aurelie Snyder reported that there are no new projects underway. The second half of the large contracted work continues on remaining repairs and must be completed by the contracted finish date of December 1, 2025. Aurelie also reminded homeowners to follow procedure in the Owner Information Guide and complete required forms prior to starting any work on their property.

LANDSCAPE REPORT - Jean Hart reported that 30 broken sprinkler heads had been fixed following the complete neighborhood walkthrough she did with Rain or Shine and in coordination with each homeowner. She added that signals from the clocks have also been worked on. While walking the properties Jean noticed that mailboxes of six residents were difficult to access due to various obstructions, including plant overgrowth. She will email those involved and give them the option of having Rain or Shine clear the access or have them take the responsibility upon themselves to do so. As reported at the May and June board meeting the task of applying zinc on the roofs to rid them of moss will be done after the first rains, which is the best time of year to do this type of roof maintenance.

EXTERIOR CHANGE COMMITTEE (ECC) - Reiterating Aurelie Snyder's reminder, Pam Michael added that homeowners complete the proper forms for any changes they wish to make to the exterior of their townhouse. All information is detailed in the [2024 Homeowner Information Guide](#).

NEIGHBORHOOD WATCH (NW) COMMITTEE - Leslie Rasor provided the following information presented by Sharon Strain, who guided discussion among attendees. We had several neighbor incidents this summer that were made more difficult for the homeowner because of insufficient Neighborhood Watch information. HOA #2 has a long history of neighbor presence and cooperation. NW is always open to new ideas to build a stronger, safer community. Also remember to keep an eye on your neighbors' homes and call the police if you see anything suspicious. Keep doors locked and garage doors completely down. If you have not provided your emergency information or need to update contact information please consider updating the attached form, also found on [our website](#). Return completed form to 10385 SW Greenleaf Terrace. Questions? Call or text Leslie at 541-517-7917. She will keep a copy and then give each block captain a copy of their respective members. Your block number and block captain (in bold face print) are on the back cover page of your Members Directory.

NEW/OLD BUSINESS

Update: Summer Party - Barbara Shaw reviewed various aspects of our HOA Summer Party, which was attended by over 40 residents. A brief slide show of last month's National Night Out gathering was shown. The party was considered an overall success (and under budget)—food, bingo game, free raffle, prizes, guest appearances and presentations by the Tigard Police Department and TVF&R. However, planning and food prep, set-up (of canopies, food tables, ice chests, trash receptacles) and clean up/take down was done by a handful of residents. It was also noted that more help is needed to continue to make this a fun and well-attended summer party.

Update: Owner Information Guide - Barbara Shaw reported that there are a few changes to the Owner Information Guide which can be found on our website under [Owner Information Guide](#). Changes include:

- revision date (front cover)
- Aurelie Snyder's phone number (p. 8)
- name of HOA #2's insurance agent (p. 9)
- some corrected wording on insurance information (pp. 16-18)

Update: Tree Trimming Summerfield Drive - Tree trimming of 30 of our Association's trees on Summerfield Drive was done this summer. Upon inspection, President Barbara Shaw documented that only 109 branches were cut and that this was below our expectations of providing clearance and clean up of the street and sidewalks underneath said trees. In the future, more attention will be paid to expectations defined in any contract before being signed.

Update: Reserve Study - The Board agreed to advise [PONO Building Consultants Reserve Study](#) to proceed with the reserve study for 2026 and make two adjustments to the capital improvement plan. (HOAs are required by state law to do an analysis of capital needs of the property, and plan for dues and existing finances when to complete projects. This report can be done by HOA itself or by a professional company, like PONO. Professional companies conduct a physical inspection of the property and they maintain an extensive database of material costs, changes such as tariffs, vendors, inspection requirements, etc. that is accessible to the client HOA.)

Update: Financial Review: All the data required for the professional review by a third party certified public accountant was compiled and submitted by Treasurer Pat Van Osdel. After three months under review it was approved with only one minor tick: one account out of the many managed by Pat on behalf of our Association was slightly over the insured limit. A copy of the full report is available upon request—contact any Board member. The Board voted to recommend to owners that we do not engage a financial firm to review the 2025 financial records. This matter will be decided by a vote of the Association members at the Annual Meeting in October.

Annual Meeting/Election Planning: Our next meeting, October 8, 2025, is our Annual Meeting. You will be receiving an election packet within the next 10 days for the election of two Board positions. If you cannot attend next month's meeting, be sure to send in your proxy. Your vote counts.

ADJOURNMENT

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

Mary Ann Nese
Secretary

Six Board members met on September 3, 2025 to plan the agenda for the Board/Resident meeting on September 10, 2025. 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 2:00pm in the Conference Room of Summerfield Clubhouse.

SUMMERFIELD HOA # 2
AUGUST 2025 FINANCIAL ACTIVITY REPORT

08/31/2025

OPERATING ACCOUNT		RESERVES ACCOUNT	
BEGINNING BALANCE 08/01/25:		BEGINNING BALANCES 08/01/2025:	
Checking	\$ 15,151	Savings	\$ 154,785
		CD 5 R	\$ 255,979
		CD 6 H	\$ 125,873
		CD 7 U	\$ 150,000
TOTAL	\$ 15,151	TOTAL	\$ 686,638
INCOME:		INCOME:	
Home Owner Dues	\$ 28,870	From Opr Acct	\$ 25,000
Water reimbursement	\$ 166	Interest (CD 5)	-
		Interest (Savings)	\$ 73
		Interest (CD 6)	
TOTAL INCOME:	\$ 29,036	TOTAL INCOME	\$ 25,073
EXPENSES:		EXPENSES:	
Administrative	\$ 307		\$ -
Cable TV	\$ 2,688	TOTAL EXPENSES:	\$ -
Insurance	\$ 2,625		
Landscape (monthly)	\$ 3,125		
Landscape (misc)	\$ -		
Maintenance (misc)	\$ -		
Utilities - Electric	\$ 25		
Utilities - Water	\$ 4,150		
To Reserves	\$ 25,000		
TOTAL EXPENSES:	\$ 37,920		
ENDING BALANCE:	\$ 6,267	RES ENDING BALANCE:	\$ 711,711
TOTAL ASSETS		\$	717,978

SUMMERFIELD HOA # 2
JULY 2025 FINANCIAL ACTIVITY REPORT

07/28/2025

OPERATING ACCOUNT		RESERVES ACCOUNT	
BEGINNING BALANCE 07/01/25:		BEGINNING BALANCES 07/01/2025:	
Checking	\$ 27,711	Savings	\$ 120,724
		CD 5 R	\$ 255,979
		CD 6 H	\$ 125,873
		CD 7 U	\$ 150,000
TOTAL	\$ 27,711	TOTAL	\$ 652,577
INCOME:		INCOME:	
Home Owner Dues	\$ 35,183	From Opr Acct	\$ 34,000
Water reimbursement	\$ 110	Interest (CD 5)	
		Interest (Savings)	\$ 62
		Interest (CD 6)	
TOTAL INCOME:	\$ 35,293	TOTAL INCOME	\$ 34,062
EXPENSES:		EXPENSES:	
Administrative		TOTAL EXPENSES: \$ -	
Cable TV	\$ 2,688		
Insurance	\$ 2,407		
Landscape (monthly)	\$ 3,125		
Landscape (misc)	\$ 2,850		
Maintenance (misc)			
Utilities - Electric	\$ 25		
Utilities - Water	\$ 2,758		
To Reserves	\$ 34,000		
TOTAL EXPENSES:	\$ 47,853		
ENDING BALANCE:	\$ 15,151	RES ENDING BALANCE:	\$ 686,639
TOTAL ASSETS		\$	701,790

SUMMERFIELD HOA # 2
JUNE 2025 FINANCIAL ACTIVITY REPORT

07/01/2025

OPERATING ACCOUNT		RESERVES ACCOUNT	
BEGINNING BALANCE 06/01/25:		BEGINNING BALANCES 06/01/2025:	
Checking	\$ 67,316	Savings	\$ 65,680
		CD 5 <i>R</i>	\$ 255,979
		CD 6 <i>H</i>	\$ 125,873
		CD 7 <i>U</i>	\$ 150,000
TOTAL	\$ 67,316	TOTAL	\$ 597,532
INCOME:		INCOME:	
Home Owner Dues	\$ 29,326	From Opr Acct	\$ 55,000
Water reimbursement	\$ 40	Interest (CD 5)	
		Interest (Savings)	\$ 44
		Interest (CD 6)	
TOTAL INCOME:	\$ 29,366	TOTAL INCOME	\$ 55,044
EXPENSES:		EXPENSES:	
Administrative	\$ 67		
Cable TV	\$ 2,687		
Insurance	\$ 4,596		
Landscape (monthly)	\$ 3,125		
Landscape (misc)			
Maintenance (misc)	\$ 2,370		
Utilities - Electric	\$ 125		
Utilities - Water	\$ 1,001		
To Reserves	\$ 55,000		
TOTAL EXPENSES:	\$ 68,971	TOTAL EXPENSES:	\$ -
ENDING BALANCE:	\$ 27,711	RES ENDING BALANCE:	\$ 652,576
TOTAL ASSETS		\$	680,287