

Summerfield Townhouse HOA #3
Annual Meeting Minutes
July 24th, 2025

The meeting was convened at 3:37pm by President Dianne Phelps.

Board members present: Dianne Phelps, President; Carol Livengood, Vice President; Jackie Barretta, Secretary; JJ Gattuccio, Treasurer; Marci Pierce, Director at Large.

A quorum of residents was present.

Dianne welcomed everyone to the annual meeting and introduced the board members.

Dianne asked for a motion to approve the annual meeting minutes from July 16, 2024. Jackie moved to approve and Carol seconded the motion. The motion passed unanimously.

Vice President's Report: Carol reported that American Family Insurance is not going to renew our homeowners policy, which expires on Sept 30th, 2025. She explained that we are currently working with two brokers to get a new policy, and we don't yet have anything to review. She assured residents that the brokers have said that our timeline is on track to get a new policy in place by the end of September.

Treasurer's Report:

- JJ thanked Laurie Gordon for her help making deposits.
- JJ had provided paper copies of the Trial Balance and Income & Expense reports to the residents, and she pointed out the highlights of the reports. She explained that the current balance of the checking account is higher than usual because we will be paying for the new insurance policy in the near future, and she's expecting it to be more than \$40,000.
- The HOA asset balances as of the end of June were as follows (note that the B of A CD balance has been updated from the printed report amount):

WaFd checking.	\$58,309.05
WaFd Money Mkt.	\$78,652.34
WaFd CD.	\$52,136.25
Home St CD	\$209,692.22
B of A CD.	\$90,431.01
Total	\$489,220.87

Landscape Report

- Dianne thanked the Landscaping Committee for their work this year. The committee consists of Sue Lorain, Brenda Buck, and Rena Irwin.
- Dianne reported that Rain & Shine now has a set schedule of what they need to deliver each week and they don't get paid if they don't deliver. She stated that this arrangement has worked out well and all requests need to go through her so

she can keep them on track. She said the biggest landscaping concerns have been hot weather and some areas of brown grass. She explained that to address the situation, the watering time period has been increased and she has been working with residents to find ways to reduce water usage, such as replacing grass with drought tolerant plants.

Maintenance Report:

- Carol thanked Kip Phelps and John Trant for their help with maintenance issues over the last year.
- Carol reported that Rain & Shine had finished cleaning off roofs and they will clean the gutters when the weather has cooled down.
- Carol reported that Dan O'Brien has been coordinating the repair of the siding issues that have impacted seven homes. She stated that Admirable Construction is doing the work and the job is 66% completed and should be fully completed by the end of July.
- Carol pointed out that removing moss on chimneys is the responsibility of homeowners, not the HOA.

Dianne explained that Marci had been recommended by the Nomination Committee and was elected to the board in June to fill a vacant Director at Large position. Marci then provided her background, which includes extensive experience in finance.

Dianne thanked JJ Gattuccio for her service to the HOA as the Treasurer and presented her with a card and gift.

Election of Directors

- Dianne stated that Judy Cleeton had been recommended by the Nomination Committee for a position on the board.
- Dianne asked if there were any nominations from the floor. There were none.
- Dianne asked for all present to vote verbally for the election of Judy to the board. Everyone present voted yea, and there were no nays.
- Dianne paused the meeting so that the board members could meet in private to determine who would take each board position.
- The board returned to the room and Dianne announced the following positions:
 - Jackie Barretta - President
 - Carol Livengood - Vice President
 - Marci Pierce - Treasurer
 - Judy Cleeton - Secretary
 - Dianne Phelps - Director of Landscaping

The meeting was adjourned at approximately 4:05pm.

The meeting was followed by a Town Hall and then dinner.

Respectfully submitted by Jackie Barretta, Secretary.