

Board Meeting Minutes
Summerfield Townhouse HOA #3
June 13th, 2025

The meeting was convened at 12:33 pm by President Dianne Phelps.

Board members present: Dianne Phelps, President; Carol Livengood, Vice President; Jackie Barretta, Secretary; JJ Gattuccio, Treasurer.

Jackie moved to approve the minutes from March 19, 2025. JJ seconded the motion. Motion passed.

Homeowners were in attendance and they were invited to make comments for the board to consider.

Dianne moved to accept Marci Pierce as a new board member in the position of Director at Large. JJ seconded the motion. Motion passed.

TREASURER'S REPORT: JJ provided copies of the P&L Report and talked through the May numbers. She reported that finances are consistent with the budget. See the attached report.

The HOA asset balances as of the end of May were as follows:

| | |
|-----------------|---------------------|
| WaFd checking. | \$57,584.38 |
| WaFd Money Mkt. | \$70,721.30 |
| WaFd CD. | \$51,597.96 |
| Home St CD | \$208,910.27 |
| B of A CD. | \$89,390.68 |
| Total | \$478,204.59 |

MAINTENANCE REPORT -

Carol reported that Dan O'Brien has been researching the resolution of the siding issue that has impacted seven walls, where the siding is pulling away from the structure. Dan joined the meeting to report on the progress. He has received two bids from contractors to repair the siding, which will entail replacing all of the siding on the seven walls. He reported that one bid was \$35,000 and the other was \$10,300 from Admirable Construction. He noted that the siding was not rated to stand up to the temperatures that it has periodically experienced. JJ moved to accept the bid from Admirable Construction and include contingency in case we experience other issues, bringing the total to \$15,000. Carol seconded the motion. Motion passed. Admirable Construction will be given approval to commence the work, and the cost will be paid from the reserve account. We plan to file a small claims court case to recover the funds from the painter and/or Rodda Paint.

Carol has been talking weekly with Tom of Rain & Shine about getting all of the gutters cleaned, and he is making progress. He is also planning to treat the roofs for moss when there is a forecast for rain.

Carol stated that she is looking for a homeowner to chair the Maintenance Committee and it should be someone familiar with the types of issues that the committee handles.

LANDSCAPE REPORT

Dianne reported that Rain & Shine has been delivering on their commitments, including fertilizing the lawns this month.

Dianne reported that on John Trant's property, which borders Durham Rd and the church to our west, there is a landscape project in progress. The HOA is paying to replace the drip line that had been damaged. John is paying to remove the old shrubbery and replace it with more attractive shrubbery.

Dianne stated that the water for sprinkling the lawns and shrubs is now on, and she is gathering information on the schedule for each sprinkler. This information will be placed in her next newsletter to homeowners.

Dianne provided the results from the survey of homeowners on the house number signs for the back of properties, which are being considered to help landscapers, maintenance personnel, and medical responders accurately locate a specific unit. 80% of survey responders want the house numbers, and the majority of responders want the HOA to pay for them. Dianne passed around a prototype of the signs, which are to be mounted with screws onto the structure. They are \$12.99 each. Jackie moved to have the HOA purchase the signs for all properties, at a total cost not to exceed \$800. JJ seconded the motion. Motion passed. The Landscape Committee, chaired by Dianne, will purchase the signs, consult with homeowners on where to place the signs, and coordinate volunteers to help install them.

SOCIAL COMMITTEE REPORT - Carol stated that the next event is the Annual Meeting on July 24th, which includes dinner. (Note: see the agenda below.) She said she will be sending an RSVP message and asked that homeowners reply if they plan to attend and attend if they RSVP. She stated that the Thirsty Thursday event last week was well attended, and the Social Committee is considering other types of events such as trivia or meeting at a restaurant. She encourages homeowners to make suggestions by sending them directly to her.

OLD BUSINESS

Carol stated that our current insurance provider, American Family Insurance, will no longer provide coverage for us after September of 2025. She reported that we have

engaged two brokers to help us find a new provider and we plan to engage a third. She noted that the brokers have said we have plenty of time to find a new provider by the end of September.

Dianne provided the agenda for the Annual Meeting that will occur on July 24th. The Board decided to include a Town Hall, so the agenda will be: Town Hall from 3:30 to 4:30 (note that we planned to start at 3pm but the room will not be available), board meeting to begin at 4:30 and include approval of new board members, short recess while the elected board members decide who will be in each position, an announcement of board member positions, and then dinner. For the Town Hall, homeowners will be asked to submit topics in advance, so the board can be prepared, and the board does not plan to address any topics that have not been previously submitted.

NEW BUSINESS

Dianne reported that PONO Building Consultants have provided a draft report for 2026 and the board will be working with them to ensure that the report is accurate and will be analyzing the report and determining the next steps to be taken to ensure that we are accumulating appropriate funds in our reserve account. She noted that the big expenditures in future years will be the roofing replacement and siding and trim replacement, and we need to ensure that PONO's estimates are accurate. The board discussed that the estimates may be overstated and our immediate actions will be to compare the roof replacement estimates with the actual cost that HOA #1 recently paid to replace their roofs and to ask Admirable Construction (mentioned above) to review the siding replacement estimate. Dianne stated that homeowners should expect a higher than normal increase to our monthly dues in 2026, to ensure we are building adequate reserves to cover future costs.

Dianne reported that Bluestone Management Company recently made a presentation to Summerfield and sub-HOA board members. She said the minimum cost for our HOA would be \$1500 per month, plus they would manage projects for 5% of the total cost. She explained that we don't need a management company now because our board is fully staffed. The board discussed that if we hire a management company in the future, we would need only three board members and their roles would require a lot less work because the management company would manage all routine maintenance, service requests, and projects.

Jackie proposed that we purchase a Zoom license so that we can have board meetings via videoconference or hybrid meetings where some of the board members are remote. She stated that this is needed because board members are often out of town and some are still working and need to join meetings from their office. The board discussed and added that the ability to meet via videoconference will likely help us attract future board members who would be challenged to always meet in person. Jackie moved that we purchase a single host Zoom license for \$160 per year and have the HOA President hold the license. Marci seconded the motion. The motion passed. Jackie noted that the

license can accommodate 100 attendees so homeowners can join a board meeting. JJ noted that the license will be paid from the Business Expense account, which has an adequate budget to accommodate the cost.

The board meeting was adjourned at 1:37pm.

The next board meeting will occur at the Annual Meeting on July 24th. See the agenda and timing above.

Respectfully submitted by Jackie Barretta, Secretary.