

Board Meeting Minutes
Summerfield Townhouse HOA #3
May 20, 2026

The meeting was convened at 1:00 p.m. by President Jackie Barretta.

Board members present: Jackie Barretta, President; Carol Livengood, Vice President; Judy Cleeton, Secretary; Marci Pierce, Treasurer; Dianne Phelps, Director of Landscape.

Homeowners were in attendance.

President Jackie Barretta opened the meeting by welcoming the board members and the homeowners who were in attendance. Jackie reminded the homeowners present that only the board members were allowed to speak during the meeting, however a homeowner in attendance can be recognized by the President to speak on an issue if necessary. The visitors' comment section listed on the agenda does allow for homeowners to speak for up to 5 minutes during this session.

Carol moved to approve the minutes from the April 15, 2026 meeting. Dianne seconded the motion. The motion passed.

PRESIDENT'S REPORT:

Jackie's first item was in reference to 4.6 of the Bylaws regarding the legal interpretation or change of wording in this section. Jackie made a motion to change the wording in section 4.6 of the Bylaws. Dianne 2nd the motion. Jackie read the section and said she contacted the attorney, Karna Gustafson, to confirm there was a conflict in the wording. Jackie commented the wording could be changed or a more convoluted process could take place at a meeting whereby a nomination is made from the floor; the nominating committee would then go out and discuss the nomination; and then come back with their decision on the nomination. Dianne asked what the process is to make a change. Jackie responded the board can recommend the change with Dianne commenting the change would have to be registered with the State. Jackie commented that the homeowners would have to approve of the change, and it was recommended that any changes be reviewed by the attorney prior to their approval. A comment was made that a ballot would have to be sent to the homeowners, however only one vote per household is allowed. It was noted that once the change was made that page would have to be removed and replaced with the updated version. Marci suggested the change be submitted to the attorney before going to the board. Dianne thought the board should approve the change first and then be sent to the attorney. A discussion ensued on which way might incur less attorney time and fees. It was agreed that Sue and Rena would go through the process to remove the conflict in the wording. The motion passed.

Jackie's second item was to ask if a Nomination Committee should be formed. Jackie commented there can be up to seven board members. She stated the Bylaws indicated a Nomination Committee consists of two board members and one non board member. Dianne asked what the role of the nominating committee was. Jackie responded that the process is to be determined but the committee would try to look for people to be on the board and would then recommend potential candidates. Carol commented that if someone wants to be on the board they should be placed on the ballot. It was determined that Jackie and Judy would be the two board members on the committee. Jackie provided an update on the decision as to whether the HOA would pay for the damage in an atrium at one of the homeowners that was discussed in the prior meeting. Jackie made a motion that

the HOA should not pay for the repair. Dianne 2nd the motion. Jackie reported that she looked at section 7.2 of the Bylaws regarding the obligations of the homeowner and in particular section 7.2.1 where areas are not accessible. Jackie added that section 7.2.5 states that homeowners are responsible for surface damage resulting from an owners negligence such as the overflow of gutters with atrium areas. Jackie also stated that a prior homeowner with an atrium had some damage and the HOA was not responsible for that repair. Carol asked if anyone had talked to the homeowner about the discussion in the prior meeting. Jackie responded that she pointed out the sections in the Bylaws that were specific to the problem. The motion passed with Jackie stating she would contact the homeowner with the results of the vote.

Jackie provided an update on the claim filed for the siding issues that seem to be a result of the most recent painting of the homes. Jackie stated a hearing has been set for July 30, 2026 and that she and Dan O'Brien and Carol would be attendance.

VICE PRESIDENT'S/MAINTENANCE REPORT

Carol reported Tom has been cleaning the moss off the roofs however there are still issues with moss on homes on the golf course side. She noted all the roofs have to be cleared of moss and the gutters need to be flushed, however Tom's crew is busy with yard maintenance and sprinkler issues as well. Carol asked that anyone with concerns should contact her and she will in turn contact Tom. Jackie asked how much more moss needed to be treated with Carol responding Tom is double treating the golf course side in attempt to resolve some of the issues with the roofs in those areas.

Carol reported there are only two homeowners who have not submitted their proof of insurance. She had reached out to them but neither one of them had responded.

SOCIAL

Carol reported a Margarita Monday had just been held this week and was fun and a great success. Carol commented as the weather gets better more social events will be planned. She welcomed any suggestions for gatherings anyone might have.

TREASURER'S REPORT

Marci provided documentation showing the Statement of Activities showing four months of income and expenses. She commented that the four months are equal to 33% of the year. She stated that for the month we reported \$7,368 net income, and year-to-date we reported \$35,845 net income. Marci noted the only unusual expense in April was \$1,695 for the PONO reserve study report. She indicated these fees were included in the budget later in the year.

Marci reported the Statement of Position shows \$549,412 cash at the end of April. She noted the Accounts Receivable shows a negative balance because some of the dues are prepayments. Marci commented that one of our homeowners passed away and \$2,020 dues are owed; \$118 is for late fees and \$593 is for legal fees, and are currently unpaid by the heirs. She commented the legal fees paid for a lien against the property to help ensure that the HOA will be paid when the property is sold. Marci also commented that the report shows \$3,750 in prepaid taxes, which are deposits against the tax owed for 2025. She noted these deposits were made on the advice of our CPA. She has confirmed with our CPA, Hudspeth & Company, and also with Schwint & Company CPA's that we are

required to file and pay both federal and state income taxes on our investment income. Diane made a motion to approve the Treasurer's report. Jackie 2nd and the motion passed.

WAFD Checking	\$ 35,064
WAFD Money Market	\$ 88,434
WAFD CD (5048)	\$ 53,739
BOFA CD	\$ 90,435
Mechanics Bank CD(8369)	\$216,324
WAFD CD (6556)	\$ 65,416
Total	\$549,412

UPDATED RESERVE STUDY

Marci reported she had sent information to the board members showing three models for 2027. Marci is recommending the baseline funding model that suggests a steady increase for the next nine years. Marci commented one of the other models would require an assessment and the other model suggests a 20% increase and then lesson to 8%. Dianne commented that all board members agreed with Marci's recommendation of going with the baseline funding model. Jackie stated there was already a resolution in place for a 10% increase over several years and then decreasing to 5%. Marci commented the percentage could be changed based upon the number of new buyer fees collected, however Jackie responded that she felt we should stick with the 10% increase no matter how much we collect from new homeowners. Jackie noted the report assumes interest income at .5%, however Marci replied she could ask PONO to revise their report. Marci said she could update that portion of the report if PONO would charge for the revision. Jackie questioned whether the beginning balance was correct with Marci responding she had provided them with the starting balance. Marci passed around a proposal whereby PONO notes they would charge \$2050 for one year at level 2 where they would come out and walk the property. A second proposal is for a three year contract for \$1505 per year and they would come out and walk the property for one of years. Jackie asked what we paid for the prior three years with Marci responding we just paid \$1695 but had not looked at what we paid prior to that. Dianne questioned what the State requirements were and if we had to have a reserve study every year. Marci responded that after living in two prior HOA's she has seen where there are problems if these studies are not kept current. Jackie asked when a decision had to be made with Marci responding by the Spring of 2027.

LANDSCAPE REPORT

Dianne reported that the sprinklers are on and are set for once a night for 20 minutes. She noted the sprinklers on the berm are being capped and the rest of the sprinklers will be watched for coverage in that area, hoping to prevent swampy or dry areas. She stated there were repairs done to four broken pipes or heads. Dianne said some of the members of the Landscape Committee will walk the property with the landscaper to check for coverage. She indicated she would let the neighbors know when that would take place. She commented that the sprinkling has started earlier than usual, as the weather is much warmer and drier than in the past, so we will need to watch the budget closely. Dianne reported that after mowing each week, the landscapers are spraying weeds and Speedzone in the grass and beds as it is safe for pets after it dries. She commented bark dust has been delayed due to working on the sprinklers, however the plan is to start soon on the properties requesting it. She said she would be asking the landscapers to trim the rhodies and azaleas that have finished

blooming. She asked owners if they don't want theirs trimmed, they should let her know. She added if owners would like them cut way down to rejuvenate them, she will discuss it with the owner so she can let the landscapers know.

Dianne reported the Community Flower Garden is full of shrubs and flowers. She said the Chair of the Landscape Committee, Jim Pierce, has been working hard, growing plants in his greenhouse and planting them. She indicated a few neighbors have provided plants and helped with the planting. Dianne added that she is having a garage sale on Saturday, May 23rd, with all the proceeds going toward the Community Flower Garden and some of the flowers Jim has grown will be for sale.

VISITOR'S COMMENTS

A homeowner asked if a deadline for moss removal has been set with Carol responding the conditions have to be right for this project. Carol added that some of the workers call in sick which results in delaying some items that need to be addressed.

A question was asked if the watering took place more than once a night. Dianne responded it is just once a night for 20 minutes, five days a week. A homeowner commented watering does not take place on Mondays or Fridays.

A homeowner stated that they feel a reserve fund is very important and is dangerous not having a professional help keep track of ongoing changing requirements. They commented they would like to continue with an ongoing reserve study.

A homeowner commented they are exploring ways to measure how much watering is taking place. They noted that a meter can be used whereby it is placed in the ground for two to three seconds for this purpose.

One homeowner commented about the book box that had been removed and stated that it was used by many people. It was reported that John Trent had removed it because there was mold inside and all of the books had mold on them as well. A suggestion was made to put out a notice to see if there would be support to spend approximately \$100 to have the box replaced.

A discussion ensued regarding the purpose of the Nominating Committee with the response being it was necessary as openings come up in order to prevent any vacancies.

A homeowner asked who was responsible for maintaining sidewalks with the response being it was the responsibility of the homeowner.

A question was asked if the landscapers maintained the plants in both the front and back yards. Dianne responded they are maintained with the exception of those with a courtyard. Dianne added the landscapers will not maintain any rose bushes however. A comment was made that any shrub or tree over 20' also would not be maintained by the landscapers.

Some homeowners questioned how they knew whether the crews had been working on their property. Dianne suggested a note could be hung on the door when the workers had performed some kind of maintenance on their home.

A final discussion was held regarding the gutters on homes with atriiums. It was stated that when Tom cleans the gutters he is to clean the gutters that are on the outside of the atriiums as well.

Dianne made a motion to adjourn the meeting. Carol 2nd and the meeting was adjourned at 2:11 p.m.

Respectfully submitted by Judy Cleeton, Secretary

Note: All homeowners can always find past minutes on our website: <https://townhouse3gamma.wixsite.com/townhouse3/minutes>