

Summerfield Townhouse HOA #3

Board Meeting Minutes

January 24, 2024

The meeting was called to order at 12:48 PM by President Kip Phelps.

Board members present: Kip Phelps, President; John Trant, Vice President; Sue Lorain, Secretary; JJ Gattuccio, Treasurer; Rusty Debord, Director of Landscape; Bob Cline, Director of Maintenance, Gene Knutson, Director at Large

Homeowners were in attendance.

John moved and Gene seconded a motion to approve the minutes for November 15, 2023. Motion passed.

President's Report:

Kip introduced the newest neighbors, April and Mike Smith, who now reside at 9405 SW Brentwood Place.

Kip stated that the homeowners at 9625 would like to install a Generac Generator. Kip will provide the homeowner the necessary paperwork while Landscape and Maintenance Directors will consult on who is the go-to person on the Board.

Kip reminded everyone to refrain from feeding animals despite the cold weather.

Vice President's Report:

John had nothing to report.

Treasurer's Report:

HOA 3 is within the budget. JJ stated anyone who is interested in looking at the financials is welcome to do so by contacting her.

Responding to Kip's question regarding our HOA 3 Reserve Study, JJ had the following informations:

1. Three year contract totaling about \$5000
2. Annual Reserve Study is now required by state law
3. Waiting to hear from Pono Company to conduct the Reserve Study

The bank balances for December are as follows:

Bank balances:

| | |
|--------------------|--------------|
| WA Fd checking | \$18,824.48 |
| WA Fd Money Market | \$75,300.62 |
| Home Street CD | \$251,447.48 |
| Total equals: | \$345,572.58 |

Maintenance Report:

Bob reported that he will contact Michael Brim and a roofer to examine the roofing on all homes to check for potential and/or immediate repair concerns.

Bob also stated that Tom has been out cleaning gutters upon request. Attached is a calendar for tasks Tom has been contracted to complete. The current cleaning schedule is ongoing.

Landscape Report:

Tom is working on storm clean up. A homeowner mentioned two swaying trees on or near the golf course, and Rusty assured the homeowner that an arborist had checked trees on the property, but Rusty will recheck those two trees.

Social Committee Report:

Carol Livengood reported that the Social Committee will be meeting in the near future to plan some events. She encouraged anyone who has an idea for a social activity to reach out to her and to the committee.

Old Business:

Reserve study was discussed during the Treasurer's report.

New Business:

JJ reported that the new dues amount, for the most part, has been accepted and complied with.

Comments or questions from the visitors.

Rena Irwin had questions about the scheduled cleaning of gutters as well as roof maintenance. Rena was suggesting a more organized approach to the process that would be helpful to homeowners and to

help the Maintenance Director accomplish contracted items in the Roof Service Contract.

Since there wasn't time for further discussion on The Roof Service Contract, Kip said it will be an agenda item for the February Board Meeting.

Meeting was adjourned at 1:22 p.m.

Respectfully submitted,

Sue Lorain

Secretary

The next Board meeting is February 21, 2024, 1:00 PM, in the Boardroom