



Summerfield Townhouse HOA #5

Summerfield Clubhouse

January 14, 2025

Time: 4:00 p.m.

Meeting called to order

Reading and approval of last meeting minutes

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

- Budget for 2025
- Dues increase for 2025
- Discuss possibly changing Board meetings to every other month

Good of the Order:

Comments

Adjourn



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
January 14, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Ed Stanley.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth Ellen Brown

Homeowners Present

Cam Thompson Jacie Pearson
Peter Frye Bob Westover
Pat Howard Jan Meek
Bob Meek Frances Jewell

Minutes from November 2024 meeting were approved by the Board.

Treasurer's Report:

- Ed will review the 2025 budget at next meeting.
- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Gutters have been cleaned
- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

New Business:

- 2025 Budget – increase dues by 4%
- Kathy Danforth will be delivering letters to homeowners explaining dues increase.
- Research will be done to be see if we can change to meeting to every other month

Our next meeting is scheduled for **February 11, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:50 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse

February 11, 2025

Time: 4:00 p.m.

Meeting called to order

Reading and approval of last meeting minutes

Treasurer's Report Ed Stanley

Landscaping Report Ellen Brown

Maintenance Report: Larry Blanchard

Old Business:

- Review of gutter guard project

New Business:

- Budget for 2025

Good of the Order:

Comments

Adjourn



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
February 11, 2025
Time: 4:00 p.m.

4:02 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth Ellen Brown
Ed Stanley

Homeowners Present

Cam Thompson Jacie Pearson
Peter Frye Bob Westover
Pat Howard

Minutes from November 2024 meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

Old Business:

- Gutter guard project: Several locations on buildings need gutter guards. Those have trees that are troubling which need cleaning 3 or 4 times a year. The Rain or Shine contract states that only uncovered gutters will be cleaned.
 - Space installing of gutter guards, possibly 1 building a year to save money. Biggest cost is the labor to install.
 - If someone thinks they need gutter guards, please let Peter or Larry know.
 - Motion made to accept a staged gutter guard implementation spending @\$1,000. Seconded and approved.

New Business:

- 2025 Budget – Ed Stanley went over the proposed budget for this year.
 - The budget includes a 4% increase in the HOA dues for 2025
 - The budget includes plans to contribute \$25,000 to reserves in 2025 is lower than the recommendations of the Reserve Study.
- Motion made to accept the proposed budget. Seconded and approved

Good of the Order

- Tabled the suggestion of meeting every other month.

Our next meeting is scheduled for **March 11, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse

March 11, 2025

Time: 4:00 p.m.

Meeting called to order

Reading and approval of last meeting minutes

Treasurer's Report

Ed Stanley

Landscaping Report

Ellen Brown

Maintenance Report:

Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
March 11, 2025
Time: 4:00 p.m.

4:05 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth Ellen Brown
Ed Stanley

Homeowners Present

Frances Jewell
Peter Frye
Ann Stanley

Minutes from February meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

Old Business:

New Business:

Good of the Order

Our next meeting is scheduled for **April 8, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:30 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

April 08, 2024

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
April 8, 2025
Time: 4:00 p.m.

4:05 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth

Homeowners Present

Jacie Pearson
Peter Frye

Minutes from March meeting were approved by the Board.

Treasurer's Report:

- Treasurer absent. He will review two months financial reports next month
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

Old Business:

New Business:

Good of the Order

Our next meeting is scheduled for **May 13, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:15 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

May 13, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

- Welcoming Committee

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report May 13, 2024 Time: 4:00 PM

General: We continued doing a survey of the Round vs. Rectangle gutter downspouts. At the same time, we checked the foundation vents, counting the number that need replacement. More information to follow.

Chimney: 9520 - cap had come off so we hired a handyman to fix the issue.

Larry, what else did I miss?

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting:

June 10, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report Ed Stanley

Landscaping Report Ellen Brown

Maintenance Report: Larry Blanchard

- Should you have any issues with an item that needs to be addressed by the HOA, please contact Larry Blanchard 503-443-2443. Or bring them to this meeting.

Such as:

Gutter guards, House vents, Painting, Roofs, Etc.

This is the time to bring them to his attention. Otherwise it maybe put off till a later date.

Old Business:

New Business:

- June 11th 1:00pm. In conference room. Discuss property management. All are welcome to attend.
- Review election of retiring officers

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
June 10, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Ed Stanley.

Board Members Present.

Kathy Danforth Ed Stanley.
Claire Frye Ellen Brown.

Homeowners Present

Jacie Pearson Pat Howard Frances Jewell
Frances Jewell Peter Frye

Minutes from May 2025 meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- Ed will be talking with Pat Howard about T-bills which pay higher interest
- 9480 SW Lakeside is no longer in arrears for HOA dues.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website
- Ellen Brown is looking to retire after this term is up in July. She is willing to work alongside whoever volunteers to take over the position.

Maintenance Report

- Maintenance report will be posted on website
- Repair of post behind 15215 SW 94th has been postponed until cooler weather.
- Peter Frye has worked up gutter guard installation and is still awaiting reponse from homeowners as to who needs them. An individual has been hired to do the ladder work and Peter and Larry will help from the ground.

New Business

- Sub-association meeting on June 11 to discuss property management companies
- July meeting is annual meeting when we elect new board members. We need volunteers

Our next meeting is scheduled for **July 8, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:49 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse
July 8, 2025 – @4:30 p.m.
Annual Meeting

Meeting called to order

Treasurer's Annual Summary Report:	Ed Stanley
Landscaping Annual Summary Report:	Ellen Brown
Maintenance Annual Summary Report:	Larry Blanchard

New Business:

- Announcement of Board Member positions for next fiscal year
- Member questions/discussion

Old Business:

Comments

Adjourn



Summerfield HOA #5

Annual Regular Members Meeting Minutes

July 8, 2025

4:00 Annual Regular Members Meeting called to order by Kathy Danforth

Minutes from last year's Annual Meeting are available on-line.

Board Members present:

Ellen Brown
Claire Frye
Ed Stanley
Kathy Danforth
Larry Blanchard

Homeowners present:

Pat Howard	Donna Steadman
Bob/Jan Meek	Frances Jewell
Peter Frye	Bob Westover

Motion made to keep Board positions same as last year seconded and approved.

Positions are as follows:

Kathy Danforth – President
Ed Stanley – Treasurer
Ellen Brown – Landscape VP
Larry Blanchard – Maintenance VP
Claire Frye - Secretary

Maintenance and Landscape annual reports will be on the website.

- Larry would like to stepdown as maintenance. Looking for a volunteer
- Ellen is willing to do 6 months. Not willing to do 3 years. She has a job description written up. Basically just a liaison between Rain or Shine and homeowners. Need a volunteer.
- Elections were held. Ellen Brown, Larry Blanchard, and Claire Frye were all elected to a three year term.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

July 8, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report Ed Stanley

Landscaping Report Ellen Brown

Maintenance Report: Larry Blanchard

Old Business:

- Possible Property Management Takeover Review
- Election of officers

Maintenance:

- Gutter guard installation
- Pressure washing on 94th

Landscaping:

- Bark dusting on Lakeside

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
July 8, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Claire Frye
Larry Blanchard

Homeowners Present

Ed Stanley. Bob/Jan Meek. Pat Howard Donna Steadman
Ellen Brown. Frances Jewell. Peter Frye

Minutes from May 2025 meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website
- Bark dusting will be hand spread on Lakeside will start tomorrow – July 9.

Maintenance Report

- Maintenance report will be posted on website
- Gutter guards will be installed where needed on 94th and Lakeside starting on Thursday, July 10
- Power washing on 94th will be July 21st.

New Business

- Discussion was held regarding hiring a management company in the future. Will schedule a meeting to have a management company discuss what they can do and the cost in the future hoping all residents will attend.

Our next meeting is scheduled for **August 12, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 5:17 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

August 12, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
August 12, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Ed Stanley
Ellen Brown
Larry Blanchard

Homeowners Present

Peter Frye	Pat Howard
Cam Thompson.	Donna Steadman
Bob Westover	Frances Jewell

Donna read the minutes from both the Annual Meeting and the previous regular monthly meeting which occurred on July 8, 2025.
Both minutes were approved.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- There is currently \$198,000 in the Reserve Fund with plans to add another \$5,000 in the near future.
- It is anticipated that 2 "buyer's fees" will be added to this fund before the end of this year.
- See Treasurer for Financial information.

Landscaping Report:

- Landscape report will be posted on website
- Ellen had requested a detailed audit of the sprinkling system by Rain or Shine, which revealed the need to replace several sprinkler heads in addition to finding a major systemic malfunction on 94th St. in zone 3. Ellen and Rain & Shine agreed to do a "work around" the problem, in order to reduce the repair cost which will be \$590.
- The pruning process has been temporarily stopped due to the high temperatures.
- Ellen wanted to remind HOA 5 residents that yard debris should be placed in the homeowner's driveway for pick-up on Thursday mornings only. There has been increased water usage and higher water bills in order to keep the grass green.
- She concluded her report saying that the workers at Rain or Shine will no longer be moving furniture and other personal property when mowing the grass; this is the homeowner's responsibility.

Maintenance Report

- Maintenance report will be posted on website
- Peter has completed the overseeing the installation of gutter guards on the problematic units and gutters for the rest of the homes in the HOA will be installed over time.

- There is a major problem with the deterioration of one balcony and some others that will also need repair work done. This will be an expensive project . Larry is looking into repair options that will last more than 10 years.

Old Business

- Pat inquired about the status of interviewing management companies. Bob Meek has recommended a management company, but there have been no interviews to date.

New Business

- Ellen stated that there is a possible danger to children playing in the cul-de-sac on 94th, and asked that everyone drive slowly when turning onto that street

Our next meeting is scheduled for **September 9, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:41 p.m.

Respectfully submitted,
Donna Steadman for Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

September 9, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
September 9, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth Claire Frye
Ed Stanley
Ellen Brown
Larry Blanchard

Homeowners Present

Peter Frye Jaci Pearson
Donna Steadman Frances Jewell
Bob Westover Pat Howard

Minutes from the August meeting were read and approved.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.

Landscaping Report:

- Landscape report will be posted on website
- Reminder to homeowners to put their yard debris out very early Thursday morning.
- Reminder to homeowners not to talk to landscape workers. Questions or concerns contact landscape V,P.
- The irrigation systems has been turned off for the year. Homeowners are asked to please water shrubs as needed until the heavy rain returns.

Maintenance Report

- Maintenance report will be posted on website
- Larry discussed what can be done to upper decks that might need repair in the distant future

Old Business

New Business

- Ed discussed insurance. The latest bill is \$16,906. He was able to save \$1,800 by reducing building values and raising deductible

Our next meeting is scheduled for **October 14, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:40 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
October 14, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Claire Frye
Ellen Brown
Larry Blanchard

Homeowners Present

Peter Frye	Frances Jewell
Cam Thompson	Pat Howard
Bob Westover	Donna Steadman
Jaci Pearson	
Roger Jepsen	

Minutes from the September meeting were read and approved.

Treasurer's Report:

- No treasurer's report due to illness of treasurer

Landscaping Report:

- Landscape report will be posted on website
- Ellen asked Board to accept nomination of Roger Jepsen as landscape VP.
- Motion made to accept nomination of Roger Jepsen as new landscape VP. Seconded and approved.

Maintenance Report

- Maintenance report will be posted on website

Old Business

New Business

Our next meeting is scheduled for **November 11, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:30 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

November 11, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown/Roger Jepsen
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
November 11, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Claire Frye
Ellen Brown
Larry Blanchard
Ed Stanley

Homeowners Present

Peter Frye	
Cam Thompson	Frances Jewell
Bob Westover	Pat Howard
Jaci Pearson	
Roger Jepsen	

Minutes from the October meeting were read and approved.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See treasurer for additional details

Landscaping Report:

- Landscape report will be posted on website
- This was Ellen's last report as Landscape VP. Roger Jepsen will be taking over the position.
- Any landscape requests should now be placed, in writing, in Roger Jepsen's mailbox.

Maintenance Report

- Larry Blanchard suggested homeowners close and/or cover outside vents for winter.
- Maintenance report will be posted on website

Old Business

New Business

Our next meeting is scheduled for **January 13, 2026 at 4:00 p.m. in the Clubhouse Board Room.**
There will be no meeting in December.

Meeting adjourned at 4:35p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse

January 14, 2025

Time: 4:00 p.m.

Meeting called to order

Reading and approval of last meeting minutes

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

- Budget for 2025
- Dues increase for 2025
- Discuss possibly changing Board meetings to every other month

Good of the Order:

Comments

Adjourn



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
January 14, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Ed Stanley.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth Ellen Brown

Homeowners Present

Cam Thompson Jacie Pearson
Peter Frye Bob Westover
Pat Howard Jan Meek
Bob Meek Frances Jewell

Minutes from November 2024 meeting were approved by the Board.

Treasurer's Report:

- Ed will review the 2025 budget at next meeting.
- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Gutters have been cleaned
- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

New Business:

- 2025 Budget – increase dues by 4%
- Kathy Danforth will be delivering letters to homeowners explaining dues increase.
- Research will be done to be see if we can change to meeting to every other month

Our next meeting is scheduled for **February 11, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:50 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse

February 11, 2025

Time: 4:00 p.m.

Meeting called to order

Reading and approval of last meeting minutes

Treasurer's Report Ed Stanley

Landscaping Report Ellen Brown

Maintenance Report: Larry Blanchard

Old Business:

- Review of gutter guard project

New Business:

- Budget for 2025

Good of the Order:

Comments

Adjourn



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
February 11, 2025
Time: 4:00 p.m.

4:02 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth Ellen Brown
Ed Stanley

Homeowners Present

Cam Thompson Jacie Pearson
Peter Frye Bob Westover
Pat Howard

Minutes from November 2024 meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

Old Business:

- Gutter guard project: Several locations on buildings need gutter guards. Those have trees that are troubling which need cleaning 3 or 4 times a year. The Rain or Shine contract states that only uncovered gutters will be cleaned.
 - Space installing of gutter guards, possibly 1 building a year to save money. Biggest cost is the labor to install.
 - If someone thinks they need gutter guards, please let Peter or Larry know.
 - Motion made to accept a staged gutter guard implementation spending @\$1,000. Seconded and approved.

New Business:

- 2025 Budget – Ed Stanley went over the proposed budget for this year.
 - The budget includes a 4% increase in the HOA dues for 2025
 - The budget includes plans to contribute \$25,000 to reserves in 2025 is lower than the recommendations of the Reserve Study.
- Motion made to accept the proposed budget. Seconded and approved

Good of the Order

- Tabled the suggestion of meeting every other month.

Our next meeting is scheduled for **March 11, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse

March 11, 2025

Time: 4:00 p.m.

Meeting called to order

Reading and approval of last meeting minutes

Treasurer's Report

Ed Stanley

Landscaping Report

Ellen Brown

Maintenance Report:

Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
March 11, 2025
Time: 4:00 p.m.

4:05 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth Ellen Brown
Ed Stanley

Homeowners Present

Frances Jewell
Peter Frye
Ann Stanley

Minutes from February meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

Old Business:

New Business:

Good of the Order

Our next meeting is scheduled for **April 8, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:30 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

April 08, 2024

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
April 8, 2025
Time: 4:00 p.m.

4:05 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Claire Frye Larry Blanchard
Kathy Danforth

Homeowners Present

Jacie Pearson
Peter Frye

Minutes from March meeting were approved by the Board.

Treasurer's Report:

- Treasurer absent. He will review two months financial reports next month
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website

Maintenance Report

- Maintenance report will be posted on website

Old Business:

New Business:

Good of the Order

Our next meeting is scheduled for **May 13, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:15 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

May 13, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

- Welcoming Committee

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report May 13, 2024 Time: 4:00 PM

General: We continued doing a survey of the Round vs. Rectangle gutter downspouts. At the same time, we checked the foundation vents, counting the number that need replacement. More information to follow.

Chimney: 9520 - cap had come off so we hired a handyman to fix the issue.

Larry, what else did I miss?

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting:

June 10, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report Ed Stanley

Landscaping Report Ellen Brown

Maintenance Report: Larry Blanchard

- Should you have any issues with an item that needs to be addressed by the HOA, please contact Larry Blanchard 503-443-2443. Or bring them to this meeting.

Such as:

Gutter guards, House vents, Painting, Roofs, Etc.

This is the time to bring them to his attention. Otherwise it maybe put off till a later date.

Old Business:

New Business:

- June 11th 1:00pm. In conference room. Discuss property management. All are welcome to attend.
- Review election of retiring officers

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
June 10, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Ed Stanley.

Board Members Present.

Kathy Danforth Ed Stanley.
Claire Frye Ellen Brown.

Homeowners Present

Jacie Pearson Pat Howard Frances Jewell
Frances Jewell Peter Frye

Minutes from May 2025 meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- Ed will be talking with Pat Howard about T-bills which pay higher interest
- 9480 SW Lakeside is no longer in arrears for HOA dues.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website
- Ellen Brown is looking to retire after this term is up in July. She is willing to work alongside whoever volunteers to take over the position.

Maintenance Report

- Maintenance report will be posted on website
- Repair of post behind 15215 SW 94th has been postponed until cooler weather.
- Peter Frye has worked up gutter guard installation and is still awaiting reponse from homeowners as to who needs them. An individual has been hired to do the ladder work and Peter and Larry will help from the ground.

New Business

- Sub-association meeting on June 11 to discuss property management companies
- July meeting is annual meeting when we elect new board members. We need volunteers

Our next meeting is scheduled for **July 8, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:49 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Summerfield Clubhouse
July 8, 2025 – @4:30 p.m.
Annual Meeting

Meeting called to order

Treasurer's Annual Summary Report:	Ed Stanley
Landscaping Annual Summary Report:	Ellen Brown
Maintenance Annual Summary Report:	Larry Blanchard

New Business:

- Announcement of Board Member positions for next fiscal year
- Member questions/discussion

Old Business:

Comments

Adjourn



Summerfield HOA #5

Annual Regular Members Meeting Minutes

July 8, 2025

4:00 Annual Regular Members Meeting called to order by Kathy Danforth

Minutes from last year's Annual Meeting are available on-line.

Board Members present:

Ellen Brown
Claire Frye
Ed Stanley
Kathy Danforth
Larry Blanchard

Homeowners present:

Pat Howard	Donna Steadman
Bob/Jan Meek	Frances Jewell
Peter Frye	Bob Westover

Motion made to keep Board positions same as last year seconded and approved.

Positions are as follows:

Kathy Danforth – President
Ed Stanley – Treasurer
Ellen Brown – Landscape VP
Larry Blanchard – Maintenance VP
Claire Frye - Secretary

Maintenance and Landscape annual reports will be on the website.

- Larry would like to stepdown as maintenance. Looking for a volunteer
- Ellen is willing to do 6 months. Not willing to do 3 years. She has a job description written up. Basically just a liaison between Rain or Shine and homeowners. Need a volunteer.
- Elections were held. Ellen Brown, Larry Blanchard, and Claire Frye were all elected to a three year term.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

July 8, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report Ed Stanley

Landscaping Report Ellen Brown

Maintenance Report: Larry Blanchard

Old Business:

- Possible Property Management Takeover Review
- Election of officers

Maintenance:

- Gutter guard installation
- Pressure washing on 94th

Landscaping:

- Bark dusting on Lakeside

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
July 8, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Claire Frye
Larry Blanchard

Homeowners Present

Ed Stanley. Bob/Jan Meek. Pat Howard Donna Steadman
Ellen Brown. Frances Jewell. Peter Frye

Minutes from May 2025 meeting were approved by the Board.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See Treasurer for financial information

Landscaping Report:

- Landscape report will be posted on website
- Bark dusting will be hand spread on Lakeside will start tomorrow – July 9.

Maintenance Report

- Maintenance report will be posted on website
- Gutter guards will be installed where needed on 94th and Lakeside starting on Thursday, July 10
- Power washing on 94th will be July 21st.

New Business

- Discussion was held regarding hiring a management company in the future. Will schedule a meeting to have a management company discuss what they can do and the cost in the future hoping all residents will attend.

Our next meeting is scheduled for **August 12, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 5:17 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

August 12, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
August 12, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Ed Stanley
Ellen Brown
Larry Blanchard

Homeowners Present

Peter Frye	Pat Howard
Cam Thompson.	Donna Steadman
Bob Westover	Frances Jewell

Donna read the minutes from both the Annual Meeting and the previous regular monthly meeting which occurred on July 8, 2025.
Both minutes were approved.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- There is currently \$198,000 in the Reserve Fund with plans to add another \$5,000 in the near future.
- It is anticipated that 2 "buyer's fees" will be added to this fund before the end of this year.
- See Treasurer for Financial information.

Landscaping Report:

- Landscape report will be posted on website
- Ellen had requested a detailed audit of the sprinkling system by Rain or Shine, which revealed the need to replace several sprinkler heads in addition to finding a major systemic malfunction on 94th St. in zone 3. Ellen and Rain & Shine agreed to do a "work around" the problem, in order to reduce the repair cost which will be \$590.
- The pruning process has been temporarily stopped due to the high temperatures.
- Ellen wanted to remind HOA 5 residents that yard debris should be placed in the homeowner's driveway for pick-up on Thursday mornings only. There has been increased water usage and higher water bills in order to keep the grass green.
- She concluded her report saying that the workers at Rain or Shine will no longer be moving furniture and other personal property when mowing the grass; this is the homeowner's responsibility.

Maintenance Report

- Maintenance report will be posted on website
- Peter has completed the overseeing the installation of gutter guards on the problematic units and gutters for the rest of the homes in the HOA will be installed over time.

- There is a major problem with the deterioration of one balcony and some others that will also need repair work done. This will be an expensive project . Larry is looking into repair options that will last more than 10 years.

Old Business

- Pat inquired about the status of interviewing management companies. Bob Meek has recommended a management company, but there have been no interviews to date.

New Business

- Ellen stated that there is a possible danger to children playing in the cul-de-sac on 94th, and asked that everyone drive slowly when turning onto that street

Our next meeting is scheduled for **September 9, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:41 p.m.

Respectfully submitted,
Donna Steadman for Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

September 9, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
September 9, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth Claire Frye
Ed Stanley
Ellen Brown
Larry Blanchard

Homeowners Present

Peter Frye Jaci Pearson
Donna Steadman Frances Jewell
Bob Westover Pat Howard

Minutes from the August meeting were read and approved.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.

Landscaping Report:

- Landscape report will be posted on website
- Reminder to homeowners to put their yard debris out very early Thursday morning.
- Reminder to homeowners not to talk to landscape workers. Questions or concerns contact landscape V,P.
- The irrigation systems has been turned off for the year. Homeowners are asked to please water shrubs as needed until the heavy rain returns.

Maintenance Report

- Maintenance report will be posted on website
- Larry discussed what can be done to upper decks that might need repair in the distant future

Old Business

New Business

- Ed discussed insurance. The latest bill is \$16,906. He was able to save \$1,800 by reducing building values and raising deductible

Our next meeting is scheduled for **October 14, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:40 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

October 14, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
October 14, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Claire Frye
Ellen Brown
Larry Blanchard

Homeowners Present

Peter Frye	
Cam Thompson	Frances Jewell
Bob Westover	Pat Howard
Jaci Pearson	Donna Steadman
Roger Jepsen	

Minutes from the September meeting were read and approved.

Treasurer's Report:

- No treasurer's report due to illness of treasurer

Landscaping Report:

- Landscape report will be posted on website
- Ellen asked Board to accept nomination of Roger Jepsen as landscape VP.
- Motion made to accept nomination of Roger Jepsen as new landscape VP. Seconded and approved.

Maintenance Report

- Maintenance report will be posted on website

Old Business

New Business

Our next meeting is scheduled for **November 11, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:30 p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5

Board of Directors Meeting:

November 11, 2025

Time: 4:00 PM

Agenda

Meeting called to order.

Reading and approval of last meeting minutes.

Treasurer's Report	Ed Stanley
Landscaping Report	Ellen Brown/Roger Jepsen
Maintenance Report:	Larry Blanchard

Old Business:

New Business:

Good of the Order:

Comments

Adjourn

Respectfully Submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
Summerfield Clubhouse – Conference Room
November 11, 2025
Time: 4:00 p.m.

4:00 Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present.

Kathy Danforth
Claire Frye
Ellen Brown
Larry Blanchard
Ed Stanley

Homeowners Present

Peter Frye	
Cam Thompson	Frances Jewell
Bob Westover	Pat Howard
Jaci Pearson	
Roger Jepsen	

Minutes from the October meeting were read and approved.

Treasurer's Report:

- Motion made to approve treasurer's report. Seconded and approved.
- See treasurer for additional details

Landscaping Report:

- Landscape report will be posted on website
- This was Ellen's last report as Landscape VP. Roger Jepsen will be taking over the position.
- Any landscape requests should now be placed, in writing, in Roger Jepsen's mailbox.

Maintenance Report

- Larry Blanchard suggested homeowners close and/or cover outside vents for winter.
- Maintenance report will be posted on website

Old Business

New Business

Our next meeting is scheduled for **January 13, 2026 at 4:00 p.m. in the Clubhouse Board Room.**
There will be no meeting in December.

Meeting adjourned at 4:35p.m.

Respectfully submitted,
Claire Frye
Secretary



Summerfield Townhouse HOA #5
November meeting Addendum
November 21, 2025
Time: 10:00 a.m.

10:00 Special Board of Directors Meeting called to order by Kathy Danforth.

Board Members Present

Kathy Danforth
Claire Frye
Ellen Brown
Larry Blanchard
Ed Stanley

New Business

Addendum to the Minutes of HOA #5 Board Meeting of November 11, 2025,

Purpose: To document the change in authorized signers for the HOA accounts at OnPoint Credit Union. The Board of Directors of HOA #5 hereby resolves to update the authorized signers if the HOA;s accounts at OnPoint Credit Union. Effective immediately the following individuals are authorized signers:

Kathy Danforth, President

Ed Stanley, Treasurer

Roger Jepsen, Landscape VP

Larry Blanchard, Maintenance VP

Claire Frye, Secretary

This change supersedes any previous signer authorizations.

Motion made to approve the following signers for HOA #5 OnPoint Credit Union Account

Ed Stanley, Kathy Danforth, Roger Jepsen, Larry Blanchard, Claire Frye

Seconded and approved.

Respectfully submitted,
Claire Frye
Secretary