



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
Summerfield Clubhouse – Conference Room
May 13, 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.
Larry Blanchard Ellen Brown.

Homeowners Present

Jacie Pearson
Bob Westover

Pat Howard
Donna Steadman

Frances Jewell

Minutes from April 2025 meeting were approved by the Board.

Treasurer's Report:

- The financial statements were not available today due to the absence of the computerized program operator, so the bank statements could not be approved at this meeting.
- Ed Stanley reported that he had moved \$15,000 from the regular checking account and \$5,000 from the Money Market account to purchase a 7-month CD at Oregon Community Credit Union paying 4.8%.
- He also informed the Board that the reserve fund has been increased by approximately \$2,000 by the "buyer's fee" generated by the sale of one HOA 5 home this year.
- Pat Howard inquired about the several months of HOA fees in arrears for 9480 SW Lakeside. Ed explained that the attorney for the estate had been contacted to pay these overdue fees; if not forthcoming, Ed will initiate a lien on the sale of that property.

Landscaping Report:

- Landscape report will be posted on website
- Ellen Brown reported there has been slow but steady progress with most tasks under contract with Rain & Shine. The job quality of the blowing & edging tasks has been somewhat sporadic. Ellen has appreciated receiving written comments and landscaping requests by HOA 5 residents.

Maintenance Report

- Maintenance report will be posted on website
- Kathy asked when the houses on 94th will be cleaned, as there is a problem with moss there. Larry will speak with the contractor (Ted) about this.
- The chimney cap on 9520 SW Lakeside had blown off and landed on the roof, creating a possible hazard. A licensed and bonded service person has been located who can help with some of our maintenance issues.
- Larry advised all owners who want gutter guards to inform Peter Frye

New Business

- Kathy informed the Board that assistance was needed on the Welcoming Committee. Frances Jewell volunteered to be responsible for contacting new owners of townhouses in HOA 5.

Our next meeting is scheduled for **June 10, 2025 at 4:00 p.m. in the Clubhouse Board Room.**

Meeting adjourned at 4:32 p.m.

Respectfully submitted,
Donna Steadman for Claire Frye
Secretary



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