



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Yearly Review January 14, 2025 Time: 4:00 PM

All projects noted for work are researched for lowest cost, best quality materials, and best labor. The building team assesses if we can & should furnish labor or get bids to the projects. The team for 2024 – 2025 consists of Kathy Danforth, Ed Stanley, Peter Frye, and Larry Blanchard. Any team member may be contacted about new projects or reoccurring projects.

2024 Projects

- Lamp Posts:** three post lights repaired, or sensors replaced.
Future project: Siding, sensor electrical box need to be realigned.
This will allow sensors to be maintained properly.
- Winter Weather:** Frozen pipes, furnace failure are the most prevalent issues. Outside hose bibs and pipes need to be insulated. Furnaces need to be maintained and services at least twice a year.
- Gutters:** Numerous realignments, several plugged downspouts. The team cleaned blockages and installed gutter guards on building 'D' (15205 – 15235) as a pilot project. The cost of \$301.23 for the pilot project for labor and materials. If you would like to participate in our pilot project please submit your request for gutter guard installation on your unit/building to one of the team members.
- Siding:** Team developed innovative ways to repair damage tp reduce costs. Several boards replaced, several corners replaced using new repair methods – siding repair by siding contractor showed 1 man, 1 hour, no material cost \$200. - \$300.
All Lakeside units were power washed at a cost of \$3300.00 by Expert Power Wash.
- Masonry:** No records show any maintenance or repairs to any brickwork except wall at 15285 SW 94th no cost or date available.
All brick walls were tuckpointed, tops of all walls – mortar removed and replaced, Steel plates installed in corner of intersecting wall at 9450 & 9460 to secure loose wall.
All walls were pressure washed and water proofed down two (2) feet.
All chimneys were tuckpointed, new crown tops installed, weather



proofed, and all caps were inspected with four (4) needing replacement. Total cost for the brickworks \$13,791 by Rose City Masonry.

Fencing:

Repaired and adjusted the wooden gate at 94th Ave South.
Repaired fencing section along Sattler St behind unit #15205.

Materials: 1 Cedar 2X4 horizontal attachment board.

Labor: screwed all fence boards back in place.

Cost: \$15.00

Inspected fence behind units 15205 and 15215, found rotted 4X4 PT Post and some fence boards, made temporary repairs to stabilize fence now and make repairs in 2025

Found invasive ivy damaging fence stability behind 15205 – 15235.

Contacted neighbors with ivy issue and they removed ivy. We reattached the loose fence boards.

Balconies:

Inspected the balconies at 9420, 9450, 9500 & 9540. All support posts are solid, no dry rot, cleaned all bases, cut bases so did not touch concrete. All 6X6 posts except 9420 has 4X6 posts and 4X4 bracket to concrete – needs steel uplift plate to hold base up off concrete. Could not inspect base of 9540 since they have raised composite deck. Advised owner and they anticipate new deck and will inspect base then. No evidence any water damage thru above deck noted. Decks all watertight with several water caulk sealing. All four decks to be coated with elastomeric covering in 2025 budget year.

Reserve Study:

Assisted HOA Board in process of having a Reserve Study process for unit owners.

We are taking requests for additional.

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report February 11, 2025 Time: 4:00 PM

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| 15265 | Assisted owner – additional work on new furnace installation. |
| 15285 | Assisted owner – smoke detector installation. |
| 9460 | Dry rot in rafter tail – have contractor. Checking if moisture from roof or gutter. If gutter, we can fix. |
| All Units | Gutter Guard Project - Measured all units for gutter lengths. Have selected several locations for guards to be installed. |

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting:
Maintenance Report
March 11, 2025
Time: 4:00 PM

9460 Rafter tail on west side of unit was reported as rotten. The rot was cut away and replaced.

9540 Rafter tail on north side of unit was reported as rotten. The rot was cut away and replaced.

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

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

- Yard Light:** I saw an unhappy yard lite, (a crossarm that drooped on each side of the post), at one of our units. The Lamp was happily working just fine. Researched and found replacement arm and installed. If you have a need for a replacement arm, please advise the maintenance division of the HOA.
- Gutters:** N.W. Gutter was contacted to check out two roof gutters for unusual sounds. Waiting on results
- Crawl Space:** Weather persons say we can take hose bib covers off & open the foundation vents at this time. Owners can do this if they so wish.

Larry Blanchard
VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting:
Maintenance Report
May 13, 2025
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: Maintenance Report June 10, 2025 Time: 4:00 PM

Larry and Peter performed several tasks in a single pass round each building. We recorded; the length of each gutter, the style of each downspout, the condition of each foundation vent. Reports are still being worked on and will be published on the website when completed and approved by the board.

The Gutter guard evacuation project has started the next phase. Due to the facts that the covered gutters do not need cleaning and or any maintenance we have determined the next phase of the project will be 9400, 9480, 9540, 9560, 15235, 15255, 15265, 15275, 15285. The proposed cost for labor and materials will be \$1,100.00, slightly over budget by \$100.00. The proposal will be published on the website when approved by the board.

Larry Blanchard

Peter Frye

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Annual Meeting:
Maintenance Report
July 08, 2025
Time: 4:00 PM

Annual Data to follow.

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report July 08, 2025 Time: 4:00 PM

Attic Fan: Unit 9540 Attic fan not working, Checked thermostat, Waiting on replacement unit and schedule Clearwater Construction Co. for replacement installation.

Gutter Guard installation: is scheduled for the first of three sessions in July. Contact Petr Frye for more detailed information.

Balconies updates, and other topics will be in later reports.

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report August 12, 2025 Time: 4:00 PM

94th Ave:

15205 Fencing – two (2) posts have rotted thru and need to be replaced. Waiting for cooler weather.

15255 - Siding – West Side, Top piece falling off. Clearwater Construction will assess the issue and report.

15255 – 15285 Had gutter guards installed on the West side

15255 – had gutter guards installed on the North Side

15285 – had gutter guards installed on the South and East sides. Roofing nails were reported coming up at a couple of location, Clearwater Construction will correct of the issue.

15205 – 15285 have had siding and cement power washed. After extensive research our Maintenance Chair found a company that saved the HOA \$700. Next year it will be Lakeside DR.'s turn to be power washed

Lakeside Dr.:

9400 – had gutter guards installed on the South, East and North sides

9480 - had gutter guards installed on the North and East sides

9500 – had gutter guards installed on the North and West sides

9540 - had gutter guards installed on the North and West sides

9560 - had gutter guards installed on the North, West, and South sides



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report September 09, 2025 Time: 4:00 PM August Activities

- Attic Fan: 9440 owner Stated fan not running – Jed checked 8/18/25 running
- Roof: 9540 Roof flashing repair Jed 8/18/225
15285 corner of roof nail hole area calked – 8/18
- Siding: 15285 molding at SE corner of garage power washed – Larry 8/16/25
15255 West side, top of wall siding loose – Jed did temporally repaired More work needed
- Balcony: 9450, 9500, 9520, 9540, 15275 – had balconies power washed 8/16 Maintenance Div.
9500 Flashing under balcony door not installed to code. Photo take 8/14/25. Floor covering looks warn – research needed 8/14/25
All balcony floor inspected by Jed 8/18. None leaking, all work & research if can resurface or tear off sub sheeting & all new resurfacing all info on proper maintenance – cost – etc. Reserve Study shows – rebuild all balconies in 2026.
- Water Leak: 15285 Owner stated water all over kitchen and dining room floor. Shut off water to ice maker – moved fridge, dried water on floor. Consoled owner gave her help what to do call insurance agent, get claim started. Neighbors were called to assist owner. Restoration company in process of restoration.

Larry Blanchard

VP Building Maintenance



Summerfield Townhouse HOA #5

Board of Directors Meeting: Maintenance Report October 14, 2025 Time: 4:00 PM

Balconies:

9420, 9450, 9500, 9540 inspected & upgraded with cleaning posts at the bases, cleaned, re-nailed & calked all brackets & painted except 9540 which was raised deck -could not refurbish. No evidence of any wear. Leaks to ceiling matrix. 9500 had railing & wood Railing – ½ wall refurbished, rotten NE boar replaced with 1 X 6 viny board. Wood wall dry rot at nail holes dough out and filled with silicone caulk, painted.

Three (3) units had bad flashing under door sills not watertight, I fixed. Unable to check the fourth unit as had wood trim under sill. Will monitor it. Floor materials all units checked out be Jed Jenson, Clearwater Construction Co. and said no leakage. existing floor coverings are Treco Product with 10 year life span. Company rep said great, it has lasted 19 years. When leaks start floor must be replaced by grinding off or replacing sheathing. Jed gave a rough estimate of \$6,000. for each balcony. The Maintenance group decided this year's project is completed. Next year reserve study shows replacement. Will research it till 2026. We would like the owners to help us answer the question. Shall we use the same material, change materials, or some other method?

2026 reserves show replacement. Research now till 2026 for proper coatings or change floors – suggestions by all owners are welcome.

Weather Care:

Prepare for cold weather; hose bib covers, foundation vents closed. If you have questions all maintenance members can answer.

Council: 15285

Owner showed me work done on water leak in kitchen floor. Insurance Co. & Restoration Co. working to get resolved. Left owner with unsafe sub decking area of plywood with splinters could cause owner to fall. Owner to get with Insurance Co. & Restoration Co. to fix quickly. Claim in 2nd month for repair.

Larry Blanchard
VP Building Maintenance

Gutter Guard Project Update as of 10/14/2025

South Side complete on Units:



9400, 9410, 9420, 9430, 9440, 9450, 9460, 9480, 9500, 9540, 9560, 15235

North Sides complete on Units:

9400, 9440, 9480, 9500, 9540, 9560, 15205

West Side complete on Units:

9440, 9500, 9540, 9560, 15205, 15215, 15225, 15235, 15255, 15265, 15275, 15285

East Side complete on Units:

9400, 9560, 9480, 15285

The Project has progressed well and will continue in the spring.

I have provided a map of the gutters that do not need cleaning to our Landscape Chair so this information can be given to our landscape contractor who is to be cleaning gutters of leaves and debris

Peter Frye
Project Manager