



## Summerfield Townhouse HOA #5

### Board of Directors Meeting: Maintenance Yearly Review January 14, 2024 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 94<sup>th</sup> 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 94<sup>th</sup> 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, 2024 Time: 4:00 PM

- |           |   |
|-----------|---|
| 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, 2024  
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, 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: Maintenance Report June 10, 2024 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 Meeting: Maintenance Report July 08, 2024 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, 2024 Time: 4:00 PM

#### Maintenance Projects

as of 08/01/25

Historical Data

#### 94th Ave Fence

Two (2) Rotted Posts behind 15205

#### Balcony Repair

9420	Power wash
9450	Power wash
9500	Power wash
9540	Power wash

#### Gutter Guards

Feasability Study

7% of all building

Project One Completed July of 2025

28% of all buildings

Project Two Scheduled for

2% of all building

Project Three Scheduled for

42% of all building

Project Four Scheduled for

22% of all building

The above projects are subject to  
change.

#### Siding Repair

15255

Misaligned on West side

#### Roof Repair

15285

Nails - up-lifting

Larry Blanchard

VP Building Maintenance