

Summer Lake HOA

Board of Directors Meeting Minutes January 28, 2026 | 6:00 PM

Call to Order

The meeting was called to order at 6:00 PM.

Attendees

- **Board Members:**
 - Jason Rogers – President
 - Justin Low – Secretary
 - Caleb Brunton – Treasurer
- **Management:**
 - Stephanie Doebele – TMT Community Association Manager
- **ARC Committee:**
 - Karen
 - Gretchen Noe
 - Kevin
- **Homeowners:**
 - Tracy Bonstedt
 - Patricia
 - Alex Stegall
 - Rose Jungkind
 - Unable to get all last names or addresses of attendees, due to technical issue.

Approval of Previous Minutes

The Board reviewed the December 2025 special session meeting minutes and discussed the exclusion of Executive Session details.

- **Motion:** Jason Rogers
- **Second:** Caleb Brunton
- **Vote:** Approved

Treasurer's Report

Caleb Brunton presented the Treasurer's Report:

- Current operating balance: **\$36,981**
- Reserve balance: **\$13,938**
- Outstanding dues/balances: **\$1,493**

There appears to be homeowners in rears, possibly for multiple years. The HOA finished the year negative compared to the previous year, primarily due to mailbox repairs and entrance wall damage. Increased vendor costs were also noted. Insurance has not paid out on claims, and multiple claims could potentially impact coverage. If we were to be dropped for filing to many claims, it would be difficult to find another carrier and most likely more costly

Secretary's Report

Justin Low noted a correction is required for the **November 2025 meeting minutes** and will also update Shawn accordingly. The CAP end date was listed as November 2025 if should have been December 31, 2025

ARC Committee Report

All ARC members were present.

- Kevin confirmed access to the ARC system.
- Gretchen was unable to access and will contact TMT for troubleshooting.

Discussion included ARC processes for reviewing, approving, and denying requests. Stephanie will follow up with her team regarding workflow and support. The Board discussed whether ARC rules need to be reviewed and updated.

Updates:

- Historical ARC requests can now be tracked.
- ARC members can directly contact applicants for additional information.
- ARC form is available on the portal; Stephanie will send it to Shawn for the website.

Website Update

CAP previously held ownership of the HOA website. Shawn has been working to reestablish the site and successfully brought it back online. All associated bills have been paid. Jason expressed interest in updating and cleaning up outdated content. Further discussion will continue with the next Board. Special recognition to Shawn Montgomery for all his assistance.

Neighborhood Manager's Report

Stephanie Doeble reported:

- Still missing documents from CAP: Articles of Incorporation and Annual Meeting Minutes.
- All other required documents have been received and are being reformatted for TMT's system.
- A&J Landscape needs updated information for electronic billing.
- Financial records may take approximately 90 days to fully update.
- Board and ARC training is available; **Board training scheduled for February 2, 2026.**

Old Business

- Management transition has gone well with only a few outstanding items.
- HOA Portal usage: **51 of 213 homeowners** have logged in.
- Email communications will continue, with additional blasts planned to encourage portal usage.

- Board is exploring additional communication methods, including signage near mailboxes and postings closer to the Annual Meeting.
- Homeowner guide and access letter are available upon portal login.

Inspections and Site Visits

Monthly site inspections are planned for **April through September**, aligning with peak issue periods. Winter inspections will be limited. The goal is improved transparency, communication, and time for homeowners to correct issues. The Fee and Fine Schedule needs updating and will be addressed by the next Board in coordination with TMT.

New Business

Annual Meeting

- Scheduled for **February 26, 2026 at 6:00 PM**
- First Annual Meeting with TMT
- Meeting will be held virtually, in accordance with CC&Rs
- Notices to be emailed, posted at mailboxes, and uploaded to the portal
- Proxy voting will continue via mailed notices with agenda included

Board Positions

- Jason Rogers announced he will be stepping down
- Justin Low volunteered for President
- Caleb Brunton is flexible on position
- Karen is open to Secretary or Treasurer
- Homeowners encouraged to submit their names for consideration

Budget Discussion

The Board reviewed financials from prior years and discussed the draft budget posted on the website.

Category	2024–2025 Actuals	2025–2026 @ \$17/month	2025–2026 @ \$20/month	2025–2026 Break-Even	Notes
Monthly Dues per Home	\$13.83	\$17.00	\$20.00	\$15.80	Covers all costs,
Annual Dues per Home	\$166.00	\$204.00	\$240.00	\$189.57	
Total Income	\$37,264.60	\$43,452.00	\$51,120.00	\$40,387.00	Based on dues
Management Services	\$8,190.00	\$20,689.00	\$20,689.00	\$20,689.00	Updated contract
Landscaping	\$6,910.70	\$7,500.00	\$7,500.00	\$7,500.00	Slight increase
Utilities	\$151.28	\$300.00	\$300.00	\$300.00	Buffer for rate changes
Office/Admin Supplies	\$588.44	\$1,000.00	\$1,000.00	\$1,000.00	Includes postage,
Reserve Study	\$1,400.00	\$1,500.00	\$1,500.00	\$1,500.00	Includes tax prep
Insurance	\$0.00	\$700.00	\$700.00	\$700.00	Budgeted for renewal
Legal/Collections	\$0.00	\$500.00	\$500.00	\$500.00	Conservative estimate
Licenses/Reports	\$0.00	\$50.00	\$50.00	\$50.00	State filings
Miscellaneous Charges	\$700.00	\$700.00	\$700.00	\$700.00	Late charge expenses
Total Operating Expenses	\$35,699.42	\$32,939.00	\$32,939.00	\$32,939.00	Slight decrease despite

Key points:

- No significant dues increase since 2017–2018

- Dues history:
 - \$144 (2021)
 - \$165 (2022)
 - \$166 (2023–2025)
- HOA absorbed vendor cost increases post-COVID
- Continued rising costs now require a dues increase

Proposal:

- New proposed dues: **\$17/month increase**
- Board supports a middle-of-the-road option
- Mailbox replacement costs to be discussed at the Annual Meeting due to expense and reserve impact as well as the brick incasement

Open Forum

Suggestions included:

- Small neighborhood signs with QR codes linking to the website/portal
- Continued homeowner education using new owner contact information
- TMT automatically sends welcome packets to new homeowners
- Updating landscaping near signage and addressing Oregon Grape growth on 135th
- Exploring new landscape vendors (Pacific Landscape suggested)
- Tigard now maintains the tree tunnel path between Summer Lake and Glacier Lily

The Board expressed appreciation for increased homeowner participation.

Adjournment

The meeting was adjourned at **7:15 PM**.