

**Summer Lake Home Owners Association  
Board of Director's Meeting Minutes  
October 20, 2021**

**Zoom Meeting**

**1. Call to Order:** The meeting was called to order at 6:36pm by Kym.

**Present:**

Kym Wilson  
Rose Jungkind  
Kevin Banton  
Shawn Montgomery (Monty)  
Andy De Mars  
Tiffany Wheeler  
Tessa Hoffman  
Gretchen Noe

**2. Meeting Minutes:** The July 21, 2021 minutes were not voted on previously. They were approved at this meeting along with the September 15, 2021 minutes.

**3. Financial Report: September Financials**

- Operating Account closed the month with \$16,593.87
- Reserves Account closed the month with \$23,168.15
- Expenses were over budget this month by \$313.20. Landscaping Misc. was over budget due to the cost of the hanging baskets. We are still on budget for the year on this item though.

**4. Old Business:**

**a. Scholls Ferry Landscaping/Sidewalks**

- Per CAP's Management Report, Washington County maintains vegetation along Scholls Ferry (but not at the corners of our Summer Lake subdivision entrance). The board requests CAP find out their maintenance schedule, including the next time they will be back. Much of the reported high vegetation and overgrowth has been cut down, but debris and some growth and weeds remain.
- Per CAP's Management Report, it appears that the lifted/damaged sidewalk adjacent to our entrance planter area is for the HOA to replace. We request CAP confirm we are understanding this correctly, and if it's determined to be our responsibility request they get bids for the permitting and replacement work in time for our January, 2022 meeting. If it's not our responsibility, request they put in a replacement request with the City of Tigard.

**b. HOA Landscaping:**

- The board discussed adding irrigation to the Scholls Ferry entrance corners and decided against this capital improvement expense. Rather, we request CAP see what A&J Landscaping recommends and can offer by planting additional colorful drought resistant plants to fill in this area. Barkdust to help keep moisture in and have the corners looking nice is also something we would like to do. Details and bids for this landscaping work are requested in time for our January meeting.

## **5. New Business**

### **a. Reserve Study:**

- Monty brought our attention to the "Full Funding Plan 1-10 Years" section on P24, line item #5 "Avg Unit Contribution (mth)" with this question for CAP:
  - Is this cost already considered in our annual homeowner dues or is this an additional assessment?
- Monty offered to do a deep dive into this study and requested others with questions/ comments to forward them to him for further discussion at our January meeting.

### **b. 2022 Meeting Schedule:**

- CAP suggested we change the month of our annual meeting from March to February to better align with our fiscal year that runs April-March. There weren't any objections but would require a special membership meeting for the entire HOA to approve an amendment to section 3.3.3 of our Bylaws that state: "The annual membership meeting of the Association shall be held in March of each year".
- Then after the February annual meeting, our remaining meetings would be in April, June, August, and October. They would continue to be on the third Wednesday of the month, starting at 6:30pm.

### **c. Newsletters:**

- Since we haven't had a volunteer step up to take over creating our newsletter, CAP let us know they could take this on at an hourly rate of \$65. The total cost would depend on whether they would also need to research and produce the content or if owners would provide it.
- It was noted that much of the content has been the same over the years related to yard care, reminders not to leave food out for squirrels and skunks, etc., so a fall newsletter isn't necessary, especially as the price of stamps and printing have increased.
- There was a suggestion to go digital and post newsletters online. Kevin Banton offered to look into the option of creating a web page for this. Board members/owners (perhaps a committee) would need to create the content and supply it for publishing.
- It was also suggested that email and/or posted mailbox notices could let owners know when a newsletter is available online. For those without email or computers, perhaps the content could be printed out for them as requested.
- We decided to table this topic and bring it back for more discussion in January.

## **6. ARC Requests:**

- 11110 SW Summer Lake Drive - request for a two level retaining wall was approved. Rose motioned to approve and Kym seconded it.
- Creation of an ARC committee will be placed on the agenda for January's meeting.

## **7. Other:**

- Kym mentioned she would like to step down as President next year and would like members of the board to consider taking over her role in 2022.

## **8. Adjournment called by Kym at 7:27.**

**Summer Lake Home Owners Association  
Board of Director's Meeting Minutes  
October 27, 2021**

**Zoom Meeting**

**Quorum verified**, Rose and Patricia present.

1. **Call to Order:** The meeting was called to order at 4:20 by Patricia.

**Present:**

Rose Jungkind  
Patricia Krajeck

2. **Open Forum**

3. **Old Business**

A. N/A

4. **New Business**

A. **ARC Request**

1. 12820 SW Chicory Court. Motion to approve by Patricia, second by Rose.
2. 12845 SW Chicory Street. Motion to approve by Patricia, second by Rose with Contingency if painting glass front door, color must go through ARC request.

5. **Adjournment** at 4:30 by Patricia