

Summerfield Homeowners Association



ANNUAL MEETING

2019

Agenda



1. Call to Order and Welcome – Tom Halfaker
2. Introduction of Board Members
3. Introduction of Homeowners Present
4. Status of the Association – Tom Halfaker
5. Architectural Committee Report – Manny Murguia
6. Treasurer's Report – Kevin Lowitz
7. Communications Update – Brad Phillips
8. Special Projects Update – Bob McCleary
9. Election Status – Yvonne Dozier
10. Open Forum and Questions
11. Request for Volunteers/Closing – Tom Halfaker

Board Members



- Tom Halfaker - President
- Kim Caterina - VP & Architectural Committee Chair
- Brad Phillips – Secretary & Communications
- Kevin Lowitz – Treasurer
- Bob McCleary – Special Projects

Introductions



- Ballot Inspectors
- Homeowners

State of the Association



- Review of 2018 - 2019
- Financial Status
- Goals for 2019 - 2020 Fiscal Year

Architectural Committee Team Members



- Kim Caterina* (Chair)
- Dana Giampietro
- Sarah Orr
- Amanda Boruff*
- Shelby Thomas*
- Aerial Anger**
- Diane Mendoza**
- Francean Williams**
- Kenny Malone**
- Michael Spring**

* new in the past year

** departed in the past year

A special thank you to Kim Caterina who enthusiastically volunteered to take over architectural Chair duties this year and to Michael Spring who has joined the Board in the Position of Treasurer.

Architectural Committee 2018-2019 Highlights



- Approved 45 Applications for Improvement (8 paint, 6 landscaping, 10 solar, 1 patio, 7 fence, 3 roof, 2 mailbox, 4 front door, 1 garage door, 3 window)
- Had 147 'perfect' homes throughout the year (up from 108 in 2017-2018)
- Held **1** Violation Meeting
- Established email address for Architectural Committee correspondence
- Approval of some applications can be done via email
- Approved a new garage door type
- Reminder: Watch those weeds and garbage/recycle bins

Examples of Recent Improvement Projects



Beautiful custom landscaping



Amazing landscaping and remodeling



Distinctive, curved roof tiles



Solar system

New Garage Door Type



Amazing Front Door Design



Sorry, but I'm moving on



- Thank you to all those on the Architectural Committee and the Board with whom I served
- Special thank you to Kim for taking over my responsibilities on short notice and what amounted to her first day on the job
- Shout outs, fist bumps, and a big thumbs up to our owners who strive to keep Summerfield a very desirable place to live
- Remember, we all help keep Poway beautiful and safe!

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Manny Murguia

Treasurer's Report



- 2018-2019 YTD Financial Summary
- Reserve Fund Update
- 2019-2020 Budget & Dues

2018-2019 YTD Financial Summary



Summerfield Homeowner's Association Balance Sheet As of May 22, 2019

	May 22, 19
ASSETS	
Current Assets	
Checking/Savings	
Pacific Western - Checking	33,728.80
Pacific Western - MM	3,473.81
Pacific Western - Reserve Acct	87,903.57
Total Checking/Savings	125,106.18
Total Current Assets	125,106.18
Fixed Assets	0.00
TOTAL ASSETS	125,106.18
LIABILITIES & EQUITY	125,106.18

Summerfield Homeowner's Association Profit & Loss Budget vs. Actual July 1, 2018 through May 22, 2019

	Jul 1, '18 - May 22, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Escrow Transfer Fee	600.00	1,050.00	(450.00)	57.1%
Homeowner's Dues	50,170.00	50,170.00	0.00	100.0%
Interest Income	0.29	0.32	(0.03)	90.6%
Late Fees	275.00	125.00	150.00	220.0%
Penalties	350.00	0.00	350.00	100.0%
Tax Refunds	10.03	0.00	10.03	100.0%
Total Income	51,405.32	51,345.32	60.00	100.1%
Gross Profit	51,405.32	51,345.32	60.00	100.1%
Expense				
Accounting	0.00	50.00	(50.00)	0.0%
Annual Homeowners Meeti...	150.00	108.45	43.55	140.9%
HOA Membership	295.00	295.00	0.00	100.0%
Insurance	5,770.00	5,467.00	303.00	105.5%
Landscaping	8,700.10	7,498.77	1,203.33	116.1%
Legal Fees	3,343.50	1,112.90	2,230.60	300.4%
Pool	5,787.82	6,514.52	(726.70)	88.8%
Postage and Delivery	127.00	333.71	(206.71)	38.1%
Printing	40.38	14.19	26.19	284.6%
Reserve Study	1,075.00	0.00	1,075.00	100.0%
Social Events	701.81	450.00	251.81	155.9%
Supplies	142.11	1,000.00	(857.89)	14.2%
Tax Preparation/Annual Rept	1,500.00	1,500.00	0.00	100.0%
Taxes, Licenses & Permits	271.20	0.00	271.20	100.0%
Utilities	7,499.92	8,391.82	(891.70)	89.4%
Website	133.04	0.00	133.04	100.0%
Total Expense	35,536.88	32,732.16	2,804.52	108.6%
Net Ordinary Income	15,868.84	18,613.16	(2,744.52)	85.3%
Other Income/Expense	(19,743.74)	0.00	(19,743.74)	100.0%

- Estimate \$3,500 expenses remaining thru end of June
 - ~\$3,000 operating expenses
 - ~\$500 non-operating expenses (reserve)

Reserve Fund Update



- What is the reserve fund?
 - Funds used for capital expenditures (non-operating expenses) to maintain the HOA common areas (e.g. pool area, walk-thru, fence)
- What is the projected funding level based on the most recent reserve study conducted in April 2019?
 - 3-year projection:

Year	Projected Reserve Funding**	Projected Reserve Expenses**	Projected Reserve Fund Balance	Fully Funded Reserve**	Percent Funded
2018 - 2019	\$15,870*	(\$20,250)*	\$119,800*	\$152,824	78%
2019 - 2020	\$16,715	(\$5,585)	\$130,930	\$168,926	78%
2020 - 2021	\$17,216	(\$61,234)	\$86,912	\$128,710	68%
2021 - 2022	\$17,733	(\$1,963)	\$102,682	\$148,871	69%

* As of May 22, 2019 and assumes transfer of 2017-2018 & 2018-2019 actual ordinary income to reserves

** Based on 3% annual inflation rate and 3% annual reserve contribution increase

2019-2020 Budget & Dues

Summerfield Homeowner's Association Profit & Loss Budget Overview July 2019 through June 2020

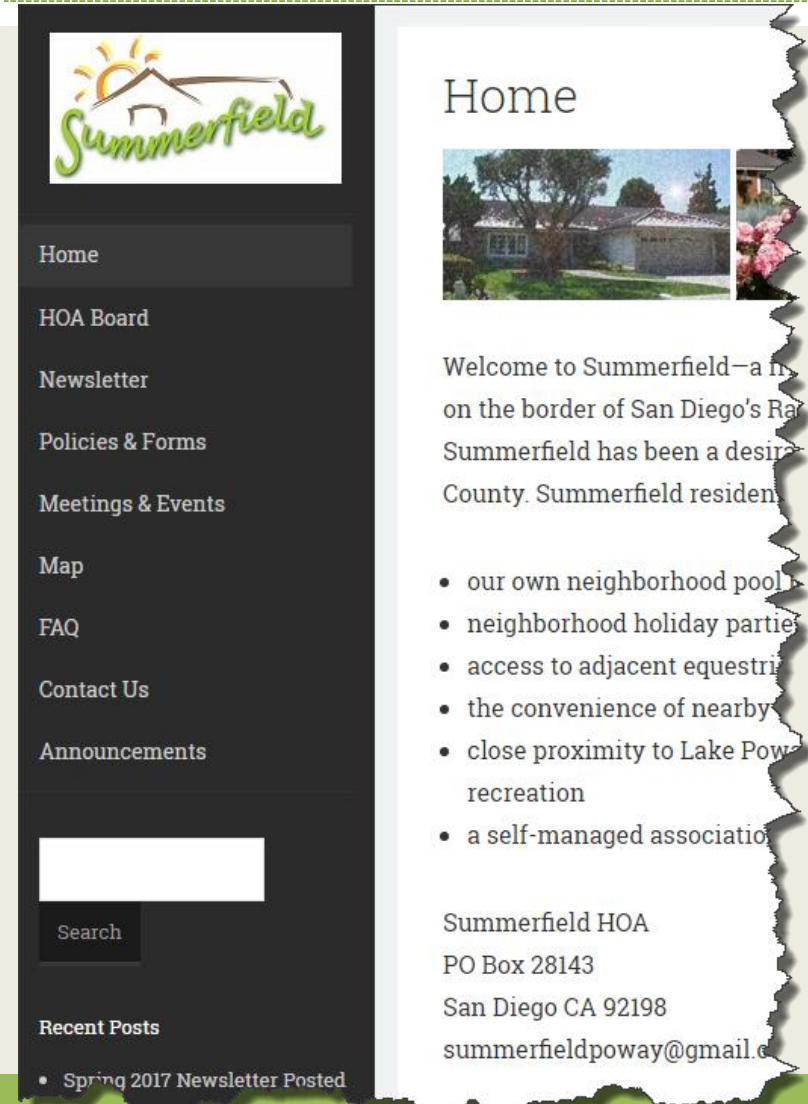
	<u>Jul '19 - Jun 20</u>
Ordinary Income/Expense	
Income	<u>56,510.36</u>
Gross Profit	56,510.36
Expense	
Accounting	50.00
Annual Homeowners Meeting	150.00
HOA Membership	295.00
Insurance	5,885.00
Landscaping	9,500.00
Legal Fees	3,000.00
Pool	8,450.00
Postage and Delivery	550.00
Printing	40.00
Social Events	600.00
Supplies	1,000.00
Tax Preparation/Annual Rept	1,500.00
Taxes, Licenses & Permits	275.00
Utilities	<u>8,500.00</u>
Total Expense	<u>39,795.00</u>
Net Ordinary Income	<u>16,715.36</u>
Net Income	<u><u>16,715.36</u></u>

- SHOA annual dues of \$320 per property
 - \$30 or 10% increase versus prior year
- Invoices mailed in June & payment due by July 31st

Communications Report



- Website
 - SummerfieldPoway.com
 - Goal: simple but useful
 - Policy documents
 - Meeting minutes
 - Docs needed for escrow
 - Announcements
 - Search looks inside all policies!

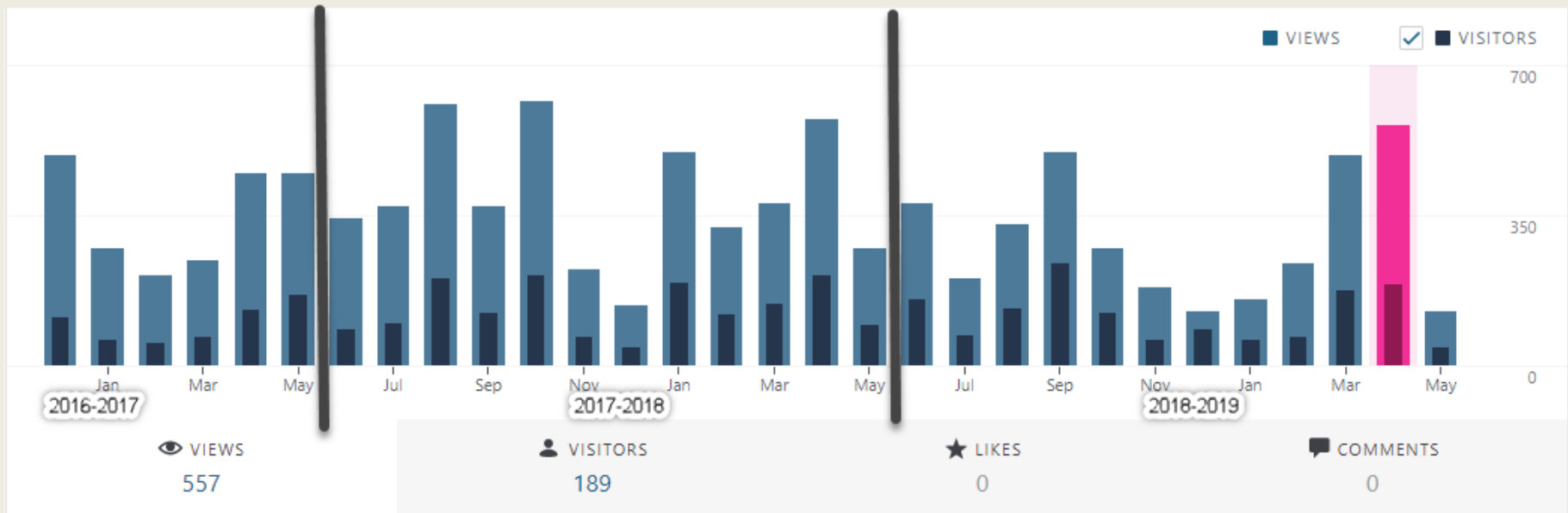


Communications Report



- Website Views & Visitors

- Peak in last year was Apr 2019: video policy, asphalt, arch chair



Communications Report



- Website View Stats for 365 days ending May 11, 2019

Policies & Forms	856
Home	835
Newsletter	290
HOA Board	249
Map	106
2018 HOA Meeting Wrap Up	106
Contact Us	104
Summer 2018 Summerfield Scoops	95
FAQ	87
Pool area video surveillance system installed	68
2019 Summerfield Pool Opening	64
Architecture Committee Chair Update	55

Communications Report

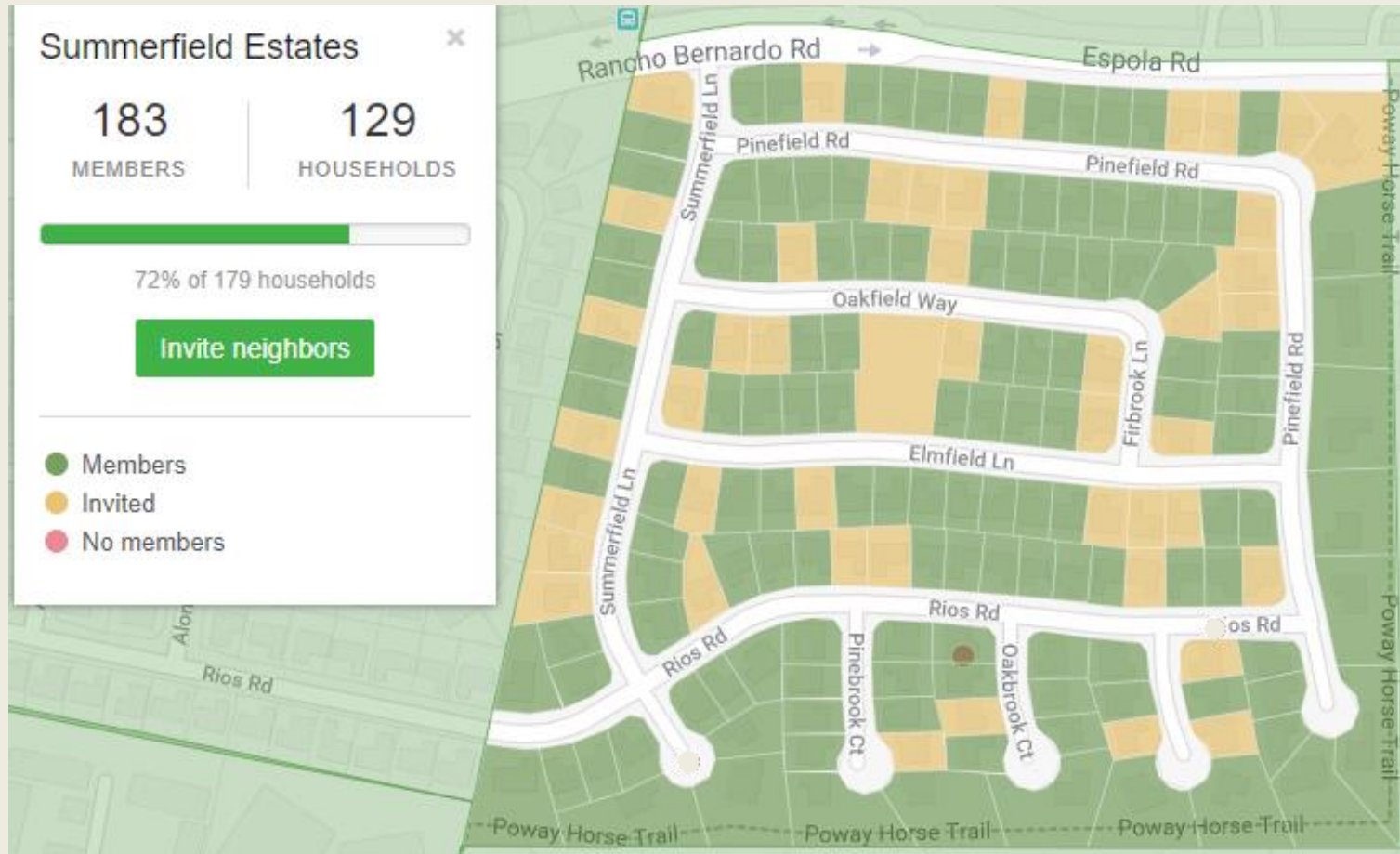


- Getting the word out: *Any Way We Can*
- Emails
 - summerfieldpoway@gmail.com
 - hoa@summerfieldpoway.com
 - MailChimp
 - 50% to 60% get opened
- Making announcements on Facebook and NextDoor
 - summerfieldpoway.nextdoor.com
 - facebook.com/groups/summerfieldstates/

Communications Report



- NextDoor – get your neighbors to join!



Communications Report

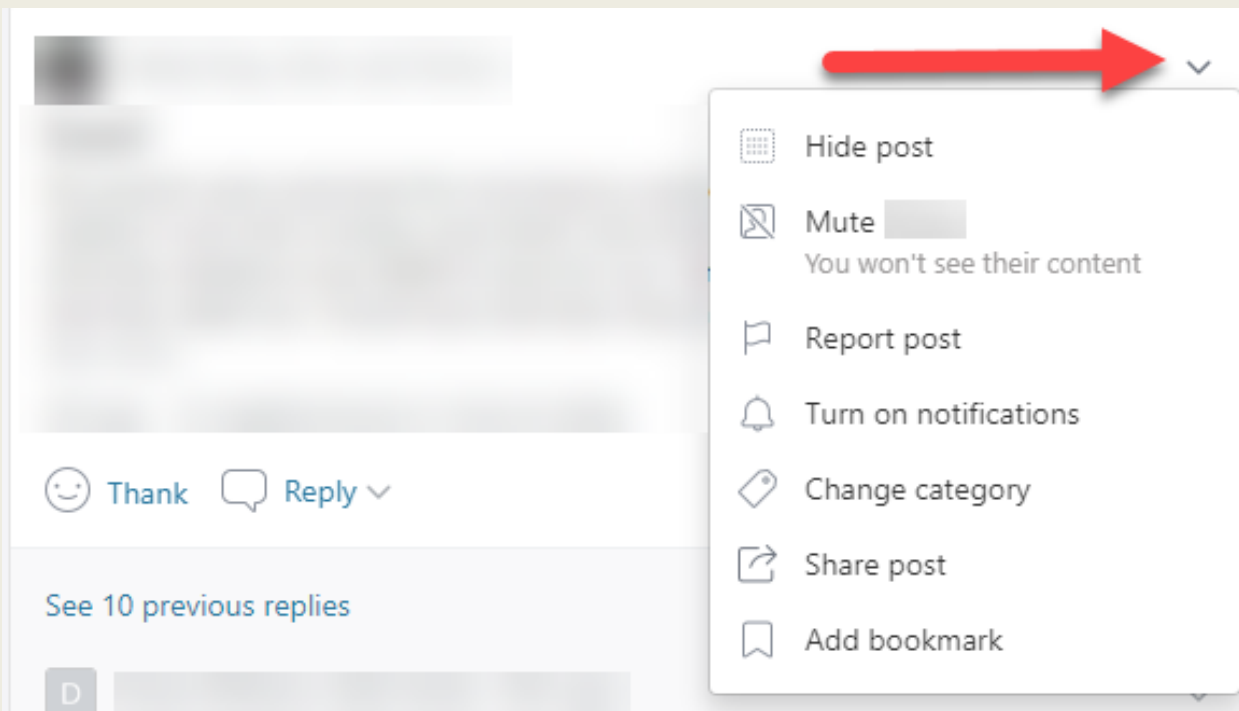


- NextDoor – Getting the most out of it
 - Choose your privacy settings
 - Choose whether and how often to get emails
 - Follow the NextDoor Community Guidelines, boiled down to "Everyone here is your neighbor. Treat each other with respect."
 - Use the right categories for posts
 - Every post (and response) should be about LOCAL issues.
 - Don't use Nextdoor as a soapbox

Communications Report



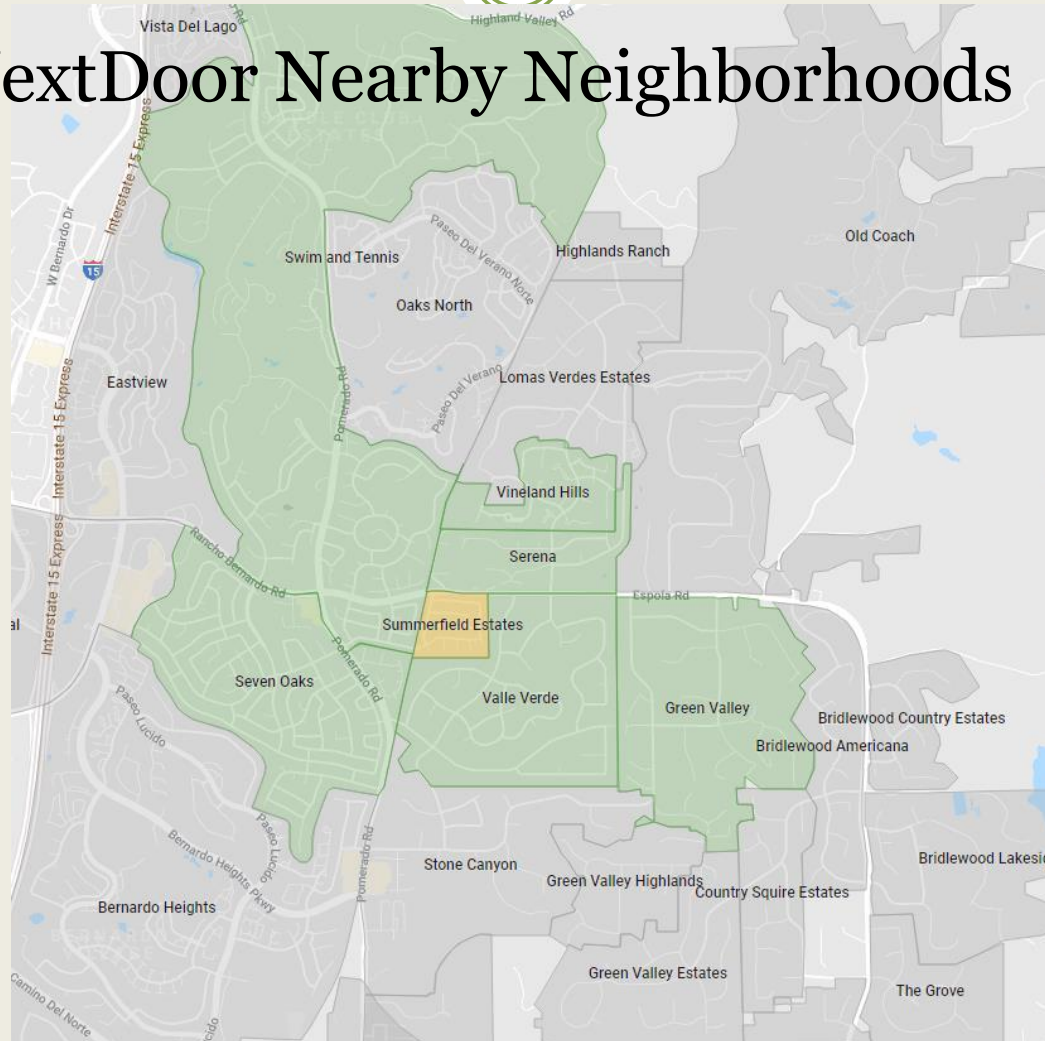
- NextDoor – Getting the most out of it
 - 'Hide posts' or 'Mute' problematic posters



Communications Report



- Choose NextDoor Nearby Neighborhoods



Communications Report



- Summerfield Scoops
 - Moving to more phone friendly and more frequent postings
 - Anyone want to help write or suggest articles?



Communications Report



Keep us updated, so we can keep you updated!

New/alternate address? Renting? Rep/POA?

(It's the law: CA Civil Code 4041)

And: Email + Phone contact info



Special Projects



- Skylights Replaced
- Water System Upgraded
- Wooden Steps Replaced
- Asphalt Repaired
- Trees Removed
- Cameras Installed

Skylights Replaced



Water System Upgraded



- Replaced:
 - Eight sprinkler valves
 - Existing pressure regulator
- Added:
 - Pressure regulator from street
 - Additional shut-off valves
- Upgraded Sprinklers west of pool
- Replaced Sprinkler heads in shrubs - recurring

Wooden Steps Replaced



- Replaced steps located between Pinefield and Oakfield



Asphalt Repaired



WHAT

- Walkways
- Pool Parking Area – Elmfield

WHY

- Trip and Fall Hazards
- Tree on Pinefield
- Cracks

Asphalt Repaired



HOW

- Remove and replace
- Overlay
- Patch, Crack Fill & Seal
 - Replaced 500 sq. ft.
 - Patched 200 sq. ft.
 - Crack-filled 1200 linear ft.
 - Seal-coated 11,000 sq. ft.

Asphalt Repaired



Trees Removed



- County Inspection
- Trim or remove tree limbs if
 - Sustain weight of 10 yr. old
 - Within 5 feet of fence
- Compliance
 - Have plan within one week
 - Complete plan within 30 days

Cameras Installed



- Three surveillance cameras
- Motion-sensitive
- Hardwired
- DVR with 2 TB hard drive
- Policy

Election Status



- Two open board positions
 - Candidates
 - Brad Phillips (current board member)
 - Michael Spring

Open Forum & Questions



- Questions from the community

Closing



- Please volunteer your time
- Thank you