

# 2025 Annual Meeting

## Summerfield Homeowner's Association

*May 21, 2025*

# 2025 Annual Meeting: Agenda

- Board Introduction
- Treasurer's Report
- Architectural Committee
- Communications
- Special Projects

# 2025 Annual Meeting: Board Introduction



**Dan Carr**  
*President*



**Michael Spring**  
*Treasurer*



**Denise Shields**  
*VP/Arch. Chair*



**Donny Phonea**  
*Special Projects*



**Maria Stein**  
*Communications*

# Treasurer's Report

- 2024-2025 YTD Financial Summary
- 2025-2026 Budget & Dues

# 2024-2025 YTD Financial Summary

The statement below reflects the HOA's account summary as of May 16, 2025.

## Summerfield Homeowner's Association

### Statement of Financial Position

As of May 16, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase CD - 2 Month	115,039.28
Chase Checking 2175	40,597.76
Chase Reserve 2183	2,513.01
Chase Savings	0.00
Funds Clearing	0.00
<b>Total Bank Accounts</b>	<b>\$158,150.05</b>
Accounts Receivable	\$0.00
Other Current Assets	\$1,800.00
<b>Total Current Assets</b>	<b>\$159,950.05</b>
Fixed Assets	
Accumulated Depreciation	-16,784.58
Fixed Assets	
Computer Equip	734.58
Fence	1,636.00
Prior Yrs	16,050.00
<b>Total Fixed Assets</b>	<b>18,420.58</b>
<b>Total Fixed Assets</b>	<b>\$1,636.00</b>
<b>TOTAL ASSETS</b>	<b>\$161,586.05</b>
LIABILITIES AND EQUITY	<b>\$161,586.05</b>

# 2024-2025 YTD Financial Summary

The statement below outlines our budget versus actuals for the 2024–2025 fiscal year.

## Summerfield Homeowner's Association

### Budget vs. Actuals: SHOA FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
↘ Revenue				
Escrow Transfer Fee	300.00	300.00	0.00	100.00 %
Homeowner's Dues	62,280.00	64,440.00	-2,160.00	96.65 %
Interest Income	3,113.05	0.30	3,112.75	1,037,683.33 %
Late Fees		50.00	-50.00	
Tax Refunds		50.00	-50.00	
<b>Total Revenue</b>	<b>\$65,693.05</b>	<b>\$64,840.30</b>	<b>\$852.75</b>	<b>101.32 %</b>
GROSS PROFIT	\$65,693.05	\$64,840.30	\$852.75	101.32 %
↘ Expenditures				
Accounting	1,105.33	1,250.00	-144.67	88.43 %
Annual Homeowners Meeting	243.90		243.90	
Bank Service Charges	15.00		15.00	
HOA Membership	320.00		320.00	
Insurance	340.00	5,900.00	-5,560.00	5.76 %
↘ Landscaping				
General Maint	12,233.65	11,000.00	1,233.65	111.22 %
<b>Total Landscaping</b>	<b>12,233.65</b>	<b>11,000.00</b>	<b>1,233.65</b>	<b>111.22 %</b>
Legal Fees	950.00	950.00	0.00	100.00 %
Money Market Fee	150.00		150.00	
↘ Pool				
Pool Area Maintenance	8,578.79	1,500.00	7,078.79	571.92 %
Pool Cleaning & Maint.	11,896.50	11,500.00	396.50	103.45 %
Pool Permit	411.00	349.00	62.00	117.77 %
<b>Total Pool</b>	<b>20,886.29</b>	<b>13,349.00</b>	<b>7,537.29</b>	<b>156.46 %</b>
↘ Postage and Delivery				
Postal Box Rental	194.00	200.00	-6.00	97.00 %
Stamps/Mailing	439.22	350.00	89.22	125.49 %
<b>Total Postage and Delivery</b>	<b>633.22</b>	<b>550.00</b>	<b>83.22</b>	<b>115.13 %</b>
Repairs & Maint.		470.00	-470.00	
↘ Social Events				
Supplies	566.84		566.84	
<b>Total Social Events</b>	<b>566.84</b>		<b>566.84</b>	

# 2024-2025 YTD Financial Summary

The statement below outlines our budget versus actuals for the 2024–2025 fiscal year.

▼ Supplies				
Office		35.00	-35.00	
<b>Total Supplies</b>		<b>35.00</b>	<b>-35.00</b>	
Tax Preparation/Annual Rept	1,700.00	2,000.00	-300.00	85.00 %
Taxes, Licenses & Permits		35.00	-35.00	
Uncategorized Expense		310.00	-310.00	
▼ Utilities				
Gas and Electric	4,014.34	5,000.00	-985.66	80.29 %
Water	10,801.87	10,000.00	801.87	108.02 %
<b>Total Utilities</b>	<b>14,816.21</b>	<b>15,000.00</b>	<b>-183.79</b>	<b>98.77 %</b>
Website	143.88	215.00	-71.12	66.92 %
<b>Total Expenditures</b>	<b>\$54,104.32</b>	<b>\$51,064.00</b>	<b>\$3,040.32</b>	<b>105.95 %</b>
NET OPERATING REVENUE	<b>\$11,588.73</b>	<b>\$13,776.30</b>	<b>\$ -2,187.57</b>	<b>84.12 %</b>
NET REVENUE	<b>\$11,588.73</b>	<b>\$13,776.30</b>	<b>\$ -2,187.57</b>	<b>84.12 %</b>

Cash basis Friday, May 16, 2025 08:19 AM GMT-07:00

# 2025-2026 Budget & Dues

The statement below outlines our budget versus actuals for the 2024–2025 fiscal year.

Accounts	Budget totals
<b>Income</b>	
Interest Income	\$5000.00
Billable Expenditure Revenue	
Billable Expense Income	
Escrow Transfer Fee	\$300.00
Homeowner's Dues	\$64440.00
Late Fees	\$25.00
Markup	
Penalties	
Architectural Violations	
<b>Total Penalties</b>	<b>\$0.00</b>
<b>Sales</b>	
Sales of Product Revenue	
Shipping Income	
Tax Refunds	\$50.00
Unapplied Cash Payment Income	
Uncategorized Income	
<b>Total Income</b>	<b>\$69815.00</b>
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	
<b>Total Cost of Goods Sold</b>	
<b>Expense</b>	
Automobile Expense	
Bank Service Charges	
Insurance	\$6383.00
Postage and Delivery	
Postal Box Rental	\$200.00
Stamps/Mailing	\$450.00
<b>Total Postage and Delivery</b>	<b>\$650.00</b>
Printing	
Repairs & Maint.	
Utilities	
Gas and Electric	\$5000.00
Water	\$12000.00
<b>Total Utilities</b>	<b>\$17000.00</b>
Accounting	\$1250.00
Supplies	
Office	\$35.00
<b>Total Supplies</b>	<b>\$35.00</b>
Reconciliation Discrepancies	
Annual Homeowners Meeting	
HOA Membership	
Landscaping	
General Maint	\$11000.00
Landscaping-Sprinkler Repair	
Plant Material	
Sprinkler System Upgrade	
<b>Total Landscaping</b>	<b>\$11000.00</b>
Legal Fees	\$950.00

# 2025-2026 Budget & Dues

The statement below reflects our 2025-2026 Budget.

Accounts	Budget totals
Income	
Interest Income	\$5000.00
Billable Expenditure Revenue	
Billable Expense Income	
Escrow Transfer Fee	\$300.00
Homeowner's Dues	\$64440.00
Late Fees	\$25.00
Markup	
Penalties	
Architectural Violations	
<b>Total Penalties</b>	<b>\$0.00</b>
Sales	
Sales of Product Revenue	
Shipping Income	
Tax Refunds	\$50.00
Unapplied Cash Payment Income	
Uncategorized Income	
<b>Total Income</b>	<b>\$69815.00</b>
Cost of Goods Sold	
Cost of Goods Sold	
<b>Total Cost of Goods Sold</b>	
Expense	
Automobile Expense	
Bank Service Charges	
Insurance	\$6383.00
Postage and Delivery	
Postal Box Rental	\$200.00
Stamps/Mailing	\$450.00
<b>Total Postage and Delivery</b>	<b>\$650.00</b>
Printing	
Repairs & Maint.	
Utilities	
Gas and Electric	\$5000.00
Water	\$12000.00
<b>Total Utilities</b>	<b>\$17000.00</b>
Accounting	\$1250.00
Supplies	
Office	\$35.00
<b>Total Supplies</b>	<b>\$35.00</b>
Reconciliation Discrepancies	
Annual Homeowners Meeting	
HOA Membership	
Landscaping	
General Maint	\$11000.00
Landscaping-Sprinkler Repair	
Plant Material	
Sprinkler System Upgrade	
<b>Total Landscaping</b>	<b>\$11000.00</b>
Legal Fees	\$950.00

# 2025-2026 Budget & Dues

The statement below reflects our 2025-2026 Budget.

Accounts	Budget totals
Income	
Interest Income	\$5000.00
Billable Expenditure Revenue	
Billable Expense Income	
Escrow Transfer Fee	\$300.00
Homeowner's Dues	\$64440.00
Late Fees	\$25.00
Markup	
Penalties	
Architectural Violations	
<b>Total Penalties</b>	<b>\$0.00</b>
Sales	
Sales of Product Revenue	
Shipping Income	
Tax Refunds	\$50.00
Unapplied Cash Payment Income	
Uncategorized Income	
<b>Total Income</b>	<b>\$69815.00</b>
Cost of Goods Sold	
Cost of Goods Sold	
<b>Total Cost of Goods Sold</b>	
Expense	
Automobile Expense	
Bank Service Charges	
Insurance	\$6383.00
Postage and Delivery	
Postal Box Rental	\$200.00
Stamps/Mailing	\$450.00
<b>Total Postage and Delivery</b>	<b>\$650.00</b>
Printing	
Repairs & Maint.	
Utilities	
Gas and Electric	\$5000.00
Water	\$12000.00
<b>Total Utilities</b>	<b>\$17000.00</b>
Accounting	\$1250.00
Supplies	
Office	\$35.00
<b>Total Supplies</b>	<b>\$35.00</b>
Reconciliation Discrepancies	
Annual Homeowners Meeting	
HOA Membership	
Landscaping	
General Maint	\$11000.00
Landscaping-Sprinkler Repair	
Plant Material	
Sprinkler System Upgrade	
<b>Total Landscaping</b>	<b>\$11000.00</b>
Legal Fees	\$950.00

# 2025-2026 Budget & Dues

The statement below reflects our 2025-2026 Budget.

<b>Total Supplies</b>	<b>\$35.00</b>
Reconciliation Discrepancies	
Annual Homeowners Meeting	
HOA Membership	
Landscaping	
General Maint	\$11000.00
Landscaping-Sprinkler Repair	
Plant Material	
Sprinkler System Upgrade	
<b>Total Landscaping</b>	<b>\$11000.00</b>
Legal Fees	\$950.00
Meals & Entertainment	
Money Market Fee	

1

<b>Accounts</b>	<b>Budget totals</b>
Plumbing	
Pool	
Pool Area Maintenance	\$3000.00
Pool Cleaning & Maint.	\$11500.00
Pool Gate	
Pool Keys	
Pool Permit	\$411.00
Pool Signage	
Pool Supervisor	
Pool Supplies	

# 2025-2026 Budget & Dues

The statement below reflects our 2025-2026 Budget.

<b>Total Pool</b>	<b>\$14911.00</b>
Purchases	
Reserve Study	
Social Events	
Food & Drinks	
Supplies	
<b>Total Social Events</b>	<b>\$0.00</b>
Tax Preparation/Annual Rept	\$2000.00
Taxes, Licenses & Permits	\$35.00
Unapplied Cash Bill Payment Expense	
Uncategorized Expense	\$310.00
Website	\$215.00
<b>Total Expense</b>	<b>\$54739.00</b>
Other Income	
Other Income	
Insurance Claim Proceeds	
<b>Total Other Income</b>	<b>\$0.00</b>
Other Expense	
Non-Operating Exp/Reserve Funds	
Entrance	
Fence Repair	\$4500.00
Irrigation	
Pass Throughs	
Pool - Painting	
Pool - Repairs	
Pool Area Walkways & Landscape	
Pool drains	
Pool Expansion Joints	
Pool Furniture	
Pool Resurfacing Project	
Pool Surveillance System	
Pool Tree Removal	
Tree Trimming	
<b>Total Non-Operating Exp/Reserve Funds</b>	<b>\$4500.00</b>
Reconciliation Discrepancies-1	
Reserve Expenses	
<b>Total Other Expense</b>	<b>\$4500.00</b>
<b>Total Net Income</b>	<b>\$10576.00</b>

# 2025-2026 Budget & Dues

SHOA annual dues of **\$360 per property**.  
Invoices will be mailed in June & payment due  
by July 31st.

# Architectural Committee Team Members



- Denise Shields (Chair)
- Dana Giampietro
- Sarah Orr
- Ben Cather
- Nadine Vasques
- Jay Stein \*
- Mike White\*

\* new in the past year

# Architectural Committee 2024-2025 Highlights



- Approved 22 applications for improvements
- 1 exterior paint, 1 new gutters painted, 1 wall charger
- 3 landscaping, 2 hardscaping, 4 roofs, 2 solar, 2 fences
- 1 front doors, 1 garage door, 1 front window, 1 satellite
- 1 light over garage, 1 turf
- 121 “perfect” homes received no notices in the last year
- 52 homes received 1 or more notices in the last year
- No violation meetings were needed in the last year
- Reminder: Watch those weeds! Garbage/recycle bins must be stored out of sight. Be sure to send in an architectural request form before any work is done to your yard/house.

# Turf



# New Front Door



# Pavers



# New Roof



# Landscaping and Hardscape



# Communications

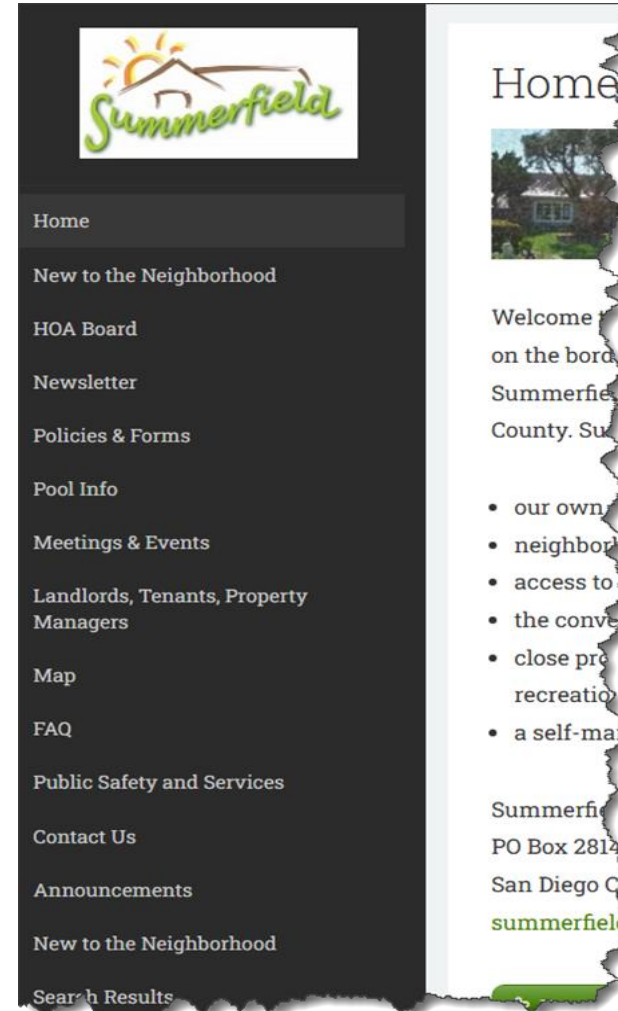
Communication is disseminated in the following formats:

- Website
  - Summerfield Scoops
- Nextdoor
- Facebook
- Mailchimp
- Summerfield e-mails

# Communications

## Website

- SummerfieldPoway.com
- Goal: simple but useful
- New to the Neighborhood
- Announcements
- Policies & Forms
- Pool Info
- Meeting Minutes
- Landlord, Tenants,  
Property Managers
- Docs needed for escrow
- Search feature looks inside all policies!





## Summerfield Scoops

- Community newsletter
- Recent articles:
  - Electric Bike Alert
  - PSA: Coyote safety in our community
  - Battling Crabgrass
- Anyone want to help write or suggest articles?

# Communications

ALL announcements are also posted on...



NextDoor

~ Most frequently used in our community



Facebook Private Group

~ Just our neighborhood info

~ Best for lost and found



Mailchimp

~ Sends emails to the community

# Communications

Reminder...resident inquiries and questions must go through our official HOA emails:

- [summerfieldpoway@gmail.com](mailto:summerfieldpoway@gmail.com)
- [hoa@summerfieldpoway.com](mailto:hoa@summerfieldpoway.com)  
(routes to above e-mail)



As for the HOA Board members, all our correspondences needs to be conducted via the HOA - specific individual emails.

# Communications

To increase transparency all HOA board meetings are open to all association members per the Open Meeting Act.

## Summerfield Homeowner's Association

### April HOA Meeting Information

The next HOA Board meeting will be held on **4/15/25 at 6:00 PM**.  
All residents are welcome to attend this virtual meeting via the link below:

*Zoom Link*



# Communications

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

Here are 2 ways to interact with the HOA Board:

- Join us at the monthly meeting
- Send an email to [summerfieldpoway@gmail.com](mailto:summerfieldpoway@gmail.com)



# Special Projects

## *Role Overview*

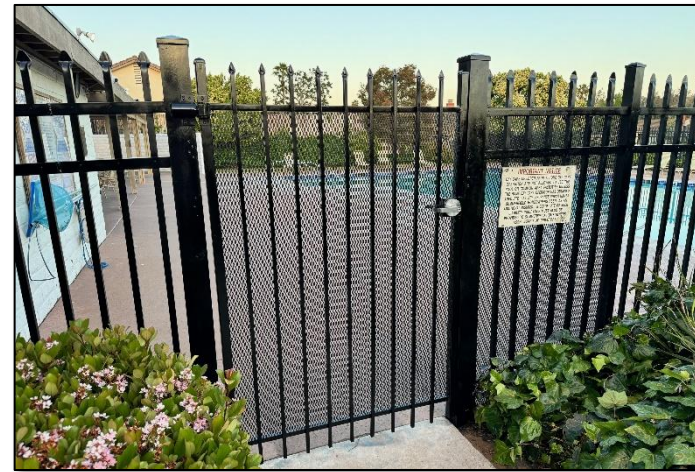
- Manage vendors and contractors to keep pool and other **common areas** maintained and in good condition
- Monitor all pool and lawn **systems** to ensure functionality
- Identify areas for proactive maintenance or improvement



# Special Projects

## *Completed Projects*

- Repaired Newly Installed Gate Door
  - Vandalism occurred shortly after new gate door was installed
  - Had to redo the gate's metal latching sheet
  - Additional cost we did not want to incur but fortunately the cost was reasonably low



# Special Projects

## *Completed Projects*

- Paint Refresh
  - New paint on the exterior walls within the pool area and front entrance to the community (Nov 2024)
  - Old paint was showing peeling and erosion



# Special Projects

## *Completed Projects*

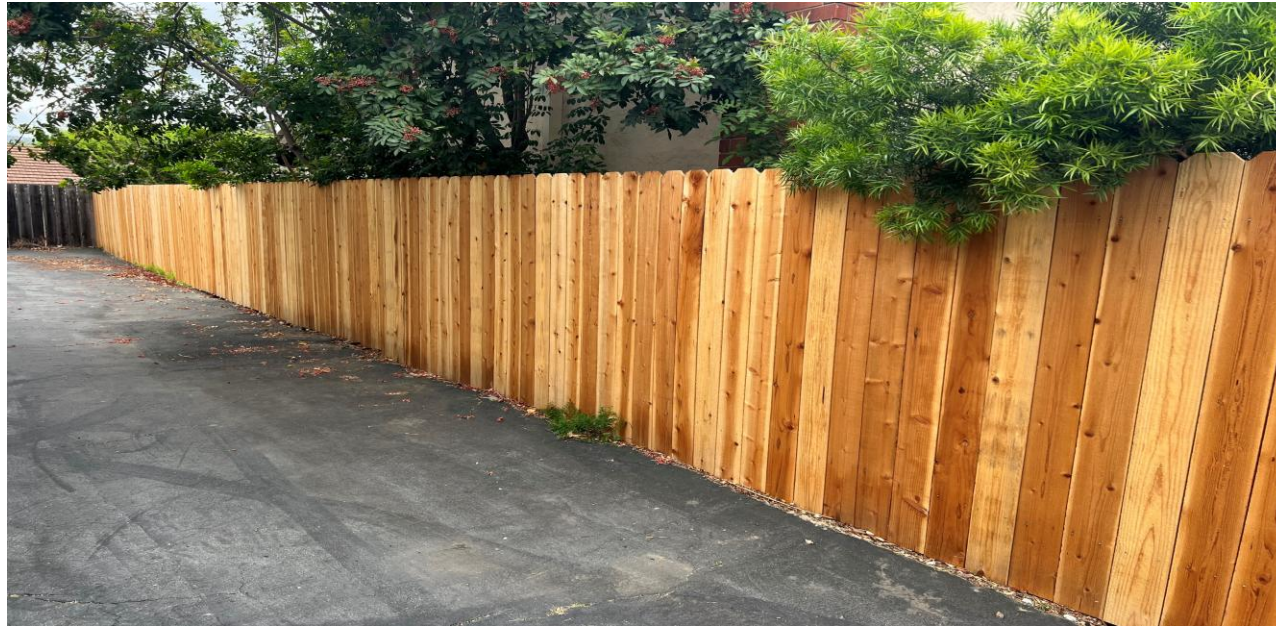
- Replaced handrail with new wooden boards (Elmfield Pass Thru)
  - Replaced top wooden railing
  - The new railing is pressure treated wood and is smooth.
  - Will apply a sealer once the wood is dried and ready



# Special Projects

## *Completed Projects*

- Replaced Fence on Firbrook Pass-Thru
  - Replaced entire fence line along the pass thru
  - The prior fence was deteriorating due to wear and crooked eventually posing a safety hazard



# Special Projects

## *Completed Projects*

- Repaired Irrigation Leak
  - Repaired a leaky valve on the law irrigation system by the pool in Q4 of 2024
  - This resulted in a dramatic monthly water bill cost savings going forward
- Replaced leaky vacuum breaker by the pool



# Special Projects

## *Upcoming/Future Projects*

- Replace Fence line in Pool Area
  - There's a fence that abuts one of the homes that needs replacement in the near future due to deterioration and is falling apart, potentially creating a safety hazard.
  - Anticipate to replace the fence by year end.

# Special Projects

## *Ongoing Service Management*

- **Pool Service**
  - Working with Simpson Pool and Spa since January 2023
- **Common Area Lawn Service**
  - New relationship with Ponderosa Landscape
    - Improved quality of service and cost savings
- **Pool Area Cleaning**
  - Position recently filled

**Please contact the board if you notice any areas that need attention and we will address them with our vendors immediately!**

**Thank You!**  
*Open Discussion Forum*