

**Oakpark Townhouses Homeowners Association
Board Meeting
January 17, 2019**

Minutes of the Board of Directors Meeting of the Oakpark Townhouses Homeowners Association Board Meeting, Eugene, OR, held at the , in (*insert venue*), Illinois at 7:30 p.m. on the xnd day of Month, 2018.

I. CALL TO ORDER

Board Member Donna Leudesdorf called the meeting to order at 6:03 pm.

II. ROLL CALL OF OFFICERS

Present:

- Donna Leudesdorf, President
- Karen Romeo, Vice President
- Erik Schirmer, Treasurer

Absent:

- Tommi Drake, Secretary
- Samantha Williamson, Sterling Management Representative

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING

Motion by Erik, seconded by Karen to approve the minutes of the Regular Meeting of November 2018, Motion Carried

IV. Current Financial Condition.

Donna reported on the financial condition. As of December, 2017:

a. Operating:	\$ 15,094.18
b. General Reserves:	\$ 63,870.99
c. Delinquencies	\$ 1,858.81

Capital repayment waived for this month pending Audit payment.

Motion by Karen, seconded by Erik to approve the financial report through December 2017.
Motion Carried

V. Management Report

Sam Williamson submitted the Sterling Management Report as follows:

1. Need to establish a set of rules for clubhouse rental.
The issue of insurance was discussed and the board would like to invite the American Family representative to the March meeting to discuss renewal and clubhouse rental.
2. Response is needed for units #50 and #51 regarding fence.
We need a new bid for a fence made of cedar that looks like the pool equipment enclosure. (no lattice on top)
3. I have the annual State Report that is needing to be signed so I can mail it in. by 02/20/2019.
This will be signed at the February meeting
4. Audit status is being held up because the auditor needs to contact Donna with questions they have.
Donna will answer the needed questions
5. I haven't received any word back on taxes, yet they are still being worked on.
Please continue to follow up.
6. Response is needed for unit 74 garbage pass thru inquiry.
 - Request to waive garbage fees for unit 74 declined.
 - Email about putting trash only in containers to all residents.
 - Talk to sanipac about larger glass and trash dumpsters, smaller recycle dumpster
7. Letters still need to go out to homeowners in 17, 18, 21, 22 and 24 regarding their deck repairs/replacements. I am waiting for finalized deck specs.
 - New deck design specifications approved pending change in stain requirement.
 - Email to be sent to above units with repair information.

VI. New business

8. The board adopted a fine schedule for violations:
 - a. 1st warning letter
 - b. \$50 fine
 - c. \$100 fine
 - d. \$200 fine
9. Erik to research Solar water heating and Ozone for pool
10. The board discussed trash being left outside the dumpsters. Discussed cameras and decided to email all residents about trash and social decency
11. Year end email needs to be sent

Meeting Adjourned 7:12 pm