

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
January 09, 2020

Board Members/Sterling Management Representative present:
Erik Schirmer, President/Treasurer
Karen Romero, Vice President
Kyle Duyck, Board Member

Samantha Linam, Sterling Management Group

1. Call to Order:

Erik called the meeting to order at 6:05 p.m.

Approval of November 2019 meeting minutes:

Discussion: None

Motion: Karen moved to approve November 2019 minutes. Kyle seconded. All in favor.

Approval of November and December 2019 financials:

November 2019 Financials:		December 2019 Financials:	
Operating	\$ 22,386.01	Operating	\$ 34,042.50
<u>General Reserves</u>	<u>\$ 72,397.56</u>	<u>General Reserves</u>	<u>\$ 73,444.51</u>
Total	\$94,783.57	Total	\$107,487.01
Delinquencies	\$ 1,049.98	Delinquencies	\$ 867.06

Discussion: None

Motion: Karen moved to approve November and December 2019 financials. Kyle seconded. All in favor.

2. Homeowner’s Forum: Homeowners present: #39

#39 – Homeowner asked why the fir tree on the west end of the pool was removed instead of the oak tree that is damaging the pool deck.

Board wants to review the bid and invoice from Gillaspie. Sam from Sterling will email both the bid and invoice to the board.

Kyle stated the landscapers have also been blowing debris towards everyone's vehicles. Landscaper needs to be notified not to blow debris towards the vehicles. Sam from Sterling will notify the landscaper.

Karen stated that communication flow along with vendor work being checked out needs to be improved.

Kyle stated that he will be willing to do a monthly walk around of the property with a checklist of items that need to be checked on.

#39 – Asked about his ACC request for window installation.

Erik stated that the ACC request is not approved because the window installation needs to be done via a licensed, bonded and insured vendor due to liability reasons on a low bearing exterior wall.

Karen stated that if one homeowner can do work that alters the exterior of the building it sets a precedence and they would have to allow it for all homeowners to do their own work.

Kyle asked if there is something that goes out to new homeowners or a general reminder of what is homeowner responsibility, what they can and can't do and what is HOA responsibility. Karen stated that there is a welcome packet that goes out to new homeowners and that should be read thoroughly and that they should get a copy of the CC&Rs and Bylaws in closing. Karen stated that all these documents can also be accessed off the website as well.

Kyle stated that an annual reminder should go out to homeowners because first time homeowners the whole closing process with all the paperwork coming from different sources gets confusing.

Erik requested that it gets put on the agenda to talk about an annual reminder to homeowners linking them to the website and to read the HOA documents.

3. Sterling Report:

1. The entry way lights and motions lights that were burned out were replaced on Friday 1/3.
2. JAS Construction has scheduled the fence by #50-51 in February that is the soonest he could get it on the schedule.
3. RI-KY finally emailed me back on 12/12/19 which I forwarded the email to the board. There is a new representative for this area and the owner of the company forwarded my email to him directly. He apologized for the delay in getting a crew back down here to finish up. They've been scrambling to get crews back down but several of their projects have pushed their schedule out a few weeks. They were planning on having a crew come back down at the end of December and I never heard back. I sent an email for an update on 1/6/2020.
Karen requested that the invoice doesn't get paid until the work is 100% complete and confirmed that the work is done correctly.

Sam from Sterling will let RI-Ky know that the job is still not complete and request verification that all downspouts have been flushed out.

4. Garbage enclosure signs and new pool certificate have been posted.
5. The birch tree behind #56 was removed by Happy Little Tree Care however Andrew emailed me on 1/2/2020 to let me know that after multiple attempts to get an answer back from EWEB they finally responded back on 1/2/2020 regarding the underground electrical lines where the birch stump is located. EWEB stated that they are unable to verify the depths of the electrical lines and would not recommend the stump getting grinded down. So that stump can't be grinded down.
6. The laurel and other trees that Gillaspie have been completed. The laurel looks very nice however I endure a lot of people complaining.
7. I finally got to talk to the Property Manager at Bennett for The Farm because of the laurel trimming but I did ask him about the overhanging branches from their trees and he stated they are working on obtaining bids, but this will get done.
8. The carport over by Bond has been repaired on 1/3/2020. I also let the realtor know as well on 1/6/2020.

4. Unfinished Business:

- A. Tree and Laurel Trimming - update:** Gillaspie Tree Care has finished the tree and laurel trimming as well as the tree removal by the pool. Sam stated that she did receive negative feedback from the homeowners at The Farm regarding the laurel being topped. Many of the Oak Park homeowners thought it looked a lot better.

From the negative feedback from The Farm I was able to speak with the Property Manager for Bennett Management regarding the trees that are on their side overhanging the fence onto Oak Park's side, he stated that he is working on receiving bids to have these trees trimmed up and will let me know once a decision is made and the trimming is scheduled.

Sam from Sterling will contact Gillaspie Tree Care to find out why the fir tree was removed instead of the Oak tree by the pool.

Erik requested Sam from Sterling to email the board a copy of the bid along with the invoice.

- B. Status of Road Repair – update:** Approved bid from Western Asphalt for \$850.00 to clean designated asphalt are to be patched of dirt and debris prior to patching, applying asphalt patch in 6 different locations, install two speed bumps one that will be half way through the pool area and one between unit 74 and the clubhouse and roll and compact the asphalt patches. Caleb from Western Asphalt is working on getting this on the schedule weather permitting.

6. New Business:

- A. Carport Repairs for Carport by Bond - update:** Sam from Sterling stated she had Sterling’s handyman do these repairs to the carport. He installed new rubberized screws and caulked them and the holes in the roof. He did state that this will at sometime need to be replaced.

Kyle reported that the carport over his parking space is overflowing large amounts of water that is splashing down on his car and running into the radiator.

Tim stated that the gutter is probably full of debris.

- B. Ceiling repair at #74 - update:** Sam from Sterling stated she had Consider it Done Construction do the ceiling repair and it was \$195.00. Now she has wall damage in the entry way that Consider it Done Construction is looking at today.

Evergreen Roofing assessed the roof and stated that the roof looks good however the two downspouts in the front of the unit need to be kept flushed out and maybe screens installed to keep debris out of them. He stated once they get clogged up the water back flows onto the roof and leaks down through the ceiling.

RI-KY cleaned the roof, gutters and downspouts first thing yesterday morning and installed screens in the two downspouts as instructed. While flushing the debris from the downspouts the water backed up and went behind the siding causing the entry way damage.

C. Roof, Gutter and Carport Cleaning: RI-KY came back on Wednesday 1/8 and finished up all the units on 1/9.

D. Communication Flow: Karen wants the communication flow to get better where there is better follow up and everyone being kept in the loop.

The board and Sterling will brainstorm ideas to improve communication and bring to the next board meeting.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 7:17 p.m.

(Transcribed by Samantha Linam)