

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

January 11, 2021

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Bob Gray, Board Member

Todd Richardson, Board Member

Samantha Linam, Sterling Management Group

All in attendance via Zoom due to COVID-19

1. Call to Order:

Karen called the meeting to order at 6:11 p.m.

Approval of November 2020 meeting minutes:

Discussion: None

Motion: Eva moved to approve November 2020 minutes. Kathy seconded. All in favor.

Approval of December 2020 financials:

December 2020 Financials:	
Operating	\$26,067.89
<u>General Reserves</u>	<u>\$76,854.88</u>
Total	\$102,922.77
Delinquencies	\$1710.26

Discussion: Financials were not able to be reviewed before the board meeting. Karen waived the approval of the financials for December until the next board meeting.

2. Homeowner’s Forum: Homeowners present: #61 & #72

#45 – Tree roots/garage (emails & brought up at annual meeting) – Eva stated this needs to be investigated into further because of the expense. Eva also stated that the email that came in from homeowner today regarding Ram Jack was promising.

Karen stated she would like to explore the lesser priced option.

Kathy stated the issue is the garage door does not close properly. Karen stated that is what Ram Jack will fix by lifting the floor slab and fill in to make the floor level.

Bob stated there are alignments that can be done with the garage door. Karen stated that the homeowner has already had this done.

Karen asked Sam with Sterling if the homeowner needs to submit an ACC Request with the bid or is the HOA responsible for getting the bid. Sam stated it depends on who is paying for this.

Motion: Kathy moved to approve getting a bid from Ram Jack to level the garage floor. Eva seconded. All in favor.

#52 – Shifting sidewalk and garage floor cracking (brought up at annual meeting) – Kathy stated that her and Eva went and looked at the issue and there are two big trees that are next to the sidewalk but the lip in the sidewalk is not caused by the roots rather it looks like it is the ground settling. Eva stated that the lip in the sidewalk can be ground down.

Eva stated there are decorative bricks around the flower beds that have cracks in them but that its not a big deal and this is happening all around the HOA, but the cracking is not caused by the trees either.

Eva stated they were unable to see the garage floor but assessed the outside of the garage and it does not appear that the foundation is cracking are separating from the driveway. This is also not caused from the trees. The cracks in the garage floors also can be from the ground settling.

Kathy requested Sam from Sterling to send the homeowner an email regarding the Board's decision.

#11 – Cedar sidewalk dividers (brought up at annual meeting) – Eva stated the cedar pieces between the sidewalk dividers are starting to rot away and lift causing a tripping hazard.

Sam from Sterling stated this is the same kind of situation that was happening around the pool deck.

Kathy stated that a walk thru of the HOA should be done to come up with a list of items that need to be taken care of.

Todd asked if we could walk around with a sprayer and spray moss killer. Eva said she would be willing to volunteer with a work party.

Bob said he used his blower, and it was removing the moss.

Karen asked if we should send out a notification to the homeowners to see if anyone would be interested in volunteering to help around the property.

Bob stated he thinks this work party should be done by the ACC Committee and the Board Members.

Eva requested that Sam with Sterling email the homeowner with the Board's decision.

#25 – Privacy fence between units #24-25 and moss on the sidewalks (brought up at the annual meeting) – Eva stated that these were looked at and it is one of the old grey fences that has not been replaced yet, but it is not falling over or rotting. It is more of a cosmetic issue.

Eva recommended this summer the Board should make a list of the old fences that are left to replace and put it on the budget.

Sam with Sterling will notify the homeowner of the Board's decision.

#61 – Standing water due to faulty drainage (brought up at annual meeting) – Homeowner in attendance. Homeowner stated he has a lot of standing water. The tree stump left in the area makes it hard to deal with drainage issue. The area is completely flooded.

Homeowner asked if Sterling should be coming onsite to look at issues that come in from homeowners. Eva stated that the ACC Committee receives the emails from Sterling on issues or ACC requests and typically the ACC Committee will go view the issues or the request and reports back to the Board. Sterling also keeps in communication with the landscapers along with Kathy. Eva stated a lot of these issues are budgetary items.

Eva stated the stump should be removed.

Les stated there are three other stumps that should be removed around the property and it might be cheaper if they are all done at one time. Les also stated that with the leak being fixed this might also help with the flooding.

Eva stated she spoke with an arborist and when they grind a stump it could take up to 10 years for the stump to rot away depending on the size.

Kathy and Eva will walk around the property and check the stumps.

Kathy stated this area has always saturated and does not think even with the leak being repaired that it will stop the flooding.

Les stated what he is worried about is his garage wall is showing signs of mildew and he hopes that it is not caused by the flooding.

Sam from Sterling will get bids for stump grinding on the stump between 61 and 62.

#72 in attendance. Homeowner stated that the landscapers have not been cleaning up the leaves behind her unit. Homeowner stated that she has been cleaning up the leaves and putting them in her garbage can but asked if the landscaper could start cleaning them up.

Kathy stated she will remind Juan to clean behind those units.

Karen stated a lot of items the landscapers does not do.

Bob stated maybe something should be sent out to homeowners stating information on the landscaper's duties and what they will not do per their contract. Eva and Sam will work together on the letter to homeowners.

Homeowner asked if she could also get rid of the ivy growing at her entry way because it is killing off the rhodie?

Kathy said yes, she could.

Eva stated the big patches of ivy should be taken care of by the landscapers.

Karen stated that we have an ACC Committee that all these issues should be done through and an ACC request should be submitted through Sterling which will get forwarded to the Committee and Board for approval.

Eva stated that this process would be fine, but no one wants to volunteer to be on the committee and the meeting provides a homeowner forum to discuss these issues.

#10 – Gutter over front door (brought up at annual meeting) – Eva stated that she is going to meet with Jonathan from Easy Flow Gutters when he is there onsite on the 19th to clean the gutters.

Sam from Sterling stated that Jonathan has been made aware that he needs to pay attention to these portions of the gutter and another unit's downspout on the 2nd floor.

#51 – Man door on garage (emails) – Kathy stated that the HOA is not responsible for doors and windows.

Karen stated that this door was replaced by the vendor without owner's permission.

Eva stated this was done in error by the vendor, homeowner received a free door that he would eventually have to replace and the HOA would not be doing any repairs on this door.

Sam from Sterling will notify the homeowner with the Board's decision.

3. Sterling Report:

Invoice approval process: I am no longer allowed to send invoices through my email to the board for approval. If you do not have a portal set up with Sterling you will need to do so because any invoices that are capital expense items or invoices that are not a normal monthly expense will be entered into Appfolio by accounting. A link will be sent to your email to click on for approval of invoice by the board. It will take majority of the board to approve for our system to release for payment.

Please let me know if you do not have a portal set up and I will send you a link to activate a portal tomorrow.

If you have not been getting my emails when I send out an email blast to homeowners, please make sure you check your settings in your email account as well to make sure that they are not getting marked as spam or going to your junk mail. I say this because I must start emailing the Board through our software and not my work email. Board members are still able to email my Sterling email, it is just when I initiate the email.

4. Unfinished Business:

- A. Water leaks found by leak detection and Twin Rivers Plumbing bid – update:** Kathy stated by noon tomorrow all the leaks will be fixed.

Motion: Kathy moved to approve the Twin Rivers bid for the 4 leak repairs found by Leak Detection in the amount of \$13,950.00. Eva seconded. All in favor.

6. New Business:

A. Project for location of shut off valves: Sam from Sterling stated that she has the condensed version of the map that shows the shut off valves that was used to give to the Leak Detection and plumbers.

Eva stated she would like the map to go around check locations and make sure homeowners know where their shut offs are and that they are free of debris.

Sam from Sterling will email the map to the Board.

- B. 2nd Chance Roof and Chimney's recommendations on loose shingles:** Eva stated this email was disturbing.

Karen asked if this issue should be on the budget for next year.

Eva stated this needs to be on the list for the summer. Bob agrees from the verbiage of the email this needs to be dealt with.

Karen stated that there could be an option for changing the material of the mansards.

- C. Stump between 60 & 61:** Discussed in homeowner's forum.

- C. Security lights around clubhouse and pool:** Karen stated she added this to the agenda so it would not be forgotten and thought that the lights have already been purchased but still need to be installed.

Kathy stated the lights for the clubhouse and pool have not been purchased yet.

Karen stated that we do not have to move forward with this until the pool reopens.

- E. Friendly reminder to homeowners to pick up dog feces:** Bob stated that all homeowners should not have to be warned or targeted for one homeowner not cleaning up after their dog.

Eva agrees that a formal letter to the homeowner that is not cleaning up after their dog.

Sam from Sterling will draft a formal letter and send to the Board for approval.

Karen thinks that a friendly reminder should still go out to all homeowners.

Sam from Sterling will draft a friendly reminder to homeowners and send to the Board for approval.

- V. Architectural Committee:** Discussed in homeowner's forum.

VI. Announcements: Kathy stated that she was unable to get into the clubhouse closet due to the broken ping pong table sitting in front of the door. Kathy asked if the ping pong table could be thrown away.

Karen stated not in the garbage dumpster because they are overflowing and that it will need to be hauled away.

Kathy stated that she witnessed a car pull up and unload garbage from their trunk, so she stopped and asked what unit they lived in. The people stated to Kathy that they did not live there but were friends with #10 and they were given permission to come dump their items they were getting rid of in the dumpster.

Eva stated she thinks that a formal letter needs to go to #10 about letting their friends or family use the garbage dumpsters.

Sam from Sterling will draft a formal letter and send to the Board for approval.

It was also witnessed a homeowner that has an individual can disposing of garbage in the dumpsters. Eva stated that a friendly reminder needs to go out to homeowners that have individual cans are not allowed to use the dumpsters.

Sam will draft a friendly remind to the homeowners with individual cans about using the dumpsters and send to the Board for approval.

Bob stated that due to his busy schedule he would like to stay on schedule with the board meetings with starting on time and the agenda. He created a spreadsheet for homeowner issues or requests that could condense the discussions down.

Sam from Sterling stated that she uses a similar one with another HOA and it worked great, she will email a sample to Bob.

Adjournment:

Karen adjourned the meeting at 8:00 p.m.

(Transcribed by Samantha Linam)