

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

October 12, 2020

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, 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 6:00 p.m.

Approval of September 2020 meeting minutes:

Discussion: None

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

Approval of September 2020 financials:

September 2020 Financials:

Operating	\$2,951.13
<u>General Reserves</u>	<u>\$85,865.89</u>
Total	\$88,817.02
Delinquencies	\$ 2,811.61

Discussion: None

Motion: Eva moved to approve September 2020 financials. Kathy seconded. All in favor.

2. Homeowner’s Forum: Homeowners present: #05

Homeowner stated that she spoke with a gentleman that walks along Norckenzie and has been cutting the overhanging branches. Homeowner stated he was mad about the trees not being properly trimmed and stated he was going to contact the City.

3. Sterling Report:

1. Contacted Happy Little Tree Care and the tree removal by the pool will consist of the whole tree and they will also be removing the branch at unit #03 the same day. This work is scheduled for Saturday November 7th.

Karen asked if the tree would be marked before removal. Kathy stated that they have already marked all three trunks with green tape. Kathy and Eva stated they will be onsite when the tree gets removed.

Karen also inquired about the other trees next to the pool regarding the roots pushing through the pool wall. Sam stated that Martin with Thomas Pool Service also traced the roots from the location of the side of the pool that is getting damaged to this tree that is being removed. Eva stated that they should not be removing all the trees around the pool but rather keep a close eye on them.

2. 2nd Chance Roof and Chimney has the work scheduled for the chimneys at 1, 44, 45, 52 and 57 on Wednesday October 14, 2020. Homeowners were notified.
3. 2nd Chance Roof and Chimney is still working on the priority list of the remainder chimney work on the inspection report for the budget.
4. Easy Flow Gutters called and was wanting to know when you guys want the fall/winter cleaning done.
5. Unit #73 contacted me about the overgrown Ivy that is ruining the fence by her patio and gate.

Kathy stated that she has it on her list to discuss the ivy with JC Landscaping.

Kathy requested that Sam with Sterling contact this homeowner and let her know that this was discussed at the board meeting and they will be coming over to assess the ivy.

4. Unfinished Business:

- A. **Additional Carport lighting – update:** Kathy stated that Costco doesn't carry the security lights anymore but that she was able to look up the manufacture of the light that was purchased to test out and found them online for the same price that Costco was selling them for. They were \$40.00 apiece and she purchased 15 of them. Tim has installed 4 of them already and the other 11 are being charged and will get installed when it is not raining.

Karen stated a couple need to be installed on the clubhouse; one pointed towards the pool and the other towards the parking spaces.

Sam stated that one does need to be pointed towards the pool to suffice the Lane County Health Department and save the HOA money with not having to have the non-working pool light re-wired.

Karen thanked Kathy and Tim for all their hard work they have done to purchase the lighting and getting them installed.

B. **Tree removal by pool – Update:** Discussed in Sterling Report.

C. **Painting of chimney at #48 – Update on bids:** Discussed in Sterling Report.

Kathy requested that Sam at Sterling contact 2nd Chance Roof and Chimney to inquire if there is anything that needs to be done to the siding on the chimney to protect it until the unit gets painted next year.

D. **New paint color for decks, fences, beams, and posts that have not been converted to cedar - Update:** Eva reminded everyone that if homeowners submit their ACC requests she is willing to look at their color samples to make sure they are correct.

Kathy requested this be removed from the agenda as this is case by case situation and no need for further discussion.

E. **Chimney repairs at 1, 44, 45, 52 and 57 – Update:** Discussed in Sterling Report.

F. **Railing at #45 – Update:** Kathy stated that the railing is finished, and she sent the board a picture of the finished product.

G. **Painting of railing at #08 – Update:** Karen stated the railing is finished and looks great.

H. **Request from #03 - update:** Eva stated the outside faucet is still leaking and homeowner is aware that it's her responsible to cover the outside faucets for the winter.

6. New Business:

A. EWEB Water Bills: Karen stated that most of the increase is with wastewater. Karen inquired with a friend if they were having any issues with increases in EWEB bills for comparison and they stated they were not having any issues with increases.

Karen believes that the focus should be on the wastewater and not the water usage.

Eva suggested this be discussed through emails on options of figuring out why there is an increase.

Board requested Sam with Sterling draft a letter to homeowners regarding the amount of increase and suggestions on what to look for in case there are leaks or continually running water.

Karen requested that Sam with Sterling contact EWEB to see if they have a list of suggestions to make it easier for homeowners to find leaks.

Kathy will arrange a time to meet with the meter reader onsite.

B. Roof Cleaning: Sam stated that Easy Flow Gutters reached out regarding fall/winter cleaning as they like to schedule customers with contracts first.

Sam stated that on other properties we are finding from the fires the ash debris is starting to sludge up and cause clogging in the downspouts.

Kathy would like to know from Easy Flow Gutters what the routine cleaning consists of and the cost that was quoted. Board would like the cleaning to happen in December if possible.

C. Budget Planning: Karen asked Sam if she was working with Bill on the budget. Sam stated that they were conversing on the spreadsheet to fine tune as that spreadsheet will make the budget go a lot easier.

Sam stated there are no increases in utilities for 2021. Insurance and pool service will increase and not sure if landscaping will have an increase.

Sam stated that the capital items need bids done which is the next phase of dry rot repairs, next phase of painting, remaining chimney repairs from inspection and tree removal.

Sam will update painting schedule and contact McKenzie Commercial and Carlson and Strand for bids for next year's phase. Kathy will send Sam the bid on the tree removals that will be added to the budget.

D. Annual Meeting Date: The board scheduled the annual meeting for Monday December 14, 2020 at 6:00 pm via zoom.

E. Tree Removal at #39: Kathy stated that the tree will be removed on October 14th. Kathy stated this is the tree that the homeowner requested to be removed and the prior board approved if homeowner paid for the removal.

V. Architectural Committee:

A. #55 Window Request – Update: Sam stated that homeowner has been notified that the ACC request was denied.

B. #55 Fence Enclosure Request – update: Eva stated that the fence enclosure is complete and looks beautiful.

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 7:20 p.m.

(Transcribed by Samantha Linam)