

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

November 11, 2019

Board Members/Sterling Management Representative present:

Erik Schirmer, President/Treasurer

Karen Romero, Vice President

Tommi Drake, Secretary

Jessica Machado, Board Member

Samantha Linam, Sterling Management Group

**1. Call to Order:**

Erik called the meeting to order at 6:01 p.m.

**Approval of October 2019 meeting minutes:**

**Discussion:** None

**Motion:** Karen moved to approve October 2019 minutes. Jessica seconded. All in favor.

**Approval of October 2019 financials:**

**October 2019 Financials:**

Operating	\$ 17,712.80
<u>General Reserves</u>	<u>\$ 71,274.70</u>
Total	\$88,987.50
Delinquencies	\$ 1,971.73

**Discussion:** Karen asked where the operating balance came from. Sam stated that this is the ending balance as of the last day of the month on the bank statement. This is the balance after all checks have cleared up to the last day of the month.

Karen stated that Donna always wanted the reserves to stay above \$100,000 and this is hard to get the reserves back up to that amount and asked Sam if she is seeing this as well. Sam recommended a due increase to help keep the reserve amount up.

**Motion:** Tommi moved to approve October 2019 financials. Jessica seconded. All in favor.

**2. Homeowner's Forum: Homeowners present:** No homeowners present.

**3. Sterling Report:**

- Clubhouse carpets got cleaned and scotch guarded.
- I found left over parking permits that we used at another HOA, so I won't have to order any. I brought them to show what they look like.

**4. Unfinished Business:**

**A. Tree and Laurel Trimming - bids:**

Karen reviewed the Gillaspie bid which includes removing the tree that is lifting the pool deck for \$2500, \$1600 to trim back all trees throughout the HOA that are touching roofs, gutters and siding and \$2500 to cut back both sides and topped down to around 8 foot on the laurel behind units 70-73.

Jessica stated that the bid from Bakke was \$11,530 was unit specific on the tree trimming but didn't include the tree removal by the pool.

Karen asked due to maybe having another bad winter storm if this work should be done now instead budgeting for the next year. The board agreed that this should be an item that gets taken care of now to prevent the cost of clean-up and damage to buildings.

**Motion:** Tommi moved to approve the Gillaspie bid with the trimming of both sides of the laurel along with topping. Jessica seconded. All in favor.

Erik stated that he has noticed a lot of piles of debris laying around for the landscapers to pick up and wanted to know if this was from homeowners or if landscapers were leaving behind to pick up on next visit.

It was also mentioned that the fence between the Oak Park and The Farm is a mess. Sam has had no success in contacting The Farm's management company which is Bennett Management with other issues.

**B. Dry Rot for Units 50-58 – Bid:** Bid hasn't been received yet. Sam will send a reminder email to Ron at McKenzie Commercial.

**C. Painting for Units 50-58: Bid** – Held over for budget meeting.

Karen stated that the bid is for \$39,150 and thinks that units 55-58 should be cut from this next year's phase of painting due to the cost of \$7,200 per building because of all the necessary tree maintenance that needs to be addressed plus all the other expenses that come up through the year.

The board agreed but will be further discussed during the budget meeting.

**D. Pothole and Speed Bump: Bids** – Caleb with Western Asphalt discussed with Sam that there are major repairs needing to be done and that the bid is more of a band-aid right now to prevent further damage. Board decided to put major asphalt repairs on the budget.

Erik stated this should be done before winter to prevent further damage from freezing. The bid is for \$850 including the installing 2 speed bumps.

**Motion:** Tommi moved to approve the Western Asphalt bid of \$850.00. Karen seconded. All in favor.

**E. Security Patrol:** Karen thinks because the issues in the clubhouse has been caused by homeowners and or tenants and there has been very minimal issues of theft or vandalism over the years that this money could be better spent elsewhere.

Board agreed to table having security patrol.

It's been noticed that door has been left open continually on the garbage enclosure across from the clubhouse and its littered with cigarette butts. Erik will install a self-closing spring to prevent this from happening.

## **6. New Business:**

**A. Parking Monitoring and Permits to be Finalized:** Tommi read the parking rules out of the bylaws. Erik asked since the rules don't specific just visitor parking it states that it is 24 hours only parking should this be tabled. Tommi agreed that this issue should be tabled.

Erik stated that the parking issue will be permanently tabled.

- B. Set Time for Budget Committee to meet:** Board decided the budget meeting will be held Monday November 18<sup>th</sup> at 6:00 pm in the clubhouse.

Sam will send an email to the board cc'ing David the date and time of the meeting.

- C. The Need for Another Board Member in January:** Tommi stated because she will be leaving the board at the annual election and Erik's term will also be up there is a need for 2 more board members.

Tommi thinks that notification needs to go out to homeowners regarding the need for more board members. Sam stated that this notification will go out in the annual packets.

- D. Set Annual Meeting Date:** Board decided that the annual meeting will be held Monday December 9<sup>th</sup> at 6:00 pm in the clubhouse.

Sam will need to have the budget and end of the year letter by Monday November 25<sup>th</sup> because annual packets will have to be out by November 27<sup>th</sup>.

- E. Rexus bid of \$25,046 for irrigation issues:** Board discussed that perhaps we should use this amount for zero landscaping rather than water lines, etc. Will be put into the budget.

**V. Architectural Committee:** None

**VI. Announcements:** Tommi will send declarations and bylaws with table of contents to all board members.

Tommi stated please note that on October 15<sup>th</sup>, Sam sent out all the important budget items for us for the budget meeting.

**Adjournment:**

Erik adjourned the meeting at 7:31 p.m.

(Transcribed by Samantha Linam)