

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

November 9, 2020

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Board Member

Erik Schirmer, 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 6:06 p.m.

Approval of October 2020 meeting minutes:

Discussion: None

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

Approval of October 2020 financials:

October 2020 Financials:

Operating	\$20,102.14
<u>General Reserves</u>	<u>\$74,612.58</u>
Total	\$94,714.72
Delinquencies	\$618.29

Discussion: Karen stated that the board really needs a treasurer.

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

2. Homeowner's Forum: Homeowners present: None Present

3. Sterling Report:

1. Oak tree by pool is removed along with the overhanging branches at units #1 and 3.
2. Chimney repairs at units #1, 44, 45, 42 and 57 have been completed.
3. Easy Flow Gutters is wanting to put the gutter, downspouts, and roof cleaning on their schedule for November 17-20 before the bad weather hits and it is unsafe to be on roofs.
4. 2nd Chance Roof & Chimney got back to me on the chimney at #48 and stated that the chimney is sealed and protected for the winter but does need to be painted.
5. Homeowner in 35 emailed to let me know that the upper gutter is clogged right over 32's front door. I forwarded this email to the board on 10/14/2020.

Karen said she would like to have a maintenance person for small jobs around the property.

6. #74 is worried about the pine tree across from her patio. Forwarded the email to the board on October 14, 2020.

Eva stated that it is a fir tree not a pine and that she went over and assessed the tree. She stated that the tree is healthy, roots are not exposed or intruding therefore it is not causing any problems and it will not be removed.

7. #04 emailed to say that she saw a rat on her balcony. Forwarded email to board on October 14, 2020.
8. Set Carlson and Strand's bid for painting to board on October 23, 2020 for the units on the original painting schedule.
9. Waiting for McKenzie Commercial's bid for dry rot repairs.

4. Unfinished Business:

- A. **Tree Removal by Pool – Update:** Kathy stated she is impressed with this company and they did a great job. Andrew the owner of Happy Little Tree Care did state that it is a good thing this tree was removed because the trunk was rotted in the middle. He stated that it is typical with White Oak trees where they do not appear diseased or dying on the exterior of the tree and they will eventually just fall over.

B. Painting of Chimney at #48 – Update: In Sterling Report.

Eva made mention that homeowners need to be alerted that chimney companies coming out to clean their chimneys should not be messing with the dampers.

C. Chimney Repairs at 1, 44, 45, 52 and 57: In Sterling Report.

D. Gutter, Downspouts and Roof Cleaning Schedule: Karen stated she would like this done in mid-December after all the leaves have fallen.

Eva and Kathy stated mid-December is fine. Eva stated it needs to be done before the snow comes so all the debris is removed from the roofs.

Sam will contact Easy Flow Gutters.

E. Budget Planning – Update: Sam from Sterling will do up a proposed budget and send to the Board.

6. New Business:

A. Rat Infestation: Karen stated that she has friends all around the areas of Eugene and they are all having issues with rats.

Karen stated she does not know how far to take this issue with pest control.

Eva stated bait stations need to be put around the property.

Eva suggested that bids should be obtained from pest control for bait stations.

Karen thinks it should be taken care of as problems arise from homeowners and it has been an ongoing issue not just a one-time occurrence.

B. #45 Broken Faucet: Kathy stated she went and looked at it and took pictures of it the broken faucet. She went to Jerrys but could not figure it out.

Kathy said she will ask Tim to look at the faucet.

C. Solar Lights: Kathy stated there is not enough sun light over in that area to charge the solar lights.

Eva suggested that Tim and Luther should look at them to see if there is a solution.

Karen asked if they would be willing to research and work together to find a solution for this problem. It is a volunteer time, and she is not going to assume that they will be willing to work on this issue.

Kathy stated she will ask Time if he is willing to work on these ones that are not working.

Sam at Sterling will contact Luther.

D. EWEB Water Bills: Karen stated that an appointment with someone from EWEB that knows something more than the meter readers to help determine what the issue is.

Eva stated its not in EWEB's best interest to meet with us, so it is not going to be easy to get a meeting set up them. Eva suggested hiring a leak detection company.

Karen asked if we could get a bid from a leak detection company.

Sam at Sterling will contact American Leak Detection to obtain a bid.

Kathy and Eva volunteered to walk the property and check the water shut off valves.

Erik asked from the water meter test that was performed if there were no leaks down from the meter.

Kathy stated it is a digital meter and the tech told them to watch the light that it blinks when water is being used and the light came on minimally.

Eric stated none of this really makes sense. There should be a way to check the accuracy of the readings.

- F. **Sterling Management Agreement:** Karen asked about the list of duties of or management services. She stated the Board wants more clarification on Sterling's duties for supervision of vendors and site visits.

Sam from Sterling stated that she does not feel comfortable answering questions regarding the management agreement and asked for specific clarifications to forward to Jami or suggested setting up a meeting with Jami.

Karen asked if Jami should be renewing the management agreement when new board members come on. Sam from Sterling stated that the original management agreement stays in place and does not get revised every year. Jami only does amendments to the management agreement when she increases management fees. Sam stated the last amendment was done in 2018 when the fees increased.

- G. **JC Landscaping Contract:** Karen asked if the landscape contract gets updated yearly. Sam with Sterling stated that most vendor contracts roll over to a month to month with a 30-day notice to end the contract after a year.

- H. **Painting Schedule:** Kathy stated that they have scaled the schedule down for 2021.

Karen stated the priority list for 2021 is units 45 thru 49 and 55 thru 58.

Sam asked if the whole schedule has been changed. Eva stated that it has not been changed just some delays.

- I. **Annual Meeting Arrangements and Agenda:** Sam from Sterling stated that she has already started preparing the annual packet all that is needed is the Zoom meeting log on information, budget, and State of Association letter.

Karen asked how the voting will work. Sam stated because it's via Zoom it would be verbal. Erik stated he could set up a Zoom Poll for the meeting for voting.

Board decided that Erik would be hosting the Zoom meeting and Karen will be leading the meeting and agenda items.

Sam at Sterling will send Karen bullet points of the last year's projects and a sample State of Association letter from last year.

V. Architectural Committee:

A. #35 Outside Light Request: Sam with Sterling stated the homeowner asked for Board approved light fixtures and originally told homeowner to check the website. Owner came back that she could not find anything on light fixtures on the website. Sam stated she emailed the owner the Board approved light fixtures and the Home Depot link.

Board approved the ACC request.

Sam at Sterling will sign the ACC request as approved and send back to the homeowner.

B. #61 Regarding Weight Restrictions on 2nd Floor: Karen stated this would be a no.

Eva asked why the Board is getting involved with this or approval of it.

Erik stated the homeowner was not asking for approval but was asking for advice or knowledge.

Sam with Sterling stated that she has already communicated with the homeowner based on the board's emails regarding this.

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 8:09 p.m.

(Transcribed by Samantha Linam)