

**New Oak Park Townhomes Association
Board of Directors Meeting Minutes
December 8, 2014 7:00pm**

Board Members and Sterling Management representatives in attendance:

Donna Leudesdorf, President
Kathy Giesen, Vice President
Diane Krause, Treasurer
Anne Geertsen, Sterling Management
Kelly Seeley, Sterling Management

Homeowners Present: Sonja Runberg

I. Call to Order

1. Donna called meeting to order at 7:04 pm
2. November 2014 minutes approved via email
3. November Financials approved.

Diane reported the following balances:

Client Trust Account:	\$5,119.67	
Money Market Reserve:	\$124,365.75	
Delinquencies -30 Days	\$3,846.00	Note: 78% of the delinquency total is from 2 units

II. Homeowners Forum

Sonja Runberg, unit 37

1. Concern of reserve study required by FHA. Donna explained the Board is preparing for a reserve study to be done in 2015.
2. How often is roof cleaned? Anne stated-Flat top roofed buildings are serviced every other month-gable roofed building twice a year
3. Requested clarification on who to call with maintenance issues. Anne stated Sterling is the contact for all property owners' issues.
4. #38 has a privacy fence that is rotting. Donna asked for an architectural request form. Anne clarified that there is a tenant there and the owner will need to make the request and fix.
5. Asked when plywood would be taken off #67 window. Anne explained the unit is in violation and Sterling will be issuing that violation in addition to a fine each month it while it remains in violation.
6. How much did the new entrance sign cost? Anne will provide her that information.
7. Concerned regarding Banyan Construction being the husband of Anne Geertsen. Questioned how many contracts OPA is in with Banyan and for how much. She feels there is a conflict of interest. Requested the Board be completely transparent to all homeowners and suggested it be spoken about at Annual meeting. Anne stated she is not affiliated with the business in any way. Board stated they have the right to use any vendor of their choosing. Kelly stated Sterling has

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recognized this conflict and Sterling will be releasing all liability if any HOA chooses to use this vendor.

8. Offered her time to prepare a newsletter for the association.

III. **Sterling Report**

1. #59 – faucet outside was leaking. Kevin Cohen plumbing repaired. Cost is \$175 and is HOA's responsibility.
2. Architectural Request form received for #39 via email for board review. Donna asked what kind of window and requested specifications.
3. Another landscape bid has been received and was handed out to the Board for review.
4. Monica Smith with American Family Insurance is finalizing her proposal and would like to meet with the board. Donna stated there is no reason to meet until the current plan expires in March. Donna requested Anne to email the Board the info and table discussion until January or February as our policy expires March 2015.
5. Freeze Warning signs available for \$10.35 each.

IV. **Unfinished Business**

1. Painting of newly roofed buildings – cannot paint in this current weather
2. Sidewalk repairs – forms fitted and cement will be poured tomorrow
3. Gutter and downspouts – presentation from Devine Gutters. Samples of gutter shared. Concern of placement as now they do not go past roofline creating dripping on entry rooftop. Devine will increase the length of the gutters. Drain lines no longer functional – stated they will be redirected to reduce a lot of the water on the ground. Devine would remove the center drain going down the buildings and evacuate the water preferable to one side but may need both sides. Suggested a product called Shur Flo which is a metal net to catch leaves and needles reducing the amount of cleaning throughout the year. Cost is \$3 a linear foot. Board suggested doing a trial on a few homes.
4. Landscape Bids – table until January
5. Violations – Anne presented one
6. #58 soffit – Anne is still getting bids and has contacted pest control. Pest Control says bees are dormant and they prefer to remove them in February or March.
7. Storm Water Recommendations – Anne presented bid from Cohen at previous meeting and is still under board review.
8. Painting Bids status – 65-73
9. Another email blast to go out to homeowners educating homeowners more about the need for reserve contribution increase.

V. **New Business**

1. Newsletter – tabled

VI. **Architectural Committee**

1. Landscape Report – none
2. #58 Piper Lane Sperry Tree Inspection - trees along piper lane have been inspected. They are not dying but do need pruning. Anne to get two bids an updated one from Hyland Tree Service for pruning and shortening some limbs and one from Sperry Tree Service for the same. Board

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will issue a letter to property owner telling of the due diligence actions done by the board to ensure safety. Will state plan of action to help remedy the issue.

VII. Budget

1. Anne and Board reviewed the 2015 budget. 2015 Budget was approved to be adopted and presented at Annual Meeting.
2. **Kathy moved and Diane seconded that dues be increased by 10% starting in February 2015. It passed unanimously. Homeowners will be notified at the annual meeting and in writing**

Meeting adjourned 8:13 pm.

(Minutes recorded by Kelly Seeley, Sterling Management Group Inc)

**NOPTHA
2015 Dues
Effective February 1, 2015**

<i>NEW OAK PARK TOWNHOME ASSOCIATION</i>										
HOA Dues Increase 2015										
*Unit Type	Number of Units	Unit Numbers	Square Feet	Current Dues	Garbage	Total 2014 Dues	10% Increase to Operating	**Garbage	2015 Dues	
A	13	7-15, 26-29	800	\$185.00	\$9.50	\$194.50	\$202.00	\$10.50	\$212.50	
B	17	16-25, 30-36	900	\$191.00	\$9.50	\$200.50	\$209.00	\$10.50	\$219.50	
C	18	37-42, 60-66, 68-69, 71-73	1100	\$202.00		\$202.00	\$221.00	\$0.00	\$221.00	
D	8	1-6, 48-49	1240	\$210.00		\$210.00	\$229.00	\$0.00	\$229.00	
E	3	59-67-70	1210	\$208.00		\$208.00	\$227.00	\$0.00	\$227.00	
F	4	50-53	1240	\$210.00		\$210.00	\$229.00	\$0.00	\$229.00	
G	9	43-47, 55-58	1400	\$219.00		\$219.00	\$239.00	\$0.00	\$239.00	
H	1	#54	1400	\$219.00		\$219.00	\$239.00	\$0.00	\$239.00	
I	1	#74	1000	\$195.00		\$195.00	\$213.00	\$10.50	\$223.50	
Total	74									
*Unit Type: Reference Declaration of a Planned Community, Page 3, Article II										
**Garbage is \$10.50 per month for 29 units										