

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
February 11, 2019

Board Members/Sterling Management Representative present:
Donna Leudesdorf, President/Treasurer
Karen Romero, Vice President
Erik Schirmer, Treasurer
Samantha Williamson, Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 6:05 p.m.

Approval of January 2019 meeting minutes:

Discussion: Eric read the January 2019 minutes.

Motion: Karen moved to approve January 2019 minutes. Eric seconded. All in favor.

Approval of January 2019 financials:

January 2019 Financials:

Operating	\$ 25,815.10
General Reserves	\$ 64,946.32
Delinquencies	\$ 2,497.17

Discussion: Donna stated that 90% of the delinquencies are one unit.

Motion: Karen moved to approve January 2019 financials. Eric seconded. All in favor.

Approval of Transfer of Funds for Capital Repayment for February 2019:

Discussion: Donna proposed to the Board to transfer \$5,000.00 from operating to the reserve account for February.

Motion: Karen moved to approve February 2019 transfer of funds for capital repayment in the amount of \$5,000.00. Seconded. All in favor.

2. Home Owner's Forum: Homeowners present – No homeowners present

3. Sterling Report:

1. Jill at Sanipac stated they can reduce the size of dumpsters and haul twice a week. Currently you have a 2yd 1 time a week pick-up (\$174.75 a month) and 1.5yd 1 time a week pick-up (\$121.90 a month). She recommends changing it to a 1.5yd with a twice a week pick-up (\$268.05) and a 1yd with a twice a week pick-up (\$170.55). I did have her increase pick-up on the glass recycle due to the overflowing bins and there is no charge for that.
Board discussed the price difference and proposed to cancel the recycling dumpster and add another 1.5-yard garbage dumpster to each enclosure with once a week pick-up. Also, to increase the pick-up on the glass recycling since there is no charge.
Motion: Karen moved to change the garbage dumpsters to 4 1.5 yard with once a week pick-up and cancel the recycling dumpsters. Eric seconded. All in favor.
2. Cutting Edge is scheduled for Monday the 25th of February for a partial cleaning @ \$1500 of units 1-37, 40-64 and 74. They recommend a full cleaning to be scheduled in April or May with the proposal amount of \$6,000.

Donna requested Sam at Sterling to call Jason at Cutting Edge to see if gutter, downspout and roof cleaning on these units could be scheduled earlier also adding the garage roofs of 55 and 56. Donna also wants to know why units 65-73 are being skipped this go around.
3. There were findings on the audit that we just received an email about this morning that Schwindt & Co. have three options for the board to choose from and approve.
4. I emailed Barbara for an update on where she was on the taxes and didn't hear back from her.

5. Unit #43 is having issues with water leaking on the side of their roof again the water is not draining through the downspouts. Once the gutters/downspouts are cleaned this should cure the issue up.

6. Unit #62 is requesting that the landscaping by her unit (see picture) to have something done to it. She has also worked on the grass such as planting see and hand raking it several times to try and remove the moss and is requesting moss treatment to be applied to that area.

Board requested Sam at Sterling to have JC Landscaping focus on that area as well as access the blackberries and moss with recommendations and cost. Donna thanked the homeowner for all her hard work with trying to keep the moss under control and applying grass seed.

7. Unit #61 emailed and said the tree roots are buckling the driveway and now the crack in the garage is getting bigger. They are wanting something done with the tree.

Board requested that Sam at Sterling contacts the owner and let them know that there will be a walk about within the next month and the tree and driveway will be evaluated at that time.

8. Unit #33 is wanting to know when the items that need to be fixed to sale her unit will be scheduled that are HOA responsibility items.

Board requested that Sam at Sterling email the homeowner to let her know that that building is scheduled to get new gutters and downspouts this year as well as to remind them that the dry rot repair was completed before the painting occurred this last year.

9. I am still working on draft letter for the decks I will have it finished up by tomorrow or Wednesday.

4. Unfinished Business:

A. Approval of fence bid between units 50-51

Board discussed the responsibilities of the homeowner versus the HOA with fences. Donna proposed to the Board that the owners of 50 and 51 should pay for the middle portion of the fence and the HOA would cover the portion of the privacy fence running along their patios.

Donna requested Sam at Sterling to propose to the owners of 50 and 51 the bid from JAS Construction and let them know that the HOA will pay half of the bid amount if they split the other half amongst themselves.

5. New Business:

A. Walk about

Donna proposes that a walk about with the board and Sterling to happen in the next month.

B. Sign and light replacement

Board has decided to hold off on replacing the directory sign and light at this time. Eric will change the burned-out lightbulb.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Donna adjourned the meeting 7:06 p.m.

(Transcribed by Samantha Williamson)