

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

February 13, 2020

Board Members/Sterling Management Representative present:

Erik Schirmer, President/Treasurer

Karen Romero, Vice President

Jessica Machado, Board Member

Kyle Duyck, Board Member

Samantha Linam, Sterling Management Group

1. Call to Order:

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

Approval of January 2020 meeting minutes:

Discussion: Jessica stated the correction that was needed, is to have her removed from the attendee list as she was not at the meeting.

Motion: Jessica moved to approve January 2020 minutes with the correction being made. Karen seconded. All in favor.

Approval of January 2020 financials:

January 2020 Financials:

Operating	\$ 40,104.86
<u>General Reserves</u>	<u>\$ 74,518.92</u>
Total	\$114,623.78
Delinquencies	\$ 964.38

Discussion: None

Motion: Karen moved to approve January 2020 financials. Kyle seconded. All in favor.

2. Homeowner's Forum: Homeowners present: #69

#69 – Homeowner stated she just wanted to be present and more involved with the board meetings. Thursdays are much better, and she can attend them now.

Erik asked if she would like to join the board. Homeowner stated with her schedule right now that would not be possible.

Karen stated there are also committees that she could volunteer for. Homeowner stated that she would think about it.

3. **Sterling Report:** Discussed throughout the agenda.

4. Unfinished Business:

A. **Communication flow - update:** Erik mentioned the concerns with lack of communication flow he suggested having all communication between the board and Sterling in one centralized place. Erik will send out invites to everyone for a forum through the website.

B. **Tree removal by the pool:** Erik stated that bid from Gillaspie Tree Care states the tree description correctly but the direction of the location of the tree is incorrect. It appears there is miscommunication with Gillaspie Tree Care.

Karen stated the next time a tree is needing removed, the tree needs to be marked in some sort of fashion so there are no mistakes made.

Erik requested that Sterling obtain a bid from Happy Little Tree for removal of the tree that originally was supposed to be removed because it is jeopardizing the integrity of the pool deck.

The board discussed involving current committee members to request that they meet with vendors and identify the work needed. Current committee members Tim and Kathy will be contacted to establish a better communication between vendors and board members.

The board expressed significant need for more volunteers. Kyle and Rachel volunteered to meet with vendors as well.

- C. **Pavement repairs – update:** Western Asphalt came out and made multiple repairs throughout the HOA to potholes as well as installed and painted two speed bumps.

Board agreed that the work is complete, and the invoice could be paid.

6. New Business:

A. Annual reminders to homeowners regarding website: Karen asked why the website has not been updated yet. Erik stated everything is current on the website other than the minutes. Karen asked why and it was stated because Sam has not been shown how to do that yet. Rachel volunteered to take over keeping the website up to date.

Jessica raised the issue that the website does not provide Sterling’s contact information, and rather it provides a space to submit a message. Jessica suggested this should be taken down and Sterling’s contact information be added. Erik will make this change to the website.

B. Gutter Cleaning Vendor – verifying work done: Erik requested Sterling to send RI-KY another email stating the invoice is being held because Kyle mentioned the carports are still not done as well as debris bags were thrown over the top of the garbage enclosure. Erik recommended stating in the email that debris removal be deducted from the invoice and once complete cleaning of the carports is done the invoice will be paid.

- D. **Trash Pick-up:** It was mentioned that trash pick-up with the main dumpsters is not getting done weekly. Kyle mentioned he had to let one of the drivers into the enclosure because they did not know the code. Sam from Sterling explained that Sanipac has not been cleaning the debris as requested. Sam from Sterling agreed to contact Sanipac regarding these issues.

- E. **Unit #7-8 Deck Railing Paint:** Karen mentioned she is concerned that the contractor for #7-8 painted the deck railings incorrectly. She wanted Sam at Sterling to remind Carlson & Strand Painting that this still needs to be done. Sam explained that the contractor requested information about the paint color to match existing color for repairs made not replacements. Sam from Sterling stated the contractor did not request paint colors for replacement of the decks. This appears to be a contractor error and Erik requested that Sam from Sterling contact the homeowners in #7 & 8 to have them contact the contractor to see if he still has the paint codes that were given to him.

F. Chimney Repair for #48: It seems that the flashing has caused damage to the chimney and caused the leaking. The bid received from 2nd Chance Roof and Chimney was for \$7,800. Board requested Sam at Sterling to contact 2nd Chance and ask about their warranty on their work, if there is a less expensive way to do the repair and if they would inspect the exterior portions of the chimneys on the remainder of the units that have them. Sam will update the Chimney spreadsheet and email to the board.

V. Architectural Committee: Homeowners will be asked to refer to the website for accurate information regarding paint and ACC requests for repairs or replacements instead of having their contractors contact Sterling for the information. This will ensure communication is in writing and prevent miscommunication or errors.

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 7:48 p.m.

(Transcribed by Samantha Linam)