

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

February 8, 2021

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Bob Gray, Board Member

Todd Richardson, 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 6:00 p.m.

Approval of January 2021 meeting minutes:

Discussion: None

Motion: Bob moved to approve January 2021 minutes. Eva seconded. All in favor.

Approval of December 2020 and January 2021 financials:

December 2020 Financials:

Operating	\$26,067.89
<u>General Reserves</u>	<u>\$76,854.88</u>
Total	\$102,922.77
Delinquencies	\$1,710.26

January 2021 Financials:

Operating	\$30,486.77
<u>General Reserve</u>	<u>\$77,905.93</u>
Total	\$108,392.70
Delinquencies	\$2,062.43

Discussion: None

Motion: Bob moved to approve December 2020 and January 2021 financial. Eva Seconded. All in favor.

2. Homeowner's Forum: Homeowners present: #03 & #45

Todd asked about the old lock box that is by his entry way. Sam from Sterling stated it could be a lock box from the realtor. Eva stated there has been no history with lock boxes being used on the property. Cindy stated it is not a realtor lock box.

3. Sterling Report:

1. #45 garage floor – I spoke with Ram Jack and they are supposed to be emailing me notes on the site visit, but they did tell me that they do not pour back concrete they only lift the foundation, and it is not going to be \$1500 to do that. They stated that she was concerned about tree roots running under the garage. I spoke with Jeff from American Concrete because he was called out to look at the garage by the homeowner and he contacted me because he thought it was weird that the homeowner wanted the bid sent to her and not Sterling. Jeff's recommendations are to have someone expose the tree roots on the west side and confirm the problem before tearing out the garage slab. He stated the slab is 2.5" higher on the west side and continues across the slab, not that one side is lifted it seems to be how the floor was poured. He also stated that all concrete cracks that just what it does. He said if he went into all the garages over there that over half are not going to be level and will be cracked. He did submit a bid for redoing the garage floor and it is \$4550.00.

Karen explained to the homeowner that emergency items have come up that have taken precedence and that this project is on the table it just takes time and that she is not forgotten.

2. #52's concern with the shifting sidewalk, I did let the homeowner know that the Board was acting on it. I am still waiting for a bid from American Concrete to grind the sidewalk down. I requested the bid on 1/14/2021.
3. The letter that explained the landscaper's duties or responsibilities according to their contract went out to all homeowners on 02/02/2021. I only received one email back regarding debris piles not being picked up.

Kathy stated the one homeowner that did respond was because debris pick up was not listed in the letter.

4. I have not received bids on stump removal between 61 and 62 because I am still waiting for a list of other stumps that need to be removed before having vendors go out.

Eva stated that she sent the list of all the stumps to the board and ACC Committee. Karen stated that they decided to not remove all the stumps and requested that Sam from Sterling obtain 3 bids for stump removal at 61-62 only.

5. Friendly reminder has went out to all homeowners regarding dog feces and I have not received any response back.
6. Violation went out on 1/14/2021 to #56 for not cleaning up after dog.

7. Friendly reminder went out to garage owners regarding using the garbage enclosures. I received one response back from a homeowner that they do not even know the code.

Karen stated that the “no trespassing” signs are no longer on the garbage enclosures and requested that Sam have maintenance come out and put new ones up.

8. Been working on the descriptive spreadsheet for the HOA that tracks action items, maintenance, landscape, ACC requests and the budget. I sent the OPA version to Todd on 02/03/2021.
9. Easy flow got all the gutters, roofs and downspouts cleaned; I did have to have them return to clean up more debris piles as well as having them clean the carports that were missed. They submitted a bid for 10’ of downspouts on units 42, 43 & 64 that need replaced for a total of \$200 that still needs to be approved. The gutter over the front entry way to #10 they said was clogged. The carport that was missed and video was sent to Kathy, Jonathan said the gutter will need to be replaced and when he goes to clean them out, he will submit a bid for that replacement.
10. On 01/12/2021 I let the homeowners know in unit #11 that the ACC Committee went by and looked at the lifting dividers and that the board will be addressing the issue this Spring once an assessment of all the cedar sidewalk dividers throughout the HOA.
11. I need a motion to approve the dry rot repair bid from McKenzie Commercial and the exterior painting bid from Carlson & Strand so that this work can be put on their schedules.

Karen stated she wants to hold off until the water leak situation is all completed.

4. Unfinished Business:

- A. Update on next phase for receiving refund on water leaks:** Kathy stated that on the 15th she will call EWEB to get the meter reading so that we do not have to wait on the invoice to arrive. Kathy stated that the city will not issue their credit until they can see the water usage has decreased.
- B. Approval of McKenzie Commercial bid for next phase of dry rot repairs:** Karen stated she would like to hold off until next board meeting.

Karen also requested that McKenzie Commercial send job description for each unit for the Board to approve. This was never sent in just the cost of labor and material for each unit.

Sam from Sterling will request that these work descriptions will be sent over before the next board meeting.

C. Approval of Carlson and Strand bid for next phase of exterior painting: Karen requested to hold off until next board meeting.

D. Approval of Easy Flow bid for downspout replacements at #42, 43 & 64:

Motion: Eva moved to approve the Easy Flow Gutter bid for downspout replacements at Units 42, 43 & 64. Kathy Seconded. All in favor.

6. New Business: None

V. Architectural Committee: Kathy mentioned that #45's hose bib is spraying water from the top when it's turned on. Karen stated that #10's hose bib was doing something similar, and the homeowner had to replace it.

Kathy stated that hose bibs need to be put on the list for spring to be looked at.

Kathy stated that her neighbor has a gate and when it rains there is quite a bit of standing water. Kathy mentioned to the homeowner to submit an ACC request for this issue.

Todd asked about moss removal on sidewalks. Karen stated this was discussed at last month's board meeting.

Eva stated pressure washing helps. Eva stated that she thinks because this is a safety issue, and it is the HOA's responsibility for regular maintenance that this gets done on a yearly basis.

Karen stated we should get a bid from Easy Flow for pressure washing and moss removal on sidewalks, driveways, and roadways throughout the HOA.

Sam from Sterling will obtain 2 bids for pressure washing and moss removal.

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 7:13 p.m. into executive session.

(Transcribed by Samantha Linam)