

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

March 16, 2015

Board Members/Sterling Management Representatives present:

Donna Leudesdorf, President

Kathy Giesen, Vice President

Diane Krause, Treasurer/Secretary

Kelly Seeley, Property Manager, Sterling Management Group

Homeowners present:

Karen Romero, #9; Tim Hargreaves, # 39; Tommi & Mal Drake #15 & #41

I. Call to Order

1. Donna called the meeting to order at 7:06 p.m. Kathy introduced and welcomed new homeowner Karen Romero (unit #9) to other members present.
2. Monica Smith from American Family Insurance gave a presentation of proposed changes in coverage that will match requirements of By Laws.
 - Provided a quote breakdown and potential homeowner costs of individual coverage were handed out.
 - HOA deductible is \$10,000. Each homeowner's policy should cover this deductible amount.
 - Each homeowner is responsible for their own loss, up to deductible, example water comes through the wall, both homeowners are then responsible for losses up to \$10,000 each.
 - Discussed liability for alcohol use at the clubhouse without special event coverage purchased by the homeowner.
 - Discussed value of earthquake coverage, which the HOA does not currently have.
3. February Board minutes were approved. Kathy moved to approve, seconded by Donna. Approved 3-0.
4. February Financial Reports were approved. Diane moved to approve, seconded by Kathy. Approved 3-0.
Operating Account: \$8,704.33
Reserve Account: \$117,488.41
Delinquencies: \$6,668.63

II. Homeowners' Forum

1. Karen Romero wanted to discuss an incident that happened to her and the proper procedures for reporting. Someone knocked on her door around midnight, said his phone was dead and wanted to use her phone to make an emergency phone call. Someone knocked on her door around midnight, said his phone was dead and wanted to use her phone to make an emergency phone call.
A few days later she thought to call Sterling and report the incident. She asked the Board what is the proper procedure. They confirmed she did the right steps, call 911 and report to Sterling so these types of incidents can be tracked. Karen also expressed concern regarding her privacy as

she had received a letter from another resident and wondered how they obtained her mailing address.

2. Tommi Drake thanked the Board for their continued diligence. Suggested calling a separate meeting for all homeowners to discuss insurance.
3. Mal Drake asked about clarification to the February minutes regarding water coming out of pipe #44. The Board clarified that this meant the fix was working!

III. Unfinished Business

1. Sidewalk repair: everything is done except for 29 to 30, Board member spoke with Banyan and he confirmed he will repair. Kelly will monitor completion as invoice has been paid.
2. Gutters and downspouts: Reviewed bids from Evergreen, Divine Gutter and Oregon Gutter. Donna moved to have Divine Gutter replace gutters on 7—12, 15-18 and 27-29, bid amount is #3,400. Kathy seconded, motion passed 3-0. Kathy volunteered to walk around with Divine Gutter to ensure the scope of work is clearly defined. Board is hoping to improve drainage issues, especially in regards to 27-29.
3. NLS, Northwest Landscape Services, contract status: Donna motioned to approve the NLS contract, Kathy seconded, passed 3-0. They will begin their contract on April 1st. Kathy moved to approve NLS to complete backflow testing for \$465. Diane seconded, passed 3-0.
4. Storm water recommendations: This is in regard to the drainage issues behind 27-29. This has been tabled as this has not been budgeted for in 2015. Board will review in 2016 to see how the gutter changes impact this area and to see if new landscape company may have suggestions.
5. Paint colors choice status: Sterling is suggesting Gaviota Paint Company assist in color scheme, as this is an area of specialty for them, Sterling will solicit bids. Sterling also suggests Intensive Home Inspections conduct dry rot inspection prior to painting so we can know scope of dry rot repair. Cost is \$150 for each set of 3 units. Board suggested that Kelly (maintenance person from Sterling) come and do a soft inspection to save money.
6. Paint Bids for buildings 65-73: Sterling in process of soliciting bids.
7. Resolution to increase reserve contribution to 10%: This will be further addressed in tonight's Executive Session.
8. Roofing: Evergreen is scheduled to begin work on March 23rd. Buildings 13-14, 19-20, 21-22. Sterling has contacted owners regarding their chimneys, as this is an opportunity to have them capped. Kelly noted that unit 14 wants to keep chimney.
9. Secure garbage/recycling area: Sterling provided two bids. One from Royal Refuse, one from Banyan. Fair Square did not respond to request. The board will review and make a decision.
10. Competitive bids for roof/gutter cleaning: Sterling provided two bids, one from our current vendor Daddy's Day Job, one from Oregon Chimney. The board reviewed and decided to continue with Daddy's Day Job, with the hopes they can be more closely monitored.
11. Website status: It is up and running. The Board would like to meet with Brandon to make continued progress. Tommi Drake volunteered to assist with updating the Welcome Packet so an improved version may be posted to the website.
12. Update on contacting City of Eugene re: drains behind 61 & 62. The Board updated Kelly from Sterling with the map from the City and our request that this be looked at to perhaps increase drainage in the area.
13. Moss removal: Need to get bids for treatment. Glass Spray is suggested.

14. Insurance renewal: Kathy moved to change our HOA insurance to American Family Insurance effective April 10th. Diane seconded. Passed 3-0. The board with Sterling and Monica (American Family Insurance agent) will prepare a homeowner's informational letter and sample policies and schedule an informational meeting with the agent in attendance. The information will also be available on the website.
15. Sterling to supply scope of work and bids for replacing doors to the pool pump room: Sterling is sure that Kelly (Sterling's Maintenance person) can do this for less than a contractor and will facilitate the work being completed.
16. Status of pressure regulator valve: Replaced by Kevin Cohen in March.

V. Sterling Management Report

Kelly is our new property manager. She thanked the board for their patience while she gets up to speed. The board thanked Kelly for working so hard on catching up on unfinished business.

V. New Business for Discussion

Vendor interference: Highland Tree Service was present on our property on March 13th to prune fir trees behind #58. The owner of unit #54 came out and started pacing around using foul language at the workers. She reached into the chipper, pulling out limbs stating the trees are perfectly healthy and he had no right to cut the trees. Then she said he had to move his truck, which was not parked in front of her unit, as she needed to get the car out. Ben from Highland moved the truck, but was asked to move it again by another owner that needed to get out of their garage, so he moved the truck back. The homeowner continued to pace back and forth using foul language. The board will be sending another letter to the homeowner requesting she not interfere with vendors on the property. Continuing to interfere with vendors may lead to fines for the homeowner.

VI. Landscape Committee

1. Landscape Report: discussed under unfinished business
2. #58 Tree-Neighbor Letter-Piper Lane: Tree has been pruned by Highland Tree Service, letter will be sent to neighbor on Piper Lane
3. Paint colors: discussed under unfinished business
4. Architectural Requests: Request for rock garden, #5, when plans received committee will review.

VII. Announcements

April meeting date: April 13th at 7:00 p.m.

Adjournment at 9:17 p.m.

Executive Session

(Diane Krause, recorder)

