

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

March 11, 2019

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President/Treasurer

Karen Romero, Vice President

Erik Schirmer, Treasurer

Tommi Drake, Secretary (via Skype)

Samantha Williamson, Sterling Management Group

1. Call to Order:

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

Approval of February 2019 meeting minutes:

Discussion: None

Motion: Karen moved to approve February 2019 minutes. Erik seconded. All in favor except Tommi abstained as not present.

Approval of February 2019 financials:

February 2019 Financials:

Operating	\$ 26,347.13
General Reserves	\$ 71,053.99
Delinquencies	\$ 3,056.64

Discussion: None

Motion: Karen moved to approve February 2019 financials. Erik seconded. All in favor.

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

Discussion: Donna stated that it would be better to hold off on a transfer of funds until we recoup from the snow storm damage.

2. Home Owner's Forum: Homeowners present – 10, 24, 34 and 53

#24 – Homeowner stated that she was curious how the HOA works and has questions regarding the decks because there are a lot of people upset about them.

Donna stated that it clearly states in the bylaws that the decks are homeowner's responsibility. The contractor that does the dry rot repairs on the siding discovered the decks needing repairs.

Donna requested that Sam to send out the contractor's inspection notes along with the deck and fence specs. She also stated that a good example of a deck to look at would be #23 or #26.

#10 – Homeowner stated that this is his first formal board meeting that he has attended. Wanted to let the Board know that during the snow storm an oak tree fell on unit and did considerable amount of damage. Homeowner turned this into his homeowner's insurance upon inspection the upper and lower railings need to be replaced. Homeowner asked if had to follow the new deck specs.

Donna stated yes you will need to follow the new deck specs.

Karen stated that Cutting Edge came and cleaned off the roof and cleaned out the gutters while they were up, they inspected the roof and there is no damage to the roof from the tree. The only damage noticed was to the gutter.

Donna requested Sam to get a bid on gutter repair to the gutter at unit 9-10.

Donna requested Sam to have Carlson and Strand include painting of the new gutter being installed at 30-36 and the repairs to the gutter at #9-10 when they are out doing the next phase of painting.

#53 – Homeowner stated she has no complaints. Homeowner thinks that the maple tree by #53 needs to be removed.

Donna said that Mckenzie Tree Care said the tree does need to be removed and Irie Tree Care stated that the tree is fine and doesn't need to be removed. Donna requested that Sam get a third opinion.

#39 – Homeowner wants to know if the tree can be taken out behind his unit if he pays for it.

Donna stated that he can obtain bids for the tree removal and they will vote on it later.

3. Sterling Report:

1. Deck replacement/repair letters with the new deck specs. went out 02/14/2019 to units 17, 18, 21, 22 and 24.

The board agreed that Sam should email the inspection report on the decks from McKenzie Commercial to these homeowners that received the letter.

2. JAS Construction will do a bid for the fence post replacement/repair and the owner of 1480/1490 Bond agreed to pay ½ the cost.
3. Barbara has the taxes finished up for 2016 and 2017. Karen signed so I can mail them off.
4. Cutting Edge was able to get all the downspouts/gutters cleaned on the ones that was for this phase. They also jumped right on the snow cleanup on the carports.
5. Irie Tree Care walked and assessed the trees and completed a bid that I emailed to the board on 03/06/19.

Motion: Karen moved to approve the Irie Tree Care bid in the amount of \$2,325.00. Erik seconded. All in favor.

6. Juan said that he has started cleaning up around #62 and has also applied moss treatment.

Donna wants the Sam to let Juan know to use crossbow on the blackberry bushes and to ask him how much fertilizer he will need.

Donna request that Sterling Maintenance inspect the sidewalks and replace all the rotted wooden pieces in the cracks from #15-26 all the way to the back of the HOA and over by #52.

7. Sanipac has switched out the recycling and added the dumpster including more pick-ups for the glass. Does this seem to be working out better she is wanting feedback.

4. Unfinished Business:

A. Dumpster size/collection: Erik stated he noticed all the dumpsters are full and the garbage is overflowing onto the ground around the dumpsters. Karen stated that due to the snow storm there was no pick-ups. Erik stated he will keep an eye out once Sanipac is back on schedule.

5. New Business:

A. Fee Schedule – Review all categories needing assessed fees: Board reviewed the fine schedule addendum and Donna stated that the “new” needed to be removed from the name on the header and footer.

The fine schedule is:

- 1) Warning letter will go out and within 30 days if the issue is not addressed there will be a \$50.00 fine assessed.
- 2) Next fine assessed will be \$100.
- 3) Next fine assessed will be \$200.

Karen stated that the addendum really needs to be spelled out with the specifics on the amounts and how and what they are assessed for.

Donna stated the expert of the lawyer’s verbiage should also be in the addendum as well.

Donna requested that Sam email Tommi the verbiage from the lawyer.

B. Budget Review: Donna stated that the audit needs to be paid for once the report is done and this is \$4,000.

Donna stated that the C.P.A that did the taxes still needs to be paid.

Donna stated that she doesn’t think we need to have another audit done for 2018. She wants to confirm with the bylaws to make sure audits are not yearly.

Donna stated the bid from JAS Construction to install a new fence at #51 and 52 one of the homeowners that is sharing the cost thought the bid came in high when JC Landscaping can do the installation cheaper.

Concern of the Board is that JC Landscaping that did the fencing between units was not well done. Homeowner had to go back out and apply stain and fix the cedar at the top of the fence.

Tommi suggested a response be sent to the homeowner that the Board will take his concerns into consideration.

Donna requested Sam get another bid from a contractor for the replacement fence at #51-52 as well as the rotted post replacement on the fence that separates the HOA from the duplex on Bond.

Board approved for Sam at Sterling to send out the 2018 State of address letter with the backup documents.

C. Security Concerns – cameras, neighborhood watch, more exterior lighting etc.

Karen shared the mug shot photo of the perpetrator that tried to break into her neighbor's unit. Karen would like to start up a neighborhood watch program and see if some of the neighboring houses would like to also participate.

Donna stated that there needs to be more lighting that is important as a first step of deterrent. LED motion lights are ideal, and the Board decided there are no rules about installing LED motion lights on garages.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Donna adjourned the meeting 7:31 p.m.

(Transcribed by Samantha Williamson)