

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
March 12, 2020

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

1. Call to Order:

Erik called the meeting to order at 6:15 p.m. To discuss items that didn't require a decision.

Approval of February 2020 meeting minutes:

Discussion: No discussion or approval of February 2020 minutes due to no quorum.

Motion: No motion made

Approval of February 2020 financials:

February 2020 Financials:	
Operating	\$ 38,974.57
<u>General Reserves</u>	<u>\$ 75,548.99</u>
Total	\$114,523.56
Delinquencies	\$ 1414.19

Discussion: No discussion or approval of February 2020 financials due to no quorum.

Motion: No motion made

2. American Family Insurance: Agent Monica Smith – Insurance Renewal – Monica Smith was not in attendance.

2. Homeowner's Forum: Homeowners present: #06 and #53

#53 – Homeowner asked which tree is being removed by the pool there are two that have markings on them. Erik stated the one that is marked nearest the to the pool that is cracking the pool deck. This is the tree that was originally supposed to be removed, however the Board approved the bid that had the wrong location of the tree. Erik stated that we have a bid from Happy Little Tree Care that has 4 different options for removal however due to no quorum it will be discussed at next months board meeting. Homeowner asked what will happen to the wood from the tree removal because she knows of an organization that accepts wood for the homeless population camps for fires to keep warm. Erik stated that is one of the options on the bid is to leave the wood behind in fireplace lengths. Homeowner will contact organization to see if they will pick up the wood.

Homeowner asked about what is being done with the chimney situation at unit 48. Sam from Sterling stated there is a bid for repair of the chimney however due to no quorum it will be discussed at next months board meeting. Erik stated that the board approved to have all the chimneys inspected. Sam from Sterling stated this should be done by next week because the March 12th inspection was missed waiting for approval from the board.

#06 – Homeowner stated she has a squirrel that has burrowed in through the flashing around the chimney. Homeowner's pest control tech. stated that he can put is hand under the flashing so this will need to be repaired once the squirrel has been removed. Homeowner is paying her pest control vendor for the trapping and removal of the squirrel on Monday or Tuesday and requested that the HOA pays her back. Erik stated at next month's board meeting he will make a motion to approve reimbursement of the cost to remove the squirrel. Sterling will add to next month's agenda. Erik requested that Sam at Sterling makes sure the vendor doing the chimney inspection also inspects the flashing as well.

3. Sterling Report:

1. McKenzie Commercial has the approved signed bid for units #50-54 and on the schedule for the beginning of May and will take 3 weeks to complete work. Once it gets closer, they will have a concrete start date and finish date.
2. I had Carlson & Strand revise the proposal to only show units #50-54 they now have that signed and returned back to them and tentatively on their schedule for the beginning of June but will set a concrete date once I have McKenzie Commercial's dates.
3. 2nd Chance Roofing and Chimney can do the chimney inspections on March 12th and the cost is \$300.

4. 2nd Chance Roofing and Chimney bid for the chimney at #48 is still pending. They did state the requested information that the board requested, I emailed this to the board on 2/17/2020. Stan from 2nd Chance stated that because the material is not made any more to repair the chimney to where it is functional they will rebuild the sections that are bad with a CMU block and the wrap the chimney with matching siding to prevent it from looking bad with mismatched material. Stan stated this is the most cost-efficient way. They do warranty their work for up to 2 years.

5. Happy Little Tree Care sent a bid to remove the tree by the pool and the amount is:
Option 1: \$2400 for full removal and disposal of wood and chips from property and cutting the stump flush to the ground.
Option 2: full removal and disposal of all wood from property, leaving wood chips in designated area and cutting stump flush to the ground for \$2200.
Option 3: full removal of tree cutting stump flush to the ground but leaving wood in firewood lengths and wood chips in designated area for \$1900.
Option 4: adding stump grinding to any of the above options for an additional \$450

6. RI-KY confirmed with pictures that the carports were done and that the downspout at 43 was fixed. Homeowner in #43 also confirmed that the repair was done. I sent off payment to them. Jack the crew supervisor will make sure all debris gets hauled off as before as well as being picked up from the ground and he will also make sure debris doesn't get blown on the patios and decks.

7. Unit #7 & 8 did not submit an ACC request for their deck repair/replacement. I have also contacted them about getting a copy of what was given to their contractor for paint codes as well. #07 contacted me and he is trying to get the information from the contractor. #07 called me back and stated he talked to the contractor he used and that he no longer has the paint codes that were given to him just recollection of the conversation and that a board member and 3 other homeowners commented to him that the deck looked great never once stopping him due to any of it being done incorrectly. The homeowner in #07 stated that he apologizes he didn't know that he had to submit an ACC request for the deck. I haven't heard back from #08 yet.

8. I have a follow up call into Martin regarding the 2 valves that were leaking air preventing the pumps to work properly on the skimmer and on the main that needed to be replaced for the amount of \$500 to see if the work has been completed yet because I haven't received an invoice.

9. Evergreen Roofing inspected the roof at #38 in the area of leaks, they cleaned out roof drain boxes and resealed the cap and vent flashings.

4. Unfinished Business:

- A. **Tree Removal by Pool Bid:** No discussion or approval of tree removal bid due to no quorum.
- B. **Carport Gutter/Roof Cleaning - Update:** Discussed in the Sterling Report.
- C. **Chimney Repair:** No discussion or approval of chimney repairs due to no quorum.

6. New Business:

A. Re-roofing Schedule: Tabled to next month's board meeting due to no quorum.

B. Chimney Maintenance: Tabled to next month's board meeting due to no quorum.

C. Pest Control – Unit 6: Discussed under homeowner's forum.

D. Exterior Light Pole by Units 6&7: Karen stated the light is out again and she wants to make sure that the bulb is replaced with the right LED bulb to figure out if this is the problem or if there is another issue with the light pole it could possibly be the wiring.

Sam at Sterling will have maintenance check the bulb and replace with the correct LED bulb if need be.

E. Patio – Unit #20: Erik requested Sam with Sterling send out a 1st violation to the owner regarding the patio.

V. Architectural Committee: Erik explained the fence drawing that was sent out to the Board regarding the fence replacement at units 50-51 after meeting with the homeowner of #51.

The homeowner of #51 received a bid from Superior Deck and Fence for a total of \$1740.00. The board would also like JAS to have the chance to redo their bid according to the blue and green sections of fence in the drawing because they have already been sent ½ down for the last bid that was submitted and approved. Sam with Sterling will email the drawing to JAS and clarify only the blue and green portion of fence to be included on the bid.

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 7:15 p.m.

(Transcribed by Samantha Linam)