

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

March 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 February 2021 meeting minutes:

Discussion: None

Motion: Eva moved to approve February 2021 minutes. Kathy seconded. All in favor.

Approval of February 2021 financials:

February 2021 Financials:

Operating	\$30,486.77
<u>General Reserve</u>	<u>\$77,905.93</u>
Total	\$102,922.77
Delinquencies	\$1,710.26

Discussion: Bob stated that David is helping him with reviewing the financials. He asked about the professional fees. Sam from Sterling stated these are legal fees from collections and they are a pass thru charge to the homeowner, so the HOA initially pays for the fees, but they are collected before the account is closed. Bob also asked about the office fees being so much in January. Sam stated these are from mailing out the annual board meeting packets. Bob asked if the budget needs to be adjusted to reflect the increased amount with office expense. Karen stated in the past we have not made any adjustments to the budget to reflect changes in amounts.

Motion: Bob moved to approve February 2021 financial. Eva Seconded. All in favor.

2. Monica Smith from American Family Insurance – Renewal Overview

2021 policy information was screen shared for everyone to see.

Monica stated that building coverage goes up every year to reflect the increases in replacement costs with material and labor.

Total liability coverage is \$11,736,061 for 2021. The increase amount for 2021 is \$573,891.00.

The total Property and General Liability premium is \$15,181.00 for 2021 covers:

Business Personal Property	\$63,266.00
General Liability Coverage Each Occurrence	\$2,000,000.00
General Aggregate	\$4,000,000.00
Medical Expense Per Person	\$5,000.00

*Swimming pool liability included.

*Earthquake coverage included at 5% deductible.

***Deductible for the property \$10,000.00**

Crime Coverage – No increase for 2021 the total premium of \$326.00 includes the following:

Employee Threat	\$185,000.00
Forgery or Alteration	\$185,000.00

*5 Board Members and Property Management Company

***Deductible is \$1,000.00.**

Non-Profit Directors and Officers Coverage – No increase for 2021 the total premium of \$760.00 includes the following:

Liability Coverage	\$2,000,000.00
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*5 Board Members

***Deductible is \$1,000.00.**

Total Premium is \$16,267.00

*Increase in building coverage for 2021 - \$573,891.00.

*Increase in premium for 2021 - \$1,585.00 (\$21.42 per unit per year)

*Earthquake premium for 2021 - \$3,207.00

Monica went over the homeowner’s responsibility of insurance:

Although the Oak Park Townhouses Homeowner’s Association does carry insurance coverage on buildings and liability on the premises, unit owners are **required** to carry individual insurance policies as well.

Unit Owners ARE responsible for the \$10,000.00 policy deductible in the event of a covered loss to your unit.

To ensure your policy will work cohesively with the Associations policy, if your unit is owner occupied, please check with your insurance company to make sure you have the right coverage in force:

Unit Owners Responsibility:

***Interior Building Coverage in the amount of the deductible** - \$10,000.00 minimum.

***Person Property/Contents Coverage** – Include appliances.

***Liability** - \$500,000.00 recommended.

***Loss Assessment Coverage** (if not included in loss assessment coverage above) - \$10,000.00 minimum.

Bob asked if the swimming pool raises the insurance premium. Monica stated the pool does increase the rates, but the pool is a low liability.

Todd asked if she would go over crime coverage. Monica stated this covers embezzled funds out of the association and it covers the Board Members and Property Management Company.

Kathy asked if someone fell from a lifted sidewalk or on slick moss, is the HOA responsible? Monica stated that the medical expense included in the property and general liability would cover this, but she recommends the HOA be pro-active about maintenance to prevent this from happening.

Karen stated that the name of the HOA is Oak Park Townhouses not “New Oak Park Townhouses” and asked if Monica could change the name on all her documents. Monica stated that she matches it up to the State Registry and it would need to be changed on that before she could make the changes on her end. Karen asked Sam at Sterling if she could get this changed with the state. Sam stated yes and once it has been changed; she will notify Monica.

Eva asked about Loss Assessment, Monica stated this is the homeowner’s responsibility and is very important.

3. Homeowners’ Forum (3 minute per Property Owner): #61

Homeowner in #61 stated that the back up of water in front of his unit is still bad. He stated that he might need some help with drainage to the street.

Kathy stated there are several units that need drainage out to the street.

Kathy asked if he could try cutting the curb with his saw. Homeowners stated to cut the curb it will take an industrial saw to do that.

Kathy asked if Sam could investigate the history of the drainage installed out to the street at #44 and let her know who did the work.

Homeowner asked if garage sales are allowed. Eva stated garage sales are not allowed because it is considered conducting business on the property and disrupts the enjoyment of the other homeowners.

Kathy stated that she discussed parking with Les because of the amount of cars from family members that come stay and told him to make sure they are not parked in one spot too long to move them around and that he has permission to park one at Tim's unit.

4. Sterling Report:

1. Received the work descriptions from McKenzie Commercial for dry rot repairs. I just need board's approval. When I spoke with Ron on Friday, he said they can get started right away.

Eva asked how it compares to existing bids. Karen stated they are comparable to previous years but with a little bit of an increase.

Eva stated that all the standing water around these units concern her and this needs to be addressed.

Bob stated that he is concerned with the amount of the bid and that there is no definition in amount of hour or hourly rate listed. Karen stated that McKenzie Commercial are a commercial construction company and not residential and you will not see hourly rates or number of hours listed on their bids because they subcontract work out. Karen stated that they are high quality contractors.

2. Stump removal at 61-62 is complete.
3. You might notice new towing signs put up or being put up from Emerald Valley Towing. Froggy's Towing has gone out of business.
4. I am still waiting on pressure washing/moss removal bids from Easy Flow and Dirty Work. I requested bids on 02/11/2021.
5. I received the bid from American Concrete on the grinding of the sidewalk at #52. I just need board approval.
6. I did a work order to have maintenance look at the timer in the woman's sauna today. The sauna will not shut off per a homeowner's work order request.

5. Unfinished Business:

A. Approval of McKenzie Commercial bid for next phase of dry rot repairs:

Motion: Eva moved to approve the McKenzie Commercial bid for the next phase of dry rot repairs in the amount of \$20,479.00 for units #45-49 and #55-58. Kathy Seconded. All in favor.

Board would like dry rot repairs scheduled for the later part of April.

B. Approval of Carlson and Strand bid for next phase of exterior painting.

Motion: Eva moved to approve the Carlson and Strand bid for the next phase of painting in the amount of \$41,200.00 at units #45-49 and #55-58. Kathy Seconded. All in favor.

Sam will schedule with Carlson and Strand after McKenzie Commercial gives their start and finish date.

C. #45 Garage Issue – update: Sam from Sterling stated that her and Kathy met with the homeowner and Rick Hernandez with Project Engineering regarding the garage.

Sam stated that Rick stated there is no danger of the garage falling over and that it is stable. Rick stated there is a raise at the side of the garage and that it can be filled with concrete to adhere to the existing concrete slab to even it out. However, this is not a permanent fix.

Another option would be to have Ram Jack use a spray foam however this will only last a few years before it starts gapping again.

The permanent fix would be to tear out the existing slab and repour the concrete and they would use piers however, there would be framing and siding that would need to be done.

There was also discussion of having a piece of sheet metal added to the bottom of the garage or having a concrete lip poured which would make the garage door shut flush with the slab. Rick stated both of those options would also work.

Board requested that Sam with Sterling obtain bids for the concrete lip to be poured.

D. Faucet repairs at 3 and 45 – Update: Todd stated that he went over to #45 and the faucet is made to drip to prevent freezing. Todd stated the hose is what is spaying all the water and that he tightened that up for her. The faucet is fine.

Todd stated that he will go look at #03's faucet as well.

E. Sidewalk grinding at #52:

Motion: Eva moved to approve the American Concrete bid for \$630.00 to grind the sidewalk at #52. Todd Seconded. All in favor.

6. New Business:

A. #74 Security Concerns: Karen stated the security cameras have never been approved due to the following:

- 1) There is not enough lighting for them to efficiently work.
- 2) Expensive
- 3) Someone must monitor the security footage.

Karen stated that brighter lighting has been installed.

Eva stated that maybe a reminder of preventive measures could be sent out to homeowners.

Eva stated that this area around #74 is the most lighted area in the complex. Eva did note that the homeowners back patio light is not working whether it is the bulb is burned out or the light fixture needs to be replaced which is homeowner's responsibility but that it would be a good idea for her to have that fixed.

Todd stated her car was broken into because it was not locked. Todd stated that he can talk to her about the lighting and cameras because this his neighbor.

Bob stated that he feels security cameras should be homeowner's responsibility. Bob thinks that these kinds of emails from homeowners need to be personally addressed by the Board.

Karen stated that homeowners also need to come to board meetings as well.

Sam from Sterling stated that she does not ignore the emails and just forwards them to the board but that she communicates with the homeowners and keeps them updated. Sam stated she thinks that homeowners just get tired of only hearing from her.

B. Website: Karen stated the website is down and blank and that she was hoping that Erik would respond but did not.

Karen stated that she thinks that the website needs to be outsourced to a website company to manage instead of homeowners volunteering. Karen stated that Erik is willing to download all the documents that were on the website to put onto a new one.

Bob asked if this would help mainstream Sam's work having a website for people to obtain documents. Sam from Sterling stated most of the use is from realtors. I have had some homeowners submit vehicle information or work orders through the website which get directly emailed to me.

Bob googled general website design and it seems to be reasonable. The set-up cost is around \$200 with \$50 a month to maintain. Bob volunteered to work on getting information and cost for setting up a website.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 7:22 p.m. into executive session.

(Transcribed by Samantha Linam)