

NEW OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

April 13, 2015

Board Members/Sterling Management Representatives present:

Donna Leudesdorf, President

Kathy Giesen, Vice President

Diane Krause, Treasurer/Secretary

Kelly Seeley – Sterling Management Group

Homeowners present:

Sonja Runberg, #37; Brandon Crohare, #25; Tommi and Mal Drake, #15 and #41

I. Call to Order

Donna called the meeting to order at 7:05 p.m.

She stated that the March Board of Directors meeting minutes were approved at a special Board meeting on March 22 and that they will be distributed to homeowners and work orders placed for the bids approved. Kathy read the March 22 special meeting minutes. It was moved by Diane, seconded by Kathy to approve the March 22 special meeting minutes, and they will be posted on line, and Kelly will e-mail them to homeowners.

Sonja asked about the reason for the camera for the garbage enclosure, and that was explained. Diane also noted that someone had tried to jimmy the clubhouse lock and that the ping pong room has been trashed a couple of times in recent months.

March 2015 Financials:

Operating Account: \$15,749.98

General Reserve: \$118,650.09

Delinquencies: \$5,434.96

Donna asked for a follow-up report about the financial good news. Kelly stated that a payment of \$3,100 has been received for the foreclosed property, which paid off the past due balance. She explained the foreclosure payment process and how long it takes, and noted that the amount for this property was the bulk of the arrears. Sonja asked if the plywood will now be removed from the kitchen window of that unit. Kelly will pursue this.

Kelly then noted that many homeowners did not pick up on the dues increase originally, but that is now improving.

Diane noted one misclassification in the coding under roof maintenance, and Kelly corrected it. Regarding the returned payment of \$400 to Daddy's Day Job, Kelly noted that it was carried over to the next invoice and therefore paid twice in error.

Diane and Donna will review the budget numbers Sterling has entered in the financial statements for accuracy this one last time and send it on to Kelly.

It was then moved by Kathy, seconded by Diane, to approve the financials as presented.
Approved 3-0.

II. Homeowners' Forum

Sonja asked for an update on the status of her eaves issue. This will be added to New Business later in the meeting. Sonja also gave the Board a picture of the water leaks at her unit and explained what has been happening. Donna said that the board had asked Evergreen Roofing to look at this particular unit. Kelly will follow up on the request that was sent to Evergreen Roofing. It was suggested that Divine Gutter look at the roof while on site completing their work.

The Board thanked Brandon Crohare for all he has done as a new homeowner, especially for designing the new website. Brandon noted that only eight or nine homeowners have registered on the website so far, and Kelly said she will again e-mail the website link to all homeowners.

Donna thanked Tommi for her work on the homeowner welcome packet. Kelly has some corrections to the e-mail address and office information for it, and she asked for a side-by-side list of HOA vs. homeowner responsibilities to be included in it.

III. Unfinished Business

1. Sidewalk repair - Jim has a jackhammer reserved for Friday morning and concrete for Friday afternoon, for the curved sidewalk behind the dumpster at #30.

2. Gutters and downspouts – the new ones look great. #15-18 are not done, and Kelly will check with the contractor.

3. Painting of #65-73 - all bids are in, including Kelly W's (for dry rot, siding repair and painting prep). Kelly W will walk around with the painter and his own list and make sure they agree on everything. The Board went over the bids and clarified or made corrections. Note: Make sure new cedar is included if privacy fences need replaced and look at #20 or #61 as an example.

Diane had questions about a couple of the painting bids; they don't mention what brand of paint they use. The other two bids specifically named Sherwin-Williams and the warranty (10-12 years). Kelly will get clarification on this.

Diane said that there is very little prep work to be done on the buildings to be painted, as far as peeling paint is concerned as the Sherwin-Williams paint has held up very well. If the painting condition fails, Sherwin-Williams won't pay for the repaint but will supply the paint.

Diane asked what is meant by "painting fences" and who is responsible for the privacy fences. Kelly will clarify what "fences" means, i.e., deck fencing, privacy fencing or other.

A separate meeting will be held to approve the April Board meeting minutes and talk about the painting bids, pick colors, and possibly walk around with the painter. The Board is leaning toward the mid level bid from Fitzpatrick. Kelly will look at other work they have done for Sterling and see if she has references, and will get color advice.

4. Resolution to increase reserve contribution to 10% - Kathy thought the short paragraph was going to be mailed to all homeowners, and wondered if the insurance letter was sent out, as the new insurance is now in effect. Kelly will mail the short paragraph ASAP along with a sample paragraph for both renters and homeowners as to what needs to be covered complementary to an insurance policy.

Diane suggested that a flyer be included for the homeowners meeting on May 4 at 7:00 p.m. Diane will make the flyer and give a copy to Brandon to post on the website.

5. Roofing – completed, and the final bill has been paid to Evergreen Roofing (for #13-14, #19-20 and #21-22 (six units/three buildings).

6. Secure garbage and recycling area bid – discussed meeting with vendor about installing security cameras by a security company but the price is prohibitive. Brandon said he found a four-camera wireless set on Amazon.com for \$250. A brief discussion ensued regarding a motion sensor light

on the side of #30 and a trial run of only that light and warning signage. It was moved by Kathy, Diane seconded the motion to have Sterling proceed with the signage and the motion sensor light on #30, and to get in touch with the owner of #30 regarding its installation. Approved 3-0. Kelly will ask Kelly W about installation.

7. Website – the Board again thanked Brandon for his great work. Brandon still needs a copy of the Bylaws to post on the website, and Donna will e-mail an electronic copy to him. He will send the list of still-needed items to the Board.

8. Update on City of Eugene contact re: drain behind #61-62 – the City came out once but didn't follow up about what they found. Kelly will follow up on this.

9. Moss removal (roofs and sidewalks)- Kathy is waiting to hear from Glass Spray with details about moss removal and cost for the mansard roofs. Kathy has received a bid, and forwarded it to Donna and Diane for the pitched roofs. Kelly has bids from Kelly W and Daddy's Day Job for moss removal, pressure washing, etc.

It was moved by Kathy, seconded by Diane, to approve Kelly W's bid for pressure washing (for moss removal) for #7-12 and the back of #4-12. Approved 3-0.

Regarding the bid for moss removal on all mansard roofs from Glass Spray, a brief discussion ensued about how to handle this and when the optimal time is to do the work (now is the time, for the bright green moss). This item was deferring to the upcoming special Board meeting so the Board has a chance to review the bids.

It was also noted that the glue on the shingles on the mansard roofs is failing (most likely not meant for vertical application). This could be a warranty issue but not sure it would be covered. The Board may want to look at something different next time.

10. Insurance information/meeting for homeowners – see item #4.

11. Pool pump room doors - Kelly talked to Nick with the Department of Health. He said the pool doors don't have to be exterior, but need to close and lock regardless of whether the gate locks. Only people with keys can get in. The existing door is fine but there is damage at the bottom of it, which Kelly W can easily fix. Kelly W said the gate swings both ways so he can install a stop on one side (this needs to be confirmed). Cost for a keyless lock is about \$150.

Diane said the latch was the reason why one door wouldn't lock before, but it is now locked and she is hoping someone has a key. Kelly W can also fix this. Kelly will check to see if Sterling has a key. The decision was made to repair the doors, find a key, and then call it good. Kelly W has said he can do both for \$50.

It was moved by Diane, seconded by Kathy, for Kelly W to repair the pool doors. Approved 3-0.

12. Welcome packet update – in progress and will be done very soon. The Board thanked Tommi for her great work. She has cleaned up the parking map, and noted that it looks like there were maintenance parking spots before but she can't find any now. Donna said those spots can be deleted and that only visitor and non-reserved spots will remain. Donna confirmed that there is no non-reserved parking, only visitor or assigned parking, and that the reserved spot is actually for #74 but it is still marked "reserved."

- The after hours contact number was confirmed and Kelly asked that her e-mail address be corrected.
- Re-word the gas propane fireplace page (outdated?). Will check with Monica from American Home Family Insurance about wording.
- Discussion about clubhouse rental being changed to not allow alcohol. Need to reword and clarify.
- Renter checklist needs clarification.
- Property owner profile – add lender (if any) and proof of insurance (company name/ policy number).
- Anything else to be included on renter profile?

- Direct payment information for Umpqua needs to be included (Kelly will get Tommi the form)

IV. Sterling Management Report

Kelly reported that she received the check from the attorney for a credit of \$1,700, and that the pest control invoice she had received was for squirrel management. Everything else was covered above.

V. New Business

The two items listed were covered above.

Vi. Architectural Committee

1. Landscape Report - azalea treatment has been done. The Board is hearing a lot of positives from residents about the new landscape company. They have divided the property into three sections—front, side and back--so every three weeks each ought to be completely covered.
2. #58 tree – the letter has been sent to the neighbor on Piper Lane.
3. Paint colors – will be covered at special Board meeting (see above).
4. There were no new architectural requests.

NOTE: List #37 (Runberg) roof in Unfinished Business for next meeting.

Donna adjourned the meeting at 8:56 p.m.

(Vicki Maxon, Recorder)