

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
April 8, 2019

Board Members/Sterling Management Representative present:
Erik Schirmer, President/Treasurer
Karen Romero, Vice President
Tommi Drake, Secretary
Samantha Williamson, Sterling Management Group

1. Call to Order:

Karen called the meeting to order at 6:01 p.m.

Approval of March 2019 meeting minutes:

Discussion: None

Motion: Tommi moved to approve March 2019 minutes. Erik seconded. All in favor.

Approval of March 2019 financials:

March 2019 Financials:	
Operating	\$ 25,405.57
<u>General Reserves</u>	<u>\$ 72,155.98</u>
Total	\$97,561.55
Delinquencies	\$ 2,445.61

Discussion: None

Motion: Tommi moved to approve March 2019 financials. Erik seconded. All in favor.

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

Discussion: Erik stated that due to the audit having to be paid he doesn't think a transfer should be done for April. Karen agreed.

Audit: Still no resolution to the findings, Sam directed to pay and move forward.

Monica Smith from American Family Insurance: Insurance renewal for April 2019:

Monica stated that the building cost index increased substantially.

2018 to 2019 Comparison

Coverage	2018	2019	Increase
Property & General Liability:	\$12,043	\$13,017	\$974
Crime:	\$326	\$326	\$0
Non-Profit Directors & Officers:	\$722	\$760	\$38
Total:	\$13,091	\$14,103	\$1,012

Karen asked Monica about the pool leaking, for example from tree roots evading. Monica stated this would be covered under the master policy because it would fall under preventive maintenance.

Karen asked Monica about making sure homeowners have the proper coverage. Monica stated that the Association has great coverage and the bylaws are straight forward. It would not be worth the time/labor to retrieve everyone’s individual insurance coverage.

2. Home Owner’s Forum: Homeowners present – No homeowners present.

3. Sterling Report:

1. Had to start from scratch on Gutter vendors. So far, the only bid I have received back is from Accuracy Gutters for repairs on unit 9-10 for \$160.00 and gutter replacement including gutter guards on 30-36 for \$4,140. I am still waiting on a bid from Easy Flow Gutters.

Motion: Tommi moved to approve a bid not exceeding \$1,000.00 for gutter replacement on units 9-10. Erik seconded. All in favor.

2. As per board request, I received another bid from Amazon Creek Construction for the fence at unit 50-51 for \$1,025.00 and the fence that shares with 1480 Bond for \$2,400.

Board requested Sam to send both bids to the homeowners and to tell them to choose one of the vendors and mail a check into the Sterling office for their portion and the work will be scheduled.

3. I received a bid for stump grinding from Gillaspie Tree Service for the stump behind unit 9-10 and the one next to unit 55 total bid is \$800. I also requested a bid from Highland Tree Care but have yet to receive it.
Erik suggested to wait until the second bid comes in before deciding.
4. Spoke with Carlson and Strand Painting they have added painting the gutter repair at 9-10 and the gutter replacement at 30-36.
5. Gillaspie Tree Service assessed the maple by 53 and determined the tree will be fine. He stated it has solid back footing and when the fir tree uprooted it didn't damage the main roots. He stated that he would lean towards saving the tree and leaving it alone but to fill in the big hole with mulch and soil.
Board directed Sam to have JC Landscaping fill the hole in with mulch and soil.
6. Sterling Maintenance inspected all the wooden pieces in the sidewalk cracks and replaced the ones that needed to be replaced.
Board directed Sam to send an email to the homeowner of #12 stating that we are going to replace the wood divider piece in the walkway due to their safety and ask if they have any objections. If homeowner has no objections do a work order for Sterling Maintenance to replace.

4. Unfinished Business:

A. Dumpster size/collection update: No further complaints on garbage. There were some bags in front but only one time. Seems like the situation is ok now. Board requested that Sterling make laminated signage for the dumpsters.

5. New Business:

A. Landscape issues by unit #74: A letter was sent to unit 74 awhile ago saying that she would have to pay for her own landscaping but there would be no reduction in dues. Her dues in other words would remain the same. Board requested Sam to send another letter to her confirming that she will pay her own landscaper around her unit, but JC Landscaping will still be responsible for blowing the debris in the parking lot, curb and sidewalk.

Karen suggested that Sterling notify Juan to make sure his crew is blowing the debris away from the heat pumps.

B. Board Member Changes and New President Selection: Karen stated that the reason she is leading tonight's meeting is because she is the Vice President and that is her role when the President steps down or resigns. However, if Tommi or Erik want to step up to the President role she is ok with that.

Motion: Tommi moved to nominate Erik as President of the Board. Karen Seconded. All in favor.

Karen stated that she would like to see an annual calendar of needs. She thinks that the HOA needs sub committees such as landscaping, architectural, maintenance, budget and pool. Erik stated that he would work on getting this set up on the website with a link to sign up and Sterling will send out a letter.

Erik also will work on a timeline for all project tasks and calendar for the website.

V. Architectural Committee: Erik mentioned that the storm drain parallel to Bond Lane is clogged and has standing water on top of it.

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 7:35 p.m.

(Transcribed by Samantha Williamson)