

**NEW OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

May 11, 2015

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Kathy Giesen, Vice President

Diane Krause, Treasurer/Secretary

Kelly Seeley – Sterling Management Group

Homeowners present:

Joanne Newton-Hester, #49 and Tim Hargreaves, #39.

**I. Call to Order**

Donna called the meeting to order at 7:02 p.m.

It was moved by Kathy, seconded by Diane, to approve the April 13 regular meeting minutes. The motion was unanimous (3-0). It was then moved by Diane, seconded by Kathy, to approve the April 23 special meeting minutes. The motion was unanimous (3-0).

**April 2015 Financials:**

Operating	\$ 23,879.95
General Reserve	107,054.27
Delinquencies	2,569.01

Donna stated that there are eight residents who have still not received notification of the dues increase. Kelly noted that some of them owe dues and some owe for garbage, and that she has called these residents to clear up the confusion. If she doesn't reach them, she will send them a reminder letter.

Diane asked how clean-up of the garbage enclosures should be coded in the budget. Kelly will look into this. Donna stated that it would be good to know whether this should be coded to garbage vs. maintenance, and Kelly will check with Kelly W.

Kelly asked about where to enter line items, i.e., pool doors and entrance wall repair. Diane noted that she saw that they had been entered into the contract restoration category and then explained her interpretation of what should be entered in that category. A brief discussion ensued, as Kelly is trying not to create more general ledger codes. It was decided that the pool doors should be entered into General Maintenance under operation expenses and that the entry wall repair should be entered under Landscape Upgrades.

It was moved by Diane, seconded by Kathy, to approve the April 2015 Financials.

## II. Homeowners' Forum

None.

## III. Unfinished Business

1. Sidewalk repair status - Still in progress.

2. Gutters and downspouts status – update on #15-18, #13-14, #19-22, and Divine review of #37 and #74. Not listed is #7-12, which was also done (screens aren't on yet). Donna noted that the contractor ran out of white elbows and put black ones on instead. Kathy suggested that the Board do another walk-through. Kelly has e-mailed Divine again about #37 and #74 but has not heard back from them.

The Board thanked Tim Hargreaves for showing photos to Kevin and telling him what needs to be repaired.

3. Fitzpatrick Painting walk-around – discuss action items to be completed before painting begins. Donna distributed the report of her walk-around with Fitzpatrick for units #65-73 (attached).

4. Roof and gutter on unit #37 – Evergreen Roofing has reviewed and new gutter is needed. The board asked Kelly to have Devine gutter give a bid.

5. Secure garbage and recycling areas – Kelly previously sent some sign samples to the Board. A brief discussion ensued about what material should be used for the sign. The owner of #30 has approved the motion light for his unit. Donna saw a camera/motion light at Home Depot and will forward the information and price. Kelly will contact Brandon Crohare about a destination for the video feed.

6. Website status – still waiting for more residents to register, and need an updated list of how many have registered so far.

7. Update on City of Eugene contact re: drain behind #61 and #62. Kelly stated that the City of Eugene said it is not one of their drains, but possibly a hole from something removed previously. The landscape crew believes a tree was removed previously and they will bring in a couple of bags of loam/dirt and fill the hole and seed with grass.

8. Insurance information meeting for homeowners - Diane's notes are attached.

9. Welcome packet status – It is complete and has been provided to Sterling for distribution.

10. Painting of chimney stacks for units #7-12, #13-14, #15, and #27-29. Donna stated that the Board received a bid from Banyan but more bids are needed, and asked that Kelly ask about Fitzpatrick submitting a bid since they will be onsite to paint. She noted that these are buildings that are already roofed and will not need to be painted for a while.

## IV. Sterling Management Report

Kelly stated that she has completed the budget entry with corrections requested.

She has contacted Carrington Mortgage about removing the plywood from the window of #67, but has not received a response yet. The patio of that unit needs to be cleaned up, and Kelly said that Kelly W and the landscape crew can do the clean-up and charge it to that unit, and Carrington will reimburse the Board later.

## V. New Business for Discussion

1. Open letter to owners from the Board – the Board has written a letter to all residents regarding a letter the Board received from an owner previous to the April 13 Board meeting (attached). Diane read the letter to the two owners who were present at tonight's meeting.

2. Work to be completed before painting (see #3 in Unfinished Business)

- Kelly will set up a time for Kelly W and Fitzpatrick Painting to do a walk-around of #65-73. It was noted that #71 is especially bad.
- The painting of #64 revealed that the wrong kind of siding was used, and all units need siding that will hold up. Kelly will re-send the list of what Kelly W saw on the walk-around (this was added to Unfinished Business for the June meeting).
- Donna will send a separate letter to these owners letting them know to expect the painters. A timeline from the painters is tentative - mid to late July. A brief discussion ensued about building clearance for painting (trimming shrubs, etc.).

3. Water meter report from EWEB re: water usage – moved to Unfinished Business for June meeting.

4. Keyless entry for rec room and door to pool pump room – Kelly W will install a keyless entry (i.e., with combination) for the pool pump room door. Brief discussion regarding using a fob or magnetic card for rec room entry. Donna asked for a cost estimate to replace the pool gates and lock with a magnetic card or fob. Discussion about placing the security camera on the door or installing a second motion light/camera.

5. Pool opening and getting volunteers to test chlorine – The pool opens on Memorial Day (weather permitting) and closes after Labor Day. How do we get volunteers (testing needs to be done four times a day)? Brief discussion regarding using salt water instead of chlorine. The request for volunteers will be included in the mailing to all owners.

Kelly will touch base with Martin at Thomas Pool Care and ask him about the pool light not working, and will ask Kelly W to get the pool furniture out of storage as close to Memorial Day as possible.

6. Clean-up of #67 patio and pressure wash parking in front of #7-12

- #67 patio clean-up discussed above (see Sterling Management report).
- Need to choose a time to pressure wash the parking in front of #7-12 and post a No Parking sign so Kelly W can return and do the asphalt.

## VI. Architectural Committee

1. Landscape Report – Kathy did a walk-around with the landscape crew today. They are being stopped by some owners and being asked to do certain tasks, and they are wondering how to handle those requests. Discussion – homeowners shouldn't be talking to the landscape crew directly, but instead should send an e-mail to Sterling about their concerns. The Board will provide the landscape crew with a map so they know which areas to avoid. Kathy noted that the residents are impressed with the new landscape crew, especially how they use tarps to haul away debris.

- Backflow testing will be done soon and irrigation will be turned on as the weather dictates. The landscape crew pointed out a tree at #43 that is preventing water from getting to the grass. The crew will e-mail what needs to be done regarding the broken sprinkler heads.
- **NLS provided** a bid for bark mulch
- Discussion of possible water restrictions because of the drought
- NLS will provide a bid for a street sweeper
- Blow-down of property
- Brief discussion about any other issues

2. Architectural request form from Drakes – The Drakes wants to install under-deck covering and gutters (just like Diane's, #61) and have requested Banyan to be the vendor.

Donna noted that it is the property owner's responsibility to maintain and repair the under-deck covering and gutters.

It was moved by Diane, seconded by Kathy to approve the Drakes' architectural request form. The motion passed unanimously (3-0).

Tim asked about the broken pipes along Bond Lane. These were probably broken by the previous landscape crew. They need a cap put back on along with a riser, sprinkler and fitting. Tim volunteered to do the repair and see if a new hose is needed, and will be reimbursed by the Board.

Donna adjourned the meeting at 8:49 p.m.

**NEXT MEETING: Monday, June 8**

(Vicki Maxon, Recorder)

