

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
May 20, 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:

Erik called the meeting to order at 6:07 p.m.

Approval of April 2019 meeting minutes:

Discussion: None

Motion: Karen moved to approve April 2019 minutes. Tommi seconded. All in favor.

Approval of April 2019 financials:

April 2019 Financials:	
Operating	\$ 33,912.51
<u>General Reserves</u>	<u>\$ 73,314.62</u>
Total	\$107,227.13
Delinquencies	\$ 287.39

Discussion: None

Motion: Karen moved to approve April 2019 financials. Tommi seconded. All in favor.

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

Discussion: Tabled

2. Homeowner's Forum: Homeowners present – #05, #39, #46, #53 and #62

#46 – Homeowner asked for clarification on who is responsible for the fences. Erik replied that there have been some fences constructed by owners in the past that are the homeowner's responsibility. The previous fences already existing are the responsibility of the HOA to maintain. The lower decks/patio dividers are the responsibility of the HOA and the upper deck dividers are the shared responsibility of the homeowners.

#62 – Owner would like rules about quiet hours. Karen stated the hours are listed in the welcome packet and the hours are from 10:00 pm to 7:00 am. Owner brought up that on the south side of her building which is units 62, 63 and 64 there is no trim around the windows. Erik requested Sam to contact McKenzie Commercial to see if they can add this to their job list when they are there doing the dry rot repairs.

#05 – Homeowner wants to know if the HOA is doing bark again this year. Karen stated she is waiting to see the financials after the phase of dry rot repairs and painting is completed.

#39 – Homeowner asked if the irrigation is going to be finished over by the berm by Bond Street. Sam at Sterling is going to contact JC Landscaping to see where they are at with finishing this project.

#06 – Homeowner requested that the 3 stumps be removed on the east side of her unit. Sam is going to request a bid for stump removal. Homeowner also stated that the new pool volunteers will need to be provided with a key to the pool room.

Karen requested that Sam update the pool volunteer list and post in the pool room.

#53 – Homeowner wants to know when the roof, gutters and downspouts are going to be cleaned. Karen explained that the bid we received from Cutting Edge was expensive so we obtained other bids and we will be deciding tonight.

3. Sterling Report:

1. Still need approval for the gutter replacement at units 30-36. Accuracy Gutters is \$4,140 and Easy Flow Gutters is \$3908.10.

Motion: Karen moved to approve the bid from Easy Flow Gutters in the amount of \$3,908.12 to replace the gutters at units 30-36. Tommi seconded. All in favor.

2. Easy Flow sent a bid in for gutter cleaning and maintenance with adding downspout cleaning bid. Is \$9,000 for initial and \$4500 for regular maintenance. RI-Ky's bid is \$1450 per visit for gutters and \$3350 for mansards. Cutting Edge is \$6600.

Motion: Karen moved to approve the bid from RI-KY to be hired to do the gutter, downspout and roof cleaning. Tommi seconded. All in favor.

3. Unit 62 contacted me and had concerns about the roofs/gutters not being cleaned yet. Discussed the blackberry bushes and I spoke with Juan as he walked back there, and he said the bushes are on the other side of the fence and he can't do anything about that but keeps them cut back from Oak Park side. Homeowner also had a complaint about #60's dog running loose and that they are not cleaning up the feces. She has tried to confront them numerous times about this issue. Tommi will look up neighboring owner information and provide to Sam to contact to see if they will clean up the blackberry bushes.
4. What do you want me to tell the homeowner in #04 regarding her request for the trees to be trimmed back from the roof line?
Board requested Sam to have Irie Tree Care come out and access and do a bid on tree pruning.
5. Pool volunteers have all been emailed with the date for a refresher course with Martin.
6. Maintenance replaced the wooden pieces in the sidewalk at #12.

4. Unfinished Business:

A. Dry rot repair update: McKenzie Commercial was supposed to start the dry rot repairs on May 15th thru May 17th due to weather these dates have been changed to May 20th thru May 22nd.

Sam will contact Ron at McKenzie Commercial about adding the installation of the trim around the windows at units 62-64 while they are onsite.

B. Painting schedule update: Carlson and Strand will begin pressure washing and prepping mid-June. They will provide me a specific start date and a list for the homeowners to prepare around their unit as it gets closer.

C. Backflow testing schedule: Board agreed to have Emerald Valley Backflow do the backflow testing again this year. Sam will get scheduled.

5. New Business:

A. **Car issues at #60:** Board decided to table due to not being able to prove there is a business being ran out of the unit.

- B. **Pool Opening:** Opening day for the pool for 2019 will be Saturday May 25th. Sam will send out announcement along with the pool rules.

Sam will update the pool volunteer list and post in the pool room.

#39 – Homeowner stated that it would be nice if the Board would make the pool a no smoking area.

Motion: Karen moved to approve adding “no smoking” to the pool rules before going out to the homeowners. Tommi seconded. All in favor.

#39 – Volunteered to put out all the pool furniture and hang signs. Board agreed. This will be done on Wednesday.

V. Architectural Committee: Karen asked Tim if he is helping with the irrigation. Karen doesn't think she has water coming on at night.

The board requested that Sam contact JC Landscaping and request that Juan gets a hold of Karen and Tim to do a walk around the property and access the sprinklers for needed adjustments or repairs.

VI. Announcements: Karen asked about meeting minutes on the website. Erik stated he is a little behind on posting them.

Adjournment:

Erik adjourned the meeting at 7:41 p.m.

(Transcribed by Samantha Williamson)