

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
June 10, 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 6:00 p.m.

Approval of May 2019 meeting minutes:

Discussion: None

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

Approval of May 2019 financials:

| | |
|-----------------------------|---------------------|
| May 2019 Financials: | |
| Operating | \$ 38,541.14 |
| <u>General Reserves</u> | <u>\$ 74,387.22</u> |
| Total | \$112,928.36 |
| Delinquencies | \$ 614.76 |

Discussion: None

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

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

Discussion: Tabled

2. Pool committee: Eva brought in the pool data. Most times the range of readings is within the limits. Martin has adjusted settings. Eva is concerned because the data has been inconsistent since the pool has opened for the season. The router any not be sending the information. Eva thinks something is wrong with the receiving end of the system. The Hayward companies system work on Eastern Standard time. Warnings are linked with data points. Eva thinks it might be a good idea to have the Hayward rep. come up and check. Comcast may be the problem as well.

Erik will call the Hayward rep. and see if it can be fixed via walking him through the system. Sam will email pool volunteers to have them confirm their testing days.

3. Homeowner's Forum: Homeowners present – No one present

4. Sterling Report:

1. Gutter/downspout replacement on 30-36 is complete.
2. Gutter/downspout cleaning was done, and the new vendor is supposed to be sending me before and after pictures. Jonathan with Easy Flow was there when RI-KY was cleaning, and he stated that he observed them, and they were cleaning the roofs and gutters but never saw them touch the downspouts. He said he will be willing to inspect them if you are wanting him to.
Discussion: Karen suggest screens for all the gutters. Erik said there is a new screen that is metal with a curved lip which my work better. Erik will send the board information on this.
3. Backflow testing is complete, and all passed. Aaron with Emerald Valley Backflow sent EWEB the testing results and he emailed me saying that there are multiple cracked #1 or #1 shut offs. He stated they are not a big deal and doesn't affect the outcome of the tests, nor are they leaking unless shut off or turned on. He just wanted you guys to be aware there six he counted this way.
Discussion: Board requested Sam have Aaron with Emerald Valley Backflow to provide a bid on repairs of these cracked shut off valves.
4. Stump grinding is complete.
Discussion: Karen stated that she doesn't think that all the stumps have been done. The 3 over by 6 and the one behind 9 are not done. Sam will follow up with Dave at Gillaspie.
5. Painting prep starts on Friday June 14th.
Discussion: Karen requested that Sam follow up with the painting crew and make sure that the unit numbers in the maintenance room getting installed correctly after painting is complete. Owner's will need to fill out an ACC request for new doors.
Motion: Tommi moved to make all new install of doors be 6 panel doors. Karen seconded. All in favor.

6. Homeowner of #55 has concerns about the large bush growing behind the unit and he showed it to Gillaspie when Dave was out grinding stumps and Dave told him that it appears to be growing into the irrigation along with the foundation of the unit. Homeowner wanted to make you guys aware of this.
Discussion: Board requested that homeowner send a picture. Sam will request a picture from the owner.
7. Homeowner in #28 stated that he had a bird fly into his dryer vent and while he was there removing the bird videoed another bird flying into #29's vent. He would like the board to address this issue.
Motion: Karen moved to make dryer vent covers homeowner's responsibility. Tommi seconded. All in favor.
8. Irie Tree Care is going to do an assessment and bid for pruning all the trees but is busy and will try to fit this in before the July board meeting.
9. McKenzie Commercial was able to get the trim installed at units 62-64.

5. Unfinished Business: None

6. New Business:

- A. **Tree Root Issues at #61:** Tommi has concerns with removing the tree roots because they are so big that it might kill off the tree all together. Erik suggest that the tree and root system be assessed by Irie Tree Care. Sam will have Irie Tree Care assess the tree and roots providing a bid per his recommendations. Sam will email the owner and let her know that the tree will be getting assessed and the board will decide per recommendations at the next board meeting.

Board requested that Sam follow up with Monica at American Family Insurance to see if the insurance will cover damage to owner's property from tree roots

- B. **Board Membership Development:** Tommi will draft a letter to homeowners and send to Sam about board membership and wanting to be on the board including the effects everyone without proper amount of board members.

Karen would like to see anyone that volunteers to be on the board that they start now instead of waiting for the annual election.

C. Update of Website: Karen had concerns because her and another homeowner tried to pull up the deck specs on the website and the background is black so you can't read them. Karen also had concerns that the approved meeting minutes are not being added on to the website. Sam will start adding the approved minutes to the website.

V. Architectural Committee: Erik went around with Mark, Tim and Kathy to learn the timers on the sprinklers. Erik stated that all the timers are set at the correct time and watering every other day. All timer boxes are now locked. Karen stated she doesn't think that units 7-12 have sprinklers turning on in the front. Karen stated that there is a manual valve that has to be turned on.

Sam will send Erik backflow device locations to be added to the map.

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 7:29 p.m.

(Transcribed by Samantha Williamson)