

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

June 11, 2020

Board Members/Sterling Management Representative present:

Erik Schirmer, President/Treasurer

Karen Romero, Vice President

Kathy Giesen, Board Member

Samantha Linam, Sterling Management Group

All in attendance via Zoom due to COVID-19

1. Call to Order:

Erik called the meeting to order at 6:14 p.m.

Approval of February and March 2020 meeting minutes:

Discussion: None

Motion: Karen moved to approve February and March 2020 minutes. Kathy seconded. All in favor.

Approval of February thru May 2020 financials:

February 2020 Financials:

Operating	\$ 38,974.57
<u>General Reserves</u>	<u>\$ 75,548.99</u>
Total	\$114,523.56
Delinquencies	\$ 1414.19

March 2020 Financials:

Operating	\$44,035.33
<u>General Reserves</u>	<u>\$76,677.11</u>
Total	\$120,712.44
Delinquencies	\$1,026.33

April 2020 Financials:

Operating	\$48,243.99
<u>General Reserves</u>	<u>\$77,793.62</u>
Total	\$126,037.61
Delinquencies	\$927.91

May 2020 Financials:

Operating	\$53,703.29
<u>General Reserves</u>	<u>\$78,904.37</u>
Total	\$132,607.66
Delinquencies	\$667.90

Discussion: Erik tabled the approval of February thru April 2020 financials until further review could happen.

Motion: Karen moved to approve May 2020 financials. Kathy seconded. All in favor.

2. Homeowner's Forum: Homeowners present: #39

#39 – Homeowner just wanted to hear about the closure of the pool.

3. Sterling Report:

1. Unit #06 has been reimbursed for pest control that was approved at January's meeting.
2. Unit #20 was given a patio violation on 03/13/2020.
3. JAS Construction brought back in the ½ down payment that was paid to him for the fence at 50-51.
4. Unit #60 was given a second violation for dog feces and unleashed dog on 03/13/2020.
5. McKenzie Commercial has completed the dry rot repairs, invoice was approved by Board and paid out.
6. Carlson and Strand Painting has the painting scheduled for pressure washing the last week of July this way weather is not going to be an issue with painting starting afterwards.
7. Chimney inspections were completed, invoice approved by board and has been paid.
8. Still have a pending bid from 2nd Chance Roofing and Chimney for the repairs needed at #48. They did state the requested information that the board requested, I emailed this to the board on 2/17/2020. Stan from 2nd Chance stated that because the material is not made any more to repair the chimney to where it is functional they will rebuild the sections that are bad with CMU block and wrap the chimney with matching siding to prevent it from looking bad with mismatched materials. Stan stated this is the most cost-efficient way. They do warranty their work for up to 2 years. Bid amount was for \$7800.
9. RI-KY did confirm with pictures that the carports were done and that the downspout at #43 was fixed. I also confirmed with the homeowner in #43 that the repair was done. Payment was made. Jack the crew supervisor will make sure all debris gets hauled off as before as well as being picked up from the ground and he will also make sure debris does not get blown onto patios.
10. I confirmed with Martin that the pool repairs were completed.
11. I confirmed with Evergreen Roofing that they inspected the roof at #38 in the area of the leaks and they had to clean out the roof drain boxes that are not being cleaned when the gutters and roofs are getting done and they also resealed the cap and vent flashing.
12. Spoke with homeowner in #06 and she said pest control put out 3 bait boxes for the rats back in May. They saw signs of the bait boxes being pushed around. Current as of today there has been no more signs of rats.
13. Homeowner in #06 stated that the fences are completed between her and #05, they have paid each of their portion to the contractor and if the Board accepts their request for partial payment of the HOA responsible part of the fences that the HOA can just reimburse them.

Motion: Kathy moved to approve the ACC requests submitted for fence replacement at #5 and 6. Karen seconded. All in favor.

14. Pool Closure: I spoke with Martin as well as with the Eva (pool committee volunteer) and the area of the pool is too small to comply with State guidelines. There must be 6-10 feet of social distancing between users and masks must be worn while not in the pool, this would mean a maximum of 3 people at time in the pool area. Not to mention the sanitizing practices, pool monitoring, signage as well as security and this would cause a financial burden to the HOA. Even if the State lifts all restrictions by August the pool takes 2 weeks to open chemical wise and it would be to the time frame of closing for the year.

Erik requested Sterling draft an email to homeowners regarding the decision to keep the pool closed for the year. Kathy requested a letter also get posted on everyone's door as well.

15. I have pending ACC requests from #05, #06 and #71.

4. Unfinished Business:

- A. **Tree Removal by Pool Bid: Update** – Erik stated no need to move forward with tree removal because the pool is not opening and said this could be done in the fall or early winter.

Karen stated that the dead branch hanging over the deck on unit #1 needs to be removed at the same time.

Sterling will contact Happy Little Tree Care to let them know that the Board decided to postpone tree removal until late fall or early winter.

- B. **Chimney Repairs/inspection – Update** Erik would like Sterling to contact 2nd Chance Roofing and Chimney to find out why this unit was missed during their inspection and have them inspect the chimney and submit a bid for the necessary repairs.

Motion: Karen moved to approve the bid from 2nd Chance Roofing and Chimney in the amount of \$7800 for the chimney repairs at #48. Kathy seconded. All in favor.

- C. **Pool Closure – Update:** Discussed in the Sterling report.

6. New Business:

A. Requests for repairs from homeowners – ACC Requests: Discussed in the Sterling report.

Karen stated that the other outstanding request was from #7-8 to have the deck railing painted to the correct color. Board did not accept the bid from Carlson and Strand for \$1400 and requested Sterling to obtain two more bids.

B. Gutter cleaning vendor: Board discussed they would like to move forward with finding another vendor. Karen stated that she spoke to an employee of Cutting Edge and requested Sterling to get another bid from them for roof and gutter cleaning.

Erik would also like a revised bid from Easy Flow Gutters as well.

C. Board Member attendance: Karen stated that this is on the agenda because of Kyle not attending board meetings. She stated that Sam from Sterling pointed out that the bylaws state no removal of a director is effective unless the matter of removal is an item on the agenda and stated in the notice for the meeting required. Karen stated the board needs written resignation from Kyle.

Erik will contact Kyle.

The board determined that Kathy and Karen will be taking over leadership and Erik will remain as a member at large.

V. Architectural Committee: Kathy stated that #55 verbally requested to replace the existing fence around the downstairs patio. Board approves the request.

Kathy stated that the fence at #45 need replaced. Sterling reported to the homeowner that these get replaced at the time the unit is painted. This fence is homeowner's responsibility not the HOA's. Sterling will contact homeowner to let her know that the fence replacement is her responsibility.

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 6:47 p.m.

(Transcribed by Samantha Linam)