

**New Oak Park Townhomes Association
Board of Directors Meeting Minutes
July 13, 2015 7:00pm**

Board Members: Donna-President, Kathy Giesen, Kelly Seeley with Sterling Management

Homeowners: Sonja #37, Karen #9, Brandon #25, Bill #47

I. Call to Order

1. Donna called meeting to order at 7:02 pm
2. June 8, 2015 minutes approved
 - i. #37 Homeowner asked about her AC Request; Kelly stated she needs to submit a form for Board review. Board asked to add #37 request for an AC installation to the minutes.
3. June Financials approved
 - i. Operating: \$8483.74
 - ii. Money Market: \$119,180.41
 - iii. Total: \$127,664.15
 - iv. Delinquencies: \$2978.13 Approx. $\frac{3}{4}$ of delinquent amount belongs to 2 units.

II. Homeowners Forum

1. Karen requested status of gutter painting. Board did not know there 7-12 had not been painted and Kelly will request vendor to complete.
2. Sidewalk Repair status.
3. Karen spoke to Garbage dumpster problem and feels there is one individual throwing a large black trash bag over the gate and not placing in dumpster. Kathy said she doesn't think it's one person because another homeowner reported that a white bag was being thrown. She suggested an idea she has for a remedy that Board will consider that consists of a chain link fence around the enclosure. Sterling will call Royal Refuse and see if they can do the same thing as is done with other enclosure that is partly enclosed.
4. Karen has great concern with landscaping. Donna advised her to send email to Sterling with landscaping requests. Front yard irrigation is still not coming on. Kelly stated NLS has been asked several times to fix this. Donna said if it doesn't get done, we will go to management.

5. Karen asked about roof cleaning. Donna replied saying the Board spends \$10,000 a year on roof cleaning. Karen has concern of branches over chimneys.
6. Karen had Comcast cable upgraded at her unit and to her building.
7. Sonja thanked for the sidewalk boards being replaced.
8. Sonja took down arbor and stated it was not connected to the fence but the fence will fall over. There is a large part that needs to be cut apart and hauled off still. Sonja will work on getting that done and asked for some more time.
9. Bill asked if Board will require owners to stain fences so they don't deteriorate.
10. Bill referenced a letter that was mailed to owners from Charles. The question was raised as to why doesn't he step in and help instead of complain.
11. Bill requested there be red bark dust throughout the complex to raise aesthetics.
12. Bill noted there is a sac by the mailboxes of bags for people to pick up dog droppings however people are putting the filled bags back in the bag which is drawing bugs. He requested a trash can but Donna stated the trash can that was just purchased for the pool was stolen.
13. Bill has concern of gutters and downspouts being so clogged up. Says his fascia board is rotten and needs replaced. Kathy says the roofer says it isn't all rotten according to their inspection and there is a product that can be painted on to stop any dry rot that has begun. The fascia board cannot be replaced until the roof is replaced as it will compromise the membrane.

III. **Sterling Report**

IV. **Unfinished Business**

1. Sidewalk Repair: Banyan is pouring the sidewalk this week. Root is dug out.
2. Gutters and Downspouts: Kelly will ask DDJ to take care of Evergreen report items instead of regular maintenance and ask them to use a hose down downspouts. Going to keep pursuing Devine for repair suggesting for #37/74
MOTION: Kathy moved to approve the 68-73 repairs to be schedule prior to painting. Donna seconded. Unanimous
Sterling will schedule approved the bid with Devine for \$588 prior to painting begins.
3. Flyers of painting checklist will be posted on doors asking homeowners of buildings being painted get ready for painters. Kelly W. and Dormans Construction is done with all dry rot repair. Colors have been chosen.
4. Garbage/Recycling: Kelly had an idea that instead of a large dumpster you put individual cans in the area. This might be easier for homeowners to lift lids and get them to throw garbage in the cans. Not sure if it would cost homeowners more. Kelly will look in to cost options. Kelly re-distributed signs that were designed. Can make 11x18 signs for inexpensive. One design was chosen and

will be printed. Board decided to move forward with the light on unit #30. Kelly will get electrician scheduled to get motion light installed and lamp next to dumpster repaired if necessary. Kelly will call Royal Refuse about installing an enclosure

MOTION: Kathy moves to have an electrician install a motion light and repair the light pole next to dumpster. Donna seconded. Unanimous.

5. Website update: have 17 homeowners registered. Kelly suggested putting the pool gate code on the website instead of sending an unsecure email.
6. Keyless entries have been installed on bathrooms. The deadlock is for Board control only. Kathy said one is loose and Kelly W. needs to fix.
7. Kelly will confirm that chimney painting will be on schedule with Fitzpatrick. Kelly will also ask them for a schedule of painting.
8. Kelly will check with Kelly W about pressure washing curbs at units 7-12. Kelly thinks Kelly W treated the moss instead of pressure washing it. If Kelly W does want to pressure wash, Karen will post notices to homeowners so they do not park in the spaces.
9. EWEB did backflow testing
10. Appearance of Rental properties. #8 front looks ok but backside has issues. #10 siding is rotting from previous flower boxes. #8 is not a rental. #10 and #8 decks need to be cleaned up. Pictures will be sent to Kelly.
11. Street Sweeping – Table
12. Keyless locks were installed on bathroom doors and pump room. Codes for the bathrooms will be posted on website and pool attendant after confirmation of resident status, code will be given.

V. New Business

1. Pool monitoring – 3 violations from State inspector. Martin was there at the inspection and is aware of all violations. Mostly occurred due to the heat, number of people in the pool and timing of inspection as he just treated. Martin is fixing ladder. Board has also hired 2 temp people to monitor usage of pool from 11-7, M-F. Logging usage, confirming residency, cleaning bathrooms, checking water 4 times a day. Board made the decision to hire a monitor as there was not any volunteers to test the pool chemicals and because people were using the pool who did not live in the community. Discussion of necessity of this expense. If volunteers step up, we can reduce or eliminate this expense. Board will re-evaluate after a couple weeks.
2. Repair downspout at #47. Divine gutter will repair downspout and a report was given by Evergreen.

3. #56 has a property management company and they have been in contact with residents. Residents seem to be behaving better.
4. #26 who is living there? Kelly will confirm.
5. Time to update directory with all of the new owners and/or tenants
6. Garbage can at pool was stolen, tree taken out of the ground or NLS dug it up that Kathy and Donna purchased a couple years ago and now tree is gone, flowers at entry sign were randomly pulled up.
7. Pest Control – Board is paying \$185/month \$1110 spent to date with Sprague. Owners and Board members have noticed the workers are not spraying thoroughly. There is a lot of spiders this year. Some owners have requested them not to spray their unit. Board needs to know who has made this request so if their unit gets carpenter ants, the HOA will not be responsible for damage. Kelly will review contract and reach out to Sprague about service.
8. Diane Krause has resigned from the Board. Karen Romero and Brandon Cohare were both appointed to the Board. Kelly will send both of them the Sterling Management contract.
9. Board would like Vicki to continue with minute taking.
10. Next meeting August 10, 2015.
11. A black and white dog is pooping behind #60 & #61.
12. Owner of #61 had deck reaffixed to middle divider. #60 needs to replace their deck and the Board needs to issue a letter and requiring it to be repaired due to a safety hazard.

VI. Architectural Committee

1. #51 two new decks form submitted.
MOTION: Kathy moved to approve two new decks on #51 built according to deck standards. Donna seconded. Unanimous.

Meeting adjourned 9:00 pm.

Next Board Meeting August 10, 2015 at 7pm. Held at Oak Park Recreation Room