

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

July 08, 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 6:04 p.m.

Approval of June 2019 meeting minutes:

Discussion: None

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

Approval of June 2019 financials:

June 2019 Financials:

Operating	\$ 43,939.89
<u>General Reserves</u>	<u>\$ 75,490.99</u>
Total	\$119,430.88
Delinquencies	\$ 298.85

Discussion: None

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

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

Discussion: Erik recommended to hold off due to painting and roof patching expenses. Board requested that this be removed from the agenda.

2. RI-KY – Overview of gutter, downspout and roof cleaning:

Brian Richards Maintenance Project Manager for RI-KY came to discuss the roof cleaning. He stated that there were 22 patches needed on the flat roofs. These were \$250.00 a patch. In the future the cost will be cut in half to \$125.00 and the crew will come prepared to patch and make repairs.

Tommi asked about the discoloration on the roofs if they were due to the trees overhanging. Brian stated it's not so much the trees, as it's how long the debris has been sitting on the roofs.

Brian stated that the trees should be cut way back from all the buildings as this will help with the roofs and gutters tremendously.

Karen asked Brian his recommendations on how many times a year cleaning should occur. Brian stated once a quarter (4 times a year). Karen asked if the HOA trimmed back the trees if this would decrease to 3 times a year. Brian stated not with the conifers because they shed year around but that the tree trimming will help decrease the punctures in the roofs.

Karen asked about the moss treatment if this was included in the proposal. Brian stated that the moss treatment was applied everywhere that it was needed on all roofs and mansards. This initial trip the pitched roofs didn't need any moss treatment, but all the mansards were done.

Karen stated the only issue she saw was that on her building all the ductless heat pumps were covered with debris. Brian apologized and stated that this won't happen again that it's not normal for this to occur and he will bring it up in their next staff meeting.

Tommi asked about raising the flat roofs to a peaked roof. Brian stated this is expensive to do as the HOA would have to have an engineer out. Brian stated that it is also weakens the structural integrity of the building.

Karen asked if the patch work is warrantied. Brian stated that he doesn't think so but will ask the owner of the company. Karen asked how long the patches will last. Brian stated the patches will last forever.

Karen asked about gutter screens and if these would help. Brian stated with the fir trees they will collect on top of the screens and clog the screens and cause other problems. Brian recommended to put screens on all the gutters if they haven't had any issues with the ones that already have them.

Karen asked if the downspouts are getting cleaned. Brian stated the downspouts are not being removed from the building, they clean as far down as possible and will not blow them out because clogging will occur at the elbow.

Karen asked if most of the holes were on the garages. Brian stated that they were all over the property.

Motion: Karen moved to approve the new RI-KY proposal of roof and gutter cleaning with moss treatment as needed three times a year effective November 2019. Tommi seconded. All in favor.

3. Pool committee: No committee members present.

Erik mentioned he has attempted several times to contact the Hayward Representative and has been unsuccessful.

Erik stated there might be an internet connectivity problem.

Karen stated she spoke with Eva and the reports are still sporadic as before. Karen stated that the pool might have to be shut down until this problem is solved.

Erik will follow through with trying to resolve the issues.

Erik pulled up the reports during the meeting on Haywards website and it appears that the data is there.

Board requested Sam to contact Eva to let her know they pulled the reports and they look fine. Board wants to know how many times the reports are being pulled.

4. Homeowner's Forum: Homeowners present: None

5. Sterling Report:

1. Downspout at 59 will be done this week. Also, Jonathan is doing another bid for this unit because he found some more repairs that are needed.
2. Carlson and Strand emailed me this morning and the phase of painting is complete. I also confirmed they will install the new unit numbers in the morning.
3. Still waiting for the bid from Aaron at Emerald Valley Backflow on repairing the cracked shut off valves.
4. Stumps over by Eva's are complete.

5. Unfinished Business:

A. Tree root issues at #61:

Motion: Karen moved to approve the bid from Irie Tree Care to removal, stump grinding and cleaning up the debris of the fir tree at #61 in the amount of \$1165.00. Tommi seconded. All in favor.

Sam will let the owner of #61 know that the tree will be removed but no patch work or repairs will be done until the roots start rotting.

B. Board membership development: Board brainstormed more ideas for the homeowner letter. Tommi will get the final draft out to the rest of the board for approval to mail.

C. Update on website: Board discussed ways to simplify the website with non-dated materials (except minutes and agendas) so that it is correct and easy to figure out.

Paint colors need to be updated as well. Suggested uploading the color palate that Carlson and Strand provided.

6. New Business:

A. Sprinkler Timers: Sprinklers go every day in some areas. Erik has reset several times and they still reset themselves. The timers do keep the zone sprinkler time just not how often to turn on.

Karen suggested getting someone out to problem shoot the issues, so the board know what the issue is really.

Motion: Karen moved to have an irrigation company come assess the timers and figure out the issues so they can be fixed. Tommi seconded. All in favor.

Sam will contact Mark at Landmark. Erik will also check with Mark as well.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Erik adjourned the meeting at 8:00 p.m.

(Transcribed by Samantha Williamson)