

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

July 9, 2020

Board Members/Sterling Management Representative present:

Kathy Giesen, President/Treasurer

Karen Romero, Vice President

Erik Schirmer, Treasurer/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 4:15 p.m.

**Approval of June 2020 meeting minutes:**

**Discussion:** None

**Motion:** Kathy moved to approve June 2020 minutes. Erik seconded. All in favor.

**Approval of February thru April and June 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

**June 2020 Financials:**

Operating	\$60,524.11
<u>General Reserves</u>	<u>\$70,340.41</u>
Total	\$130,864.52
Delinquencies	\$1,253.69

**Discussion:** Board did not receive February and March 2020 financials, Sam from Sterling emailed them during meeting. Karen asked Sam if she was aware of anymore large invoices still needing to be paid. Sam stated that large invoices get inputted into the system and sent for Board approval, once there is Board approval it pushes the invoices out for payment.

**Motion:** Erik moved to approve February thru April and June 2020 financials. Kathy seconded. All in favor.

**2. Homeowner's Forum: Homeowners present:** None present

**3. Sterling Report:**

1. Carlson and Strand will start pressure washing to prep for painting on July 27<sup>th</sup>. I will email and text homeowners as it gets closer.
2. Unit 5 and 6 have been reimbursed for part of the fence that was approved by the ACC Committee and the Board agreeing to pay for that portion.
3. I sent the signed approved bid for #48 and #50 Chimney repairs back to 2<sup>nd</sup> Chance and they have scheduled this work for July 22<sup>nd</sup> and all work will be completed that week. I have notified the homeowners.
4. Have pending bids from Easy Flow Gutters for \$17,018.00 and Cutting Edge for \$6,600 without debris removal.  
Karen stated after discussing Cutting Edge with Sam at Sterling the HOA has used this company before and was not satisfied, Karen requested that they be removed from the list of vendors.

**Motion:** Erik moved to approve the bid from Easy Flow Gutters for gutter cleaning. Kathy seconded. All in favor.

**4. Unfinished Business:**

A. **Gutter Cleaning Vendor – Update:** In Sterling report.

**B. Units #40, 41 & 69 – Update:**

**#40** – Kathy stated that the wisteria needs to be trimmed and the ACC Committee decided that it is owner responsibility due to owner planting it. Tim volunteered to do the work. Owner was grateful.

**#41** – Kathy stated that the owner expressed concerns that the gutter is overflowing to Kathy and it is coming into the garage. Owner asked if he could clean his own gutters. Kathy gave him permission.

**#69** – Kathy stated that the previous owner needed paint codes. Sterling gave her the paint codes.

**C. Railings at #7-8 – Update:** Karen stated the Contractor is ready to get the lower deck to match the upper level deck and wants to know if he has permission from the Board to go ahead with the work. Board approved for the contractor to start.

**D. Fences at #45 & 55 – Update:**

**#45** – Karen stated that the owner has had the white lattice removed from the top of the fence. Owner did not have the lattice removed from the gate or the portion that is HOA responsibility.

**#55** – Karen stated that she spoke with the owner and he understands that the HOA pays for the divider fence and he is responsible for the rest of the fence.

**E. Chimneys – Update:** Kathy stated that it was brought to her attention that #08 changed their chimney to 8’ instead of a standard height in 2008 this particular owner at that time did this without permission from the ACC Committee or the Board and paid for it themselves. The HOA should not pay to have this chimney returned to standard height.

Kathy suggested we ask the current owner if she would just like to have the fireplace and chimney removed.

Karen stated that the current owner needs to be made aware that from inspection of the chimneys it was brought to the attention of the board that this chimney is not up to fire code and not to use her fireplace. Sam at Sterling will send owner notification.

**6. New Business:**

**A. Unit #25 Entry Way Flooding:** The ACC Committee went over to look at the entry way and determined the piece of concrete in front of the door slopes both down and toward the door. It is 1” lower at the corner by the door than on the other side. The ACC Committee recommends to jack hammer out all three sections of the concrete and repour so that it slopes away from the door. Tim suggested removing the section closest to the door and putting a grate between the two sections. Owner did not seem this was feasible due to concerns of someone having shoe issues on the grate.

Sam stated that American Concrete will out this week to look at this entry way and submit recommendations and a bid.

- B. Unit #74 Issues:** Kathy sent a letter addressing all of homeowner's issues and concerns that she has been emailing to the Board. Homeowner accepted the Board's response and apologized.
  
- C. Carport Lighting:** Karen stated she would like to get a bid for lighting to be installed on the carports due to all the vehicle break-ins and vandalism that has been going on.

Erik suggested to mention to owner's they are welcome to mount solar powered motion lights on their part of the carport. Erik stated he installed one on his garage and they work great and the cost was \$30 at Costco.

Karen stated this option would be much more cost efficient and would like to see one installed and see how it works.

Kathy stated she will pick one up from Costco when she goes, and have it installed over by Karen so she can see how it works out.

Erik also stated that if the Board is thinking about putting up security cameras then there is no need for the security lights because the cameras have motion sensing lights in them.

**D. Security Concerns:** Discussed in Carport Lighting

**V. Architectural Committee:** Discussed throughout the agenda.

**VI. Announcements:** None

**Adjournment:**

Erik adjourned the meeting at 5:07 p.m.

(Transcribed by Samantha Linam)