

**OAK PARK TOWNHOMES ASSOCIATION**  
Board of Directors Meeting  
August 12, 2019

Board Members/Sterling Management Representative present:  
Erik Schirmer, President/Treasurer – via Skype  
Karen Romero, Vice President  
Tommi Drake, Secretary  
Samantha Williamson, Sterling Management Group

**1. Call to Order:**

Karen called the meeting to order at 6:00 p.m.

**Approval of July 2019 meeting minutes:**

**Discussion: None**

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

**Approval of July 2019 financials:**

<b>July 2019 Financials:</b>	
Operating	\$ 23,929.09
<u>General Reserves</u>	<u>\$ 76,440.20</u>
Total	\$110,369.29
Delinquencies	\$ 2,333.16

**Discussion:** Majority of the delinquencies are from the ACH cancellation.

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

**2. Jonathan from Easy Flow Gutters:** Jonathan introduced himself as the owner and operator of Easy Flow Gutters. He explained that his company does gutter/downspout cleaning, repairs and replacements along with pressure washing, fascia board replacements and roof debris clean-up.

Jonathan went over gutter screens and his recommendations. He doesn't recommend installing screens in the gutters as they still allow debris to get down in the gutters, they grow moss which weighs down the gutters and collapses the screens and cause clogging. They do not stop the needles from getting in the gutters and downspouts. He does however recommend installing the screens that sit down inside the top of the downspout. He does install the downspout screens when he does replacements. He recommends that gutters and downspouts get cleaned twice a year during the fall and summer. Oak Park probably needs three times a year.

Jonathan explained that when he did the gutter replacement piece at unit #9-10 the screens were collapsed down in the gutter.

Jonathan stated while he was replacing the downspout at #59, he noticed that the moss build-up in that area is bad and needs special attention and mentioned that he can also do a bid for pressure washing throughout the property as well. He stated he usually charges by the hour but can also bid it by the job after he does a through walk thru of the property.

Jonathan explained that he would do an initial cleaning – which would be all gutters, roofs, flushing downspouts and installing the downspout screens.

Fall cleaning would consist of removing debris from gutters, downspouts and roofs with moss removal.

Spring cleaning would consist of gutter, downspout and roof cleaning. Would also replace all the downspout screens.

**3. Pool committee:** Eva stated that the testing is consistent now. Eva stated if there are issues with the daily test results, they immediately call Martin. Erik stated that he has been unsuccessful with getting the Hayward Representative to respond.

Discussion regarding rowdy kids at the pool and non-residents gaining access to the pool. Erik suggested that the HOA needs to install key coded locks on the gate and with every season of the pool opening this code gets changed.

Homeowner in #61 suggested installing security cameras.

Homeowner in #71 suggested making key tags that must be on them when using the pool to verify which unit they are from.

Gate needs adjustment again.

Sign at the pool is incorrect it says 2 people and it should be 4.

**4. Homeowner's Forum: Homeowners present: #06, #25, #33, #39, #62, #67 and #71**

#71 – Stated she is here to learn about the HOA, what the board does and is willing to serve on the board.

#33 – Stated he is here to meet the board, learn about the HOA and is also willing to volunteer to be on the board.

#06 – Stated that it is nice to see people stepping up to be on the board and she is a pool volunteer. No issues.

#25 – Stated she is a new homeowner and just wants to get familiar with the rules and regulations because she has never lived in an HOA before. Karen stated the best way to learn the HOA is to read the bylaws and look through the welcome packet.

#39 – Stated he would never want to be a board member but does a lot around the HOA and if anyone ever has any questions or issues come up to come and ask, he is willing to try and help. He also mentioned that the oak tree near the pool is really lifting the pool deck.

#62 – Stated she is glad that the fir tree was removed, stump grinded and all the debris was cleaned up. She asked if she was able to re-plant another tree in that location.

## 5. Sterling Report:

1. Downspout at 59 is complete.
2. Tree removal, stump grinding, and debris clean-up is all complete. Issac even replaced a broken sprinkler head that got damaged. Just to let everyone know that Issac closed his tree removal business down as he is sub-contracting as a climber now for other tree removal businesses.
3. Janitorial called today to report the last two weeks the toilet paper and paper towels have been took from both men's and women's restrooms. Someone also took the toilet paper roller from the men's restroom. He stated that that area with the ping pong table was very messy as well. There has been crushed food all over in the sauna and the shower drain in the women's bathroom has been clogged with paper towels.

### 4. Unfinished Business:

- A. **Board membership development:** Discussion moved to after the meeting.
  
- B. **Update of website:** Karen asked Erik what has been done to get Sam at Sterling up to speed with being able to keep the website updated. Erik stated that he created a new log in and sent to Sam but hasn't had a chance to meet up with Sam to teach her how to download documents onto the website yet.
  
- C. **Sprinkler time update:** Erik stated that he has the key to the timer boxes because of having to go change the timers due to them resetting themselves all the time. Erik doesn't think that anyone is messing with the timers, he believes it's the timers malfunctioning.

Board requested that Sam find a irrigation company to figure out the timer issues along with getting irrigation set up over by Bond.

## 6. New Business:

- A. **Motion light at #22-23: Tabled**

- B. **Pool issues:** Discussed during the pool volunteer section.
  
- C. **Sprinklers on Bond:** Tim stated there is no water running to Bond where JC Landscaping installed the new pipe.

Tim stated he took apart what JC Landscaping did, and the pipe was busted. He hooked up a hose and sprinkler to water the berm.

Tim stated that JC Landscaping can't find the source to tap into to hook-up the system.

Karen suggested having an irrigation company come assess the system along with other areas throughout the HOA that doesn't have irrigation.

- D. **Paint choices with existing decks:** Karen stated there was some miscommunication going on about what color should be used. Many are very different for example units #7, 8 & 12. Karen suggests we go to the company that branded the colors and get a new list upgraded.

**Motion:** Karen moved to approve to have the decks at #7 and 8 to be repainted by Carlson and Strand at the HOA expense. Tommi seconded. All in favor.

**Motion:** Karen moved to have Carlson and Strand to choose the proper color for the decks to closely match the cedar stain color in paint. Tommi seconded. All in favor.

- E. **Privacy fence reimbursement for #10:** Karen stated that the homeowner is asking to be reimbursed for the cost of the bottom privacy fence. This came about from when the tree fell during the snowstorm and caused damage to the upper corner of the top deck. The homeowner decided to have the bottom portion replaced at the same time.

**Motion:** Karen moved to approve the reimbursement to the homeowner for the bottom portion of the privacy fence. Tommi seconded. All in favor.

**V. Architectural Committee:** None

**VI. Announcements:** None

**Adjournment:**

Karen adjourned the meeting at 7:37 p.m.

(Transcribed by Samantha Williamson)