

**OAK PARK TOWNHOMES ASSOCIATION**  
Board of Directors Meeting  
August 27, 2020

Board Members/Sterling Management Representative present:

Kathy Giesen, President

Karen Romero, Vice President

Eva Valencia, Board Member

Samantha Linam, Sterling Management Group

All in attendance via Zoom due to COVID-19

**1. Call to Order:**

Karen called the meeting to order at 6:02 p.m.

**Approval of July 2020 meeting minutes:**

**Discussion:** None

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

**Approval of July 2020 financials:**

**July 2020 Financials:**

Operating	\$64,664.99
<u>General Reserves</u>	<u>\$71,380.13</u>
Total	\$136,045.12
Delinquencies	\$ 2,288.29

**Discussion:** None

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

**2. Homeowner’s Forum: Homeowners present: #05 and #06**

### 3. Sterling Report:

1. Chimney at #48 has been completed, still needs painted.
2. Gutter, roof, downspout cleaning has been completed along with necessary repairs and downspout screens installed.
3. Carlson & Strand have finished painting the units.
4. Homeowner concern from #51 that the support beams and posts were not painted, and that one unit is painted the red color.
5. Homeowner in #45 wants to start up a neighborhood watch committee and install signage throughout the property.
6. The homeowner that lives on Piper Lane is still wanting to know when the laurel is going to be cut down.
7. The new owner that purchased #03 (email sent on 07/14/2020 and forwarded to the board) has concerns from the inspection report. Two exterior faucets that are leaking, downspouts need to have an extension added to take water away from the foundation, missing shingles on the garage mansards, dry rot on the south side of unit near the brick, chimney issues and the mail box lock is loose.
8. 2<sup>nd</sup> Chance Roof and Chimney has completed the strapping of the chimney at #50 and they emailed and said that their painter is no longer around and that if the Board can't find someone to paint the chimney at #48 for under \$2,000 to contact them and if paint is provided they might be able to help.
9. Happy Little Tree Care contacted me and they are wanting to know if the tree removal by the pool is still on the schedule for Fall and would like to know what option the Board wants to do so they are equipped with the correct equipment. Board requested that #01 tree branch that is overhanging the deck and roof gets cut at the same time as the tree removal.
10. Concrete repairs at #25 are completed.

### 4. Unfinished Business:

- A. **Railings at #7-8 – update:** Karen stated the railings at #7-8 are still unfinished because the contractor is having a hard time getting a color match to the upper deck railing stain.  
Eva stated that pressure treated wood comes in all different colors and it becomes hard to match.  
Kathy thinks the earth brown color would match and look fine.  
Eva stated the supports could be the earth brown color, but the pickets will have to be as close as possible to the upper deck.
- B. **Unit #25 entry way flooding – Update:** Discussed in Sterling Report.

- C. **Additional Carport Lighting – Update:** Karen stated the test light that was installed on the carport by #09 works great.

Karen stated that Tim volunteered to install two of the same motion lights per carport at no cost.

Sam suggested that these same motion lights be installed on the clubhouse as well.

**Motion:** Kathy moved to approve the installation of the motion lights from Costco for \$40.00 a piece on all carports. Karen seconded. All in favor.

- D. **Chimney repair at #50 – Update:** Kathy stated that the contractor from 2<sup>nd</sup> Chance Roof and Chimney stated that this chimney was not leaning as bad and only required two straps. Contractor also stated the problem with the chimneys is they are built on a different slab than the unit. He stated that ongoing maintenance of the chimneys would prevent deterioration of the existing material.

Eva stated that her and Dottie use Perfect Partners and they come out and remove all moss build up from the cap and crowns, caulk all the cracks and then they put a water resistant seal over the brick. Eva stated this last about 5 years on existing masonry. The work must be done in hot weather, so the brick absorbs the product. Eva stated the cost is between \$160-\$180.

Kathy requested Sterling to re-send the 2<sup>nd</sup> Chance Roof and Chimney inspection report to the Board.

Karen stated she thinks that a reminder notice should go out to the homeowners reminding them to do routine dryer vent cleanings as well as chimney maintenance.

- E. **Tree removal by pool:** Eva asked about the company coming back that cut the wrong tree down because she thought they would come back and remove the right tree at no costs.

Sam stated that the bid that was approved by the Board stated the exact tree that was removed so they will not come back and remove the one by the pool at no cost.

Kathy stated that there is a new arborist now with a new bid.

**Motion:** Karen moved to approve the Happy Little Tree Care bid for option 1 full removal and disposal of all wood chips, wood from property and stump cut flush with ground for \$2400.00 with option 4 of stump grinding for an additional \$450.00 along with the tree branch at #01 that needs to be taken care of. Kathy seconded. All in favor.

**6. New Business:**

**A. Neighborhood Watch Committee:** Karen stated that Neighborhood Watch Committees take a lot of work. She stated that she does not want a bunch more signs put up around the property.

Eva stated that there used to be a neighborhood watch committee at the HOA and it didn't last long.

Board requested before they agree to this committee they want an outline from the homeowner in #45 that is willing to set up the committee of how the committee is going to work, be organized, formed, how all 74 units will be covered and exact locations of signs.

Sam at Sterling Management will contact the homeowner and request this outline.

**B. Painting of Chimney at #48:** Sam at Sterling is obtaining two more bids, one from Checkmark Painting and another from 2<sup>nd</sup> Chance Roof and Chimney.

**C. Easy Flow Gutter Invoice:** Sam stated that all additional work besides what is on the original Board approved bid needs to come through Sterling first to be distributed to all Board Members to be approved before work is done.

Kathy stated there was an additional \$6,000 worth of work done in addition to the original bid. Kathy stated that Jonathan walked around with her and showed her only one downspout he had changed and said that it was a needed improvement.

Sam stated that I requested additional items of work done, what units and how many crew members and hours worked to justify the \$6,000.

Karen stated that there should be clause on the bid with a dollar limit allowed before approval on additional work.

**D. Clubhouse Cleaning and Garbage:** Kathy stated that janitorial is still coming. She stated that the garbage has been dumped and the toilet paper refilled.

Karen stated that the clubhouse should not be open due to Covid.

Kathy asked Sam what she thinks about the clubhouse being closed. Sam stated yes it should be closed.

Kathy asked if the Board wants to close the clubhouse.

Eva brought up the vendors working onsite use the bathroom in the clubhouse and that needs to be thought about.

Karen stated we will put this back on the agenda next month and not decide tonight.

**E. New paint color for decks, fences, beams, and posts that have not been converted to cedar:**

Karen stated that there are so many items involved that effect finding the right paint match.

Kathy stated this was put on the agenda because she built new decks and painted her supports the color that looks like cedar.

Kathy asked does the Board need to approve all new decks built.

Sam stated that it goes back to the ACC Request being approved for work to be done and it states that the ACC Committee will come back to do a final approval.

**F. List of inspection items from homeowner in unit #03:** Sam read off the list of items in the email from homeowner.

Karen asked if Sterling Maintenance could do some of these items. Sam stated that maintenance could do the leaking faucets, downspout extension and the mailbox lock.

Kathy asked what Sterling charges, Sam stated \$39.50 an hour.

Kathy stated she would like to go over with Tim and talk to the homeowner and look at these items.

Sam will send notice to the homeowner in #02 about the unsecure gas lines that run under #03's deck. Homeowner needs to contact NW Natural and have them come secure these lines.

Sam will ask 2<sup>nd</sup> Chance Roof and Chimney about #03's chimney as nothing was noted on their inspection summary.

- G. Rat Issues:** Homeowner in 72 emailed Sam at Sterling regarding seeing rats around her unit and coming from the laurel. Kathy stated that homeowner showed her the droppings and where she has seen them running.

Board requested Sam to contact Sprague Pest Control to put out 3 bait boxes along the laurel by #72.

- H. Laurel Trimming:** Kathy stated that she has talked to Juan numerous time regarding the trimming of the laurel and that he would have to do this job on a Saturday and the work is still not been started and the neighbors to the HOA are complaining.

Kathy suggested hiring someone else to do the work.

Karen stated that she would like Sterling to contact Juan and push him to get this done.

- I. Lamp Post Issues:** Kathy stated that the post by the mailboxes the lamp is tilted and coming off. She will talk to Tim and see if he can fix this.

**V. Architectural Committee:** Karen stated that the ACC request for #55's bathroom window is not approved, and the homeowner needs to provide contractor information along with specs.

Sam will contact the homeowner.

**VI. Announcements:** Karen asked Eva and Dottie if they are asking to be on the Board or the ACC Committee. Dottie stated that she will volunteer to be on the ACC Committee. Eva stated that she would be willing to serve on the Board until the end of the year as well as be a part of the ACC Committee.

Regular Monthly Board Meetings will be moved to the second Monday of the month at 6:00 pm.

Kathy stated the website needs to be kept updated as well. Sam stated that she will check with Rachel to see if she is still willing to do the website updates.

**Adjournment:**

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

(Transcribed by Samantha Linam)