

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

September 9, 2019

Board Members/Sterling Management Representative present:

Erik Schirmer, President/Treasurer

Karen Romero, Vice President

Tommi Drake, Secretary

Kyle Duyck, Board Member

Jessica Machado, Board Member

Samantha Williamson, Sterling Management Group

1. Call to Order:

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

Approval of August 2019 meeting minutes:

Discussion: None

Motion: Eric moved to approve August 2019 minutes. Jessica seconded. All in favor.

Approval of August 2019 financials:

August 2019 Financials:

Operating	\$ 29,235.11
<u>General Reserves</u>	<u>\$ 67,943.40</u>
Total	\$97,943.40
Delinquencies	\$ 846.96

Discussion: None

Motion: Karen moved to approve August 2019 financials. Kyle seconded. All in favor.

2. Pool Committee: Karen stated that Tim volunteered to put up all the furniture and signs when it dries out.

Martin was by to put the pool closed signs and the padlocked chain on the gates. He will be to finalize closing the pool on Friday.

3. Homeowner's Forum: Homeowners present: #25, #33, #52, #53, #65 and #66

#33 – Homeowner requested the official paint colors for the front door, trim and building. Sam at Sterling will send those to her. Homeowner asked about the 24-hour parking policy in the visitor parking. She stated that it looks like #34 has two parking spots assigned and asked if that was a possibility. Tommi said that this is a grandfathered in situation. Karen stated there is a possibility you could be towed if your vehicle is not registered with Sterling.

#25 – Homeowner wanted to know when they have a visitor what the process is. Sam stated if you go on Oak Park's website and fill out the visitor parking it will automatically email it to me at Sterling. Homeowner asked if she was gone for a few days and the person staying in her unit used her parking spot if they still needed to let Sterling know. Karen stated yes it would be a good idea to still register their car. Homeowner wanted to thank whoever turned the sprinklers back on. Homeowner also reported that the sprinkler by her front door is hitting her entry way and asked who I let know about these issues. Karen stated that you always want to contact Sterling. Homeowner also reported that carport S & T the water is overflowing out of the gutter.

#66 – Homeowner is worried about the general safety and all the crime happening on the property. Eric stated there was no evidence that there was a break in at the clubhouse but rather it appears it was someone with the code and a key. Homeowner reported that door doesn't always close on its own. Sam stated when you see strange behavior or break ins to please contact Eugene Police Dept. first and then contact me. Eric stated that #61 has footage of someone stealing his security cameras.

5. Sterling Report:

- Working with Kevin at Rexus and Oasis Irrigation on the irrigation system. Kevin did state for a property this size there should be at least a minimum of 20 zones and there are only 10 wired zones. He also stated that proper watering schedule should be at start up in the Spring 4 days a week: Sunday, Monday, Wednesday and Friday. He stated as the Summer progresses and days get longer and hotter there should be an extra day of watering added. Both companies have the map of the backflow, shut off valves and sprinklers and are currently working on getting me a bid.

Eric and Kathy stated that there are 50 zones in the park. Rexius only checked one timer box.

- Still receiving weekly emails regarding the clubhouse that I forward to the Board.
- Carlson and Strand probably won't be able to squeeze the repaint of the railing and privacy wall of the decks at 7 & 8 until October. I sent a reminder email to Nicole at Carlson and Strand for a schedule date.

1. Unfinished Business:

A. Sprinkler system concerns: Karen asked who is taking care of the sprinklers.

Kathy stated that her, Eric and Tim met with Mark from Landmark and everything was working great. Then the sprinkler over by #45 area got turned off.

Karen stated there needs to be a committee or a company that manages the irrigation.

Eric asked about the landscapers. Sam stated the Board pulled the landscapers off the irrigation. Sam stated that JC Landscaping will still re-adjust the sprinklers but will charge an additional fee for repairs.

Sam stated whatever irrigation company is hired to install irrigation and fix all the issues will also maintain the irrigation.

Karen asked when irrigation will be turned off. Sam stated in October.

6. New Business:

A. Shrub at unit 74: Eric stated the shrub that is in question is next to homeowner's entry way to her front door. He stated that the homeowner is stating the shrub is causing a safety issue because the needles the shrub lets off are slippery when they get wet. Homeowner stated to Eric that she would pay to have the shrub removed and replaced with something else.

Karen stated that the landscapers have been told not to maintain around her unit because she doesn't want them to due to issues.

Eric stated that before a decision is made, he wants to make sure that everyone is comfortable with legality issues of it being a safety issue.

Motion: Tommi moved to let the unit owner know that her landscaper needs to maintain the area for safety's sake as she has refused our landscapers access to the property. The shrub will not be removed, and her landscaper must maintain each week when working on her unit. Karen seconded. Vote was 3 in favor and 1 opposed.

- B. Timer in women's sauna:** Eric stated that his wife came over to use the sauna/shower one day and the bathroom and sauna area was baking hot. The timer seemed to be stuck on.

Karen went and set the timer to the sauna for 15 minutes to test it. Timer went off and the sauna shut off.

- C. New names for towing:** Sam stated that all I must do is contact Froggy's Towing and add names to the authorized towing list. Froggy's Towing only allows 2 additional board members in addition to Sterling.

Jessica and Kyle volunteered to be added to the towing list.

Karen suggested that Sam provide a vehicle list to Jessica and Kyle.

- D. Pool closing for the season:** Discussed during the pool committee section.

- E. Start list for upcoming budget meeting:** Karen wants the board to start making a list of what is needed for the budget.

Karen suggests more lighting around the clubhouse and security cameras.

Tommi suggests key card access to the clubhouse and pool and/or a gated community.

Karen said being a part of the Nextdoor App is a great place to find out what is going on in the surrounding neighborhood.

Karen suggest a security company being hired to patrol the HOA.

Motion: Karen moved to do research and obtain bids for security companies to patrol the HOA. Kyle seconded. All in favor.

#33 suggested checking into Securites – they used to patrol where she lived.

Eric shared that he installed a security lock. The lock was \$250.00 and can hold up to 100 codes that can be activated, deactivated and monitored through a smart phone. He also suggested installing cameras around the pool area and different areas throughout the clubhouse.

Karen wanted to know who will monitor the camera footage and locks. She would like to see a committee for these items as well.

Eric stated he would be willing to research prices on security cameras.

- F. Tree issues:** Karen stated she thought someone was supposed to assess the trees. Sam stated that was supposed to be Irie Tree Care, however, they are no longer in business.

Eric stated that he knows of a family business and he will get contact information to Sam.

Sam also suggested Gillaspie Tree Service.

#66 requested that The Farm be contacted to let them know the trees on their side need to be trimmed up as well they are hanging over onto Oak Park property.

Sam will contact Bennett Property Management and request that they trim these trees up.

Kathy stated the Architectural Committee would be willing to walk around with tree vendors.

V. Architectural Committee: None

VI. Announcements: Tommi requested contractor information that has built decks for other homeowners. Kyle provided Plueard Construction – Owner's name is Jeff Plueard. 541-914-3426. Jeff.plueard@gmail.com.

Adjournment:

Erik adjourned the meeting at 7:25 p.m.

(Transcribed by Samantha Williamson)