

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
September 14, 2020

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Board Member

Erik Schirmer, Treasurer

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 p.m.

Approval of August 2020 meeting minutes:

Discussion: None

Motion: Eva moved to approve August 2020 minutes. Kathy seconded. All in favor.

Approval of August 2020 financials:

August 2020 Financials:	
Operating	\$12,627.33
<u>General Reserves</u>	<u>\$71,381.34</u>
Total	\$84,008.67
Delinquencies	\$ 2,188.51

Discussion: None

Motion: Kathy moved to approve August 2020 financials. Eva seconded. All in favor.

2. Homeowner’s Forum: Homeowners present: None

3. Sterling Report:

1. Have not received a bid from 2nd Chance Roof and Chimney for painting the chimney at #48 yet. Also waiting on bid from Checkmark Painting as well.
2. Homeowner in #02 stated that she is waiting for a contractor to secure the gas lines because when she contacted NW Natural they told her they do not fix the lines and that there is no meter there so she doesn't think the fireplace has gas to it. She stated she will either have the contractor reattach or just cap off the lines and remove them. Eva stated that she spoke to the homeowner and there is no gas going to the unit, homeowner is taking care of it.
3. The homeowner in #45 sent me 2-page outline of how the neighborhood watch committee would work.
4. Sprague put out 3 bait stations over by #72 and they have not been back to inspect and give me a report yet.
5. I reached out to Rachel in #33 on 08/28/2020 to see if she was still willing to keep the website updated and I never heard back from her.

4. Unfinished Business:

- A. **Railings at #7-8 – update:** Karen stated that the paint samples were verbally approved after the board viewed. Homeowner is hoping that this can get done as soon as possible. Karen confirmed that the HOA will only be paying for the railing and the bid was for \$900. Homeowner knows this and if she has any additional work done it is at her own expense.
- B. **Additional carport lighting – Update:** Kathy stated that Tim went to Costco to purchase the security lights like the one that was installed to test out and they were out of stock. Tim did find a cheaper version at Home Depot and they are not as good as the ones from Costco. Karen suggested to check online ordering through Costco to see if they can be purchased that way. Kathy will check.
- C. **Tree removal by pool – Update:** Karen stated that she noticed the tree that is getting removed by the pool has a double trunk and she would like confirmation from Happy Little Tree Care that this whole tree will be removed.

Erik stated that when he met with Happy Little Tree Care they discussed removing the whole tree and the trunk splits three ways.

Kathy will take a picture of the tree for Sterling Management Group to send to Happy Little Tree Care to confirm that all the tree will be removed.

Karen also wants confirmation that the branch at #03 will also be removed at the same time.

Kathy and Tim will make sure this gets done.

Sam at Sterling Management Group will forward the contact information for Happy Little Tree Care to Kathy.

Sam at Sterling Management Group will also confirm with Happy Little Tree Care that the whole tree will be removed as well as the branch at #3 and when the work is scheduled for.

- D. **Neighbor Hood Watch Committee - Update:** Karen asked who was going to oversee getting this committee going.

Sam with Sterling Management Group stated that the homeowner's proposal requests Sterling to send out an email blast to all homeowners to initially recruit members.

Eva and Kathy stated that they do not want to be involved or oversee the committee.

Karen suggested that Sam at Sterling Management Group contact the homeowner and let her know that the board is not opposed to the committee but will not help set up or oversee the committee.

- E. **Painting of chimney at #48 – Update:** In Sterling report.

- F. **New paint color for decks, fences, beams, and posts that have not been converted to cedar – Update:** Eva stated that if it's bare wood the stain should be used and if it's paint going on top of the existing paint then the colors could be different shades.

Karen stated it is still unable to establish colors yet.

Erik asked if the paint is not matching on decks because they are painting over other colors.

Eva is willing to do the leg work to arrive at the proper paint colors.

- G. **List of inspection items from homeowner in #3 – Update:** Kathy stated that her and Tim have not been able to get in contact with the homeowner and we do not have email or phone number for the homeowner.

Eva stated that she sees the homeowner every once in a while and will be able to get her email and phone number along with telling her that the roof shingles will get fixed when the HOA can get to it but that it won't cause damage to the roof or leaks into the unit, the post office will not do anything about the mailbox locks and once the smoke clears up the ACC Committee will look at the leaky hose bib. Dry rot will be assessed once the smoke clears.

- H. **Chimney report:** Eva stated that she sent a long email to the board regarding her thoughts on the inspection report. She stated that when the crowns are cracked these run a huge risk of collapsing during the winter. Eva stated she thinks these need to be done before winter which consists of unit 1 and 45 the total cost being \$780 to do the repairs listed on the bid and for units 44, 52 and 57 the total cost being \$450 to do the repairs listed on bid. Eva thinks if the vendor will commit to not to exceed the bid price they should be approved.

Karen stated she thinks the rest of the bid needs to be in next year's budget on the need of how quickly these items need to be done.

Motion: Kathy moved to hire 2nd Chance Roof and Chimney to repair units 1 and 45 for a total not to exceed \$780.00. Eva seconded. All in favor.

Sam at Sterling Management confirmed with the board they are only doing 1 and 45. Erik stated that 44, 52 and 57 should also be done to prevent water leaking behind the siding.

Motion: Eva moved to hire 2nd Chance Roof and Chimney to repair the chimneys at 44, 52 and 57 for a total of \$450 not to exceed. Erik seconded. All in favor.

6. New Business:

A. Annual meeting preparation: Eva stated she requested this to be put on the agenda because of Covid getting worse.

Karen stated she has a friend that is on the board of the HOA she lives in and they are holding their annual meeting and will provide Karen with information on how they did it.

Sam with Sterling stated that she has an annual board meeting tomorrow via zoom and she will provide details on how it went.

Karen stated that a budget committee needs to be set up as well.

V. Architectural Committee: Karen asked about the request that #55 submitted for the bathroom window install. Kathy stated that the homeowner is aware that he is not able to do this.

Karen asked about the email that came from #57 regarding the fence. Kathy stated that she will take a picture and send it to the board.

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 6:50 p.m.

(Transcribed by Samantha Linam)