

NEW OAK PARK TOWNHOUSES ASSOCIATION
BOARD OF DIRECTORS MEETING
July 12, 2011

Meeting was called to order at 7:07 p.m. by President Kathy Giesen.

Board members present: Kathy Giesen, President; Donna Leudesdorf, Vice President; JoAnn Newton-Hester, Secretary; Diane Welsh, Member at Large.

Sterling Management representatives: Patti Lundeen and Bonnie Anderson.

Homeowners : Bill Blodgett, Unit #47, Ann Baker, Unit #58, Jan and Marcia Peterson, Unit #54.

Ann is #58

Minutes of previous meeting were approved as read.

In the absence of Treasurer Vickie Dell, Donna Leudesdorf gave the treasurer's report.

Operating fund balance: \$1,520.00; Reserve Account: \$137,830.40.

It was noted Secretary Jo Ann Newton-Hester will be unavailable to attend next meeting. Sterling will tape the meeting so the secretary can type the minutes from the tape.

OLD BUSINESS

A. Maintenance

I. Screening repair at unit # 60 will be done by Sterling maintenance.

2. Outside lights. Unit # 49 needs new ballast and unit #1 a new light. The lamppost light on the front sign needs a new bulb. The hired electrician found a tripped breaker at the clubhouse which restored service to the rest of the lights that were out.

3. The dry rot on units 24 and 26 storage closets will be repaired this summer during the dry weather.

4. The leaking outside faucets have all repaired except for units #49 and 55. Sterling maintenance with finish repairs.

5. The complex signage has been cleaned and repaired. Sterling will check cost of replacing the "NO TRESPASSING, NO SOLICITING" signs.

6. Sterling maintenance will remove the Comcast TV cable hanging from the roof of the clubhouse.

7. Sterling will give a bid to build a weather protective cover over complex mailboxes.

8. Clubhouse back door has been repaired with a new kick plate and weather stripping.

9. New self-locking gates for the pool have been ordered from Oregon Fence for a total of \$898.00. This was Board approved by e-mail.

10. CB Locksmith has replaced the lock on the clubhouse outside restroom door to now be self-locking. Other door locks to the clubhouse and maintenance rooms have been rekeyed to one key. Kathy will make a new sign reminding homeowners to turn off the lights and fan in the restroom.

11. Letter of complaint has been sent to unit #60 owner.

12. A new NOPTHA mailbox has been purchased and is ready for installation.

B. Complex Landscaping

1. Bark will be furnished for units #3 and #63.

2. The Board still plans a walk through to prioritize landscaping needs. Kathy will ask Thompson's to check areas around 15-23, 30-36 and #62 and give recommendation as to what could be done to improve the bald spots.

3. Thompson's has not begun any pruning or restoration work yet as Eric has been very ill. Kathy will contact Thompsons.

C. Directory

1. Kathy gave homeowner information updates for the directory to Sterling and requested that a couple more columns be added to include names of renters and e- mail addresses of owners. Bonnie will put it all together and furnish an update to the Board.

NEW BUSINESS

A. Pool and clubhouse issues

1. It was decided that Empire Janitorial should be rehired to clean the clubhouse monthly and remove garbage weekly. Sterling will contact Empire and set this up.

2. Pool violations noted were glass containers, alcohol, trespassing and excessive homeowner guests in the pool area. The Board discussed posting larger signs, doing walk through of the pool area at various times and asking pool volunteers to also help monitor activity at the pool.

3. Units #31, and #66 have requested new keys to the pool area. Sterling will take care of getting new keys made. Unit #39 has requested an extra pool key. It was noted homeowners are allowed one key per unit.

B. Carport Area Dumpsters

Member-at-Large Diane reported Royal Refuse will commit \$1,500 toward construction and set up of two refuse areas in the carport area of the complex if the Board will sign a two year contract. They could have the new system ready by September. Royal will figure costs of construction and relay the information to Diane this week. The cost of monthly service to carport homeowners will be divided equally and will be billed monthly by Sterling. Other homeowners in the complex will be able to use Royal Refuse as well.

C. Owner requests:

1. The maple tree by the fence next to unit #47 needs trimming;
2. The Pin Oak by unit #49 needs heavy pruning or removal. Cummings bid \$900 - \$1,000 for removal. Highland Tree Co. has bid \$450 for heavy pruning. Kathy will call Highland to find out best time of year to prune.

Kathy will call Highland to see best time of year to prune

D. Clubhouse Rental Request

The renter of unit #4 has requested rental of the clubhouse on July 30. Diane will let the renter know that the pool area is not part of rental agreement.

E. Irrigation update:

Kathy reported that a map of the irrigation system has been found so Thompson's now have a tool to help find where repairs are needed.

1. The roses on Norkenzie Rd. are not getting any water. Peter Herley at unit #73 has watered the roses for the past two years. Donna will check on this.

Peter is in #73

2. The front area between units #2 & 3 is not getting water.
3. Mailbox area is not getting water.
4. The sprinklers by units # 46, 52 & 53 are over-spraying.
5. Grass by unit #43 is drying - needs water.
6. The valve by unit #70 has been repaired.

F. Water usage.

EWEB will do a water usage audit at the end of summer. Thompson Landscaping will then evaluate whether it would be cost effective for the complex to consider a new irrigation system. EWEB recently raised their prices and we are going seriously over-budget on our water bill. The water bill covers all water used by the complex to include irrigation, car washing, laundry, dish washing, toilet flushing, showering, swimming pool, etc. Homeowners are reminded that the water bill is part of their homeowner's monthly dues and when costs go up, the only option to balance the budget is to raise homeowner dues. In an effort to avoid that drastic measure, a motion was made by Donna Leudesdorf and seconded by Diane Welsh that the Board adopt the following resolution:

WHEREAS: IT IS DETERMINED BY THE NEW OAK PARK TOWNHOUSES BOARD OF DIRECTORS THAT: the increased cost of water usage in the Oak Park complex is causing an unacceptable imbalance in the 2011 budget,

THEREFORE, in an effort to avoid an increase in homeowner monthly dues, the Board now adopts the following resolution: car washing in the New Oak Park Townhouse complex using community water will no longer be allowed.

G. Letter to Homeowner

A letter of notice will be sent to the owner of unit # 54 regarding vendor complaints about the owner refusing to let the contractor/vendor do the repairs/maintenance for which they were hired. This costs the complex added expense to have a contractor/vendor return to complete contracted work. The letter will note that the property around the owner's unit is not her personal property, but rather belongs to the Association and is common area that is maintained and serviced by the Association.

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H. Many of the units in the complex need chimney cleaning and/or repair. Donna will evaluate which chimneys should be looked at and Sterling will contact Ye Olde Chimney Sweep to give a recommendation and bid. Sterling will get two additional bids.

Sterling will get two other additional bids.

I. Diane will contact a pest control company to make an inspection of the complex and give a recommendation as to whether we need any pest control action.

Meeting adjourned at 8:48 p.m. and the Board went into executive session.

Respectfully submitted,

Jo Ann Newton-Hester
Secretary