

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

January 08, 2018

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President/Treasurer

Karen Romero, Vice President

Tommi Drake, Secretary

Craig Stebbins, Member at Large

Erik Schirmer, Member at Large via phone

Samantha Williamson/Kimberly Carey, Sterling Management Group

**1. Call to Order:**

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

**Approval of November 2017 meeting minutes:**

**Discussion: None**

**Motion:** Tommi moved to approve November 2017 minutes. Karen seconded. All in favor.

**Approval of December 2017 financials:**

**December 2017 Financials:**

Operating	\$ 7,333.72
General Reserves	\$ 79,196.11
Delinquencies	\$ 6,672.92

**Discussion:** Donna confirmed that the \$1088 reserve transfer error was fixed. This transfer was deposited back into the operating account instead of the reserve account. Accounting has fixed the deposit. The ending balance on the reserve account is actually \$80,284.11.

**Motion:** Karen moved to approve December 2017 financials. Tommi seconded. All in favor.

## 2. Sterling Report: (Action list from annual board meeting)

- I went all the way back to 2011 to current and there was paid invoice to Kevin Cohen Plumbing for valve relocation at #67.  
Donna requested Sterling to have Kevin Cohen Plumbing do a bid to relocate the shut off valve at #67.
- I emailed #31 the deck specs with vendor recommendations on 12/22/2017
- Violation for temporary fence and dog barking at unit #36 went out on 12/26/2017. Homeowner responded to me via phone call and stated that the fence has been removed and the dogs barking should not reoccur as their daughter that lives in the unit was dog sitting and they had their dogs up with them as well over the holidays. They expressed their apologies to the homeowners that were affected by the noise.
- I found chairs on sale at Office Depot for \$26.24 a chair this was the cheapest I could find, I ordered 10 on 12/26/2017 and Russ brought them over and took the old ones out on 12/27/2017.
- Sprague treated clubhouse for ants on 01/05/2018.
- #74 called and said she has another roof leak over her bedroom that has started.

## 3. Homeowners Forum: Homeowners present – 39, 46, 51

No discussions

## 4. Unfinished Business:

### A. Landscape Maintenance: None

### B. Maintenance

1. Roof leak at #74 – Sam reported that Chris from Evergreen called to give her a report and he stated that his guys went over on 12/28/2017 they were denied access to inside the unit. They left reported to him and he sent them back over because they didn't need homeowner approval to walk on the roof as this is HOA. He said his guys reported, that they walked up and down the roof and didn't observe any soft spots nor that the roof is failing. They did find a couple of loose screws in the flashing and replaced. He said that there isn't more than he can do if he cannot get into her unit. He also stated it hasn't rained enough for a new bubble to occur already in her bedroom.

Donna requested Sam to have Chris from Evergreen send over the written report on this incident.

Tommi requested Sterling to send out a certified letter to the homeowner regarding denying access to the inside of her unit for inspection of a roof leak and maintenance.

- 2. Painting bids:** Craig volunteered to obtain bids for the next phase of painting including carports, both garbage enclosures and privacy dividers. Craig will report his progress at the next board meeting.

Karen said that they also request whoever the vendor is that does the painting to also do the caulking as well.

Donna stated that the caulking and weather stripping is actually the homeowner's responsibility.

Donna clarified that the privacy dividers get painted the same color as the unit unless they are rotted then they will be replaced with a cedar divider and stained.

- 3. Pool repair and review inspection:** Donna wants Sterling and the Board to stay on top of the findings from the State inspection to make sure they are all completed.

Donna is going to email the pool inspection to Sam.

Donna requested American Concrete to submit a bid to do concrete grinding around the pool.

Karen requested that Sam follow up with Martin and have him clarify what his monthly maintenance through the winter consists of and to verify that the chemicals and all equipment is getting checked.

**5. New Business:**

**A. Maintenance:**

**1) Tree branch hanging over #73's garage:** Donna requested that Sam get two bids one from Highland Tree Service and the other from Irie Tree Service to remove the hanging branch over #73's garage as well as removing the dead tree behind #54. Donna also stated if the arborist will do an inspection of all the trees in the HOA that might be a good idea to have done.

**2) Homeowner requests from annual board meeting:** Sam verified that all requests have been handled.

Tommi stated that the clubhouse rental was the only topic still undetermined. Donna stated this will stay on the agenda until a resolution has been determined.

**B. Website:** Erik has volunteered to take over the website. Erik stated that he will need a user name and password. Donna requested Sam to get that information to him.

**V. Architectural Committee: None**

**VI. Announcements:** Donna stated that Sterling needs to mail out the 12 month cash flow with the 2018 budget to all homeowners before the end of January.

Donna is going to review the bylaws to see if there is a clause that unapproved minutes from the annual board meeting can't be posted on the website before they are approved.

**Adjournment:**

Donna adjourned the meeting at 6:55 p.m.

(Transcribed by Samantha Williamson)