

**OAK PARK TOWNHOMES ASSOCIATION**  
Board of Directors Meeting  
January 9, 2017

Board Members/Sterling Management Representative present:  
Donna Leudesdorf, President  
Karen Romero, Secretary  
New member, JoAnn Newton-Hester  
Cathy Joseph – Sterling Management Group

Homeowners present: None

**I. Call to Order**

Donna called the meeting to order at 7:05 p.m.

It was moved by Karen, seconded by JoAnn, to approve the November meeting minutes. The vote was unanimous (3-0).

**November 2016 Financials:**

Operating	\$ 12,460.64
General Reserve	\$ 93,095.63
Delinquencies	\$ 1,808.35

It was moved by Karen, seconded by JoAnn, to approve the November 2016 Financials. The vote was unanimous (3-0).

**December 2016 Financials:**

Operating	\$ 10,774.69
General Reserve	\$103,351.35
Delinquencies	\$ 2,285.85 (78% of this is for one unit)

Donna noted that \$8,000 was moved from Operating to General Reserve to improve the 2017 financial status.

It was moved by JoAnn, seconded by Karen, to approve the December 2016 Financials. The vote was unanimous (3-0).

**II. Homeowners Forum - None**

### III. Unfinished Business

#### A. Landscape Maintenance

- Were the November minutes posted at the club room door? (yes)
- When the City of Eugene cleaned the drains, they left a beacon stand
- Have requested a work order for repair of the lantern light on Bond Lane  
There are globes in the maintenance room (not in a box) – not sure if they are for the above lantern light

A brief discussion ensued regarding amber vs. white lights in the complex. The lights on the Oak Park sign need to be adjusted as they only shine on two letters of the sign. Cathy at Sterling will generate a work order.

- The tree on the side of unit #73 is out of the ground and tipped over. Cathy at Sterling will call Ben at Highland regarding that and also a walk-through for possible loose branches that could fall.
- Rosebushes were never cleaned up (entwined in tree branches)
- Park area was not completely cleaned out
- For the walk-through with James from Valley Scapes, will e-mail Tim and Kathy to mention the above. JoAnn will also participate in the walk-through.
- #50 had a tree go down on the fence – owner has been contacted
- The privacy screen that divides #44/45 and #19/20 was hit by a branch – has two skewed sections. Cathy at Sterling will ask Sterling maintenance to look at it for replacement (or not).

Valley Scapes has submitted two proposals for work in the spring--turf/renovation. A brief discussion ensued regarding revisions to the proposals. Kathy and Tim will look at it and may do a walk-around with Valley Scapes on Wednesday. Cathy at Sterling will ask them what is included in the contract.

Karen noted that she sees the Valley Scape crew leave at 12:30 p.m. and obviously that isn't the full day that was agreed to. Cathy at Sterling will ask James about the man hour agreement.

A brief discussion ensued about a possible spring clean-up party (bark dust spreading, etc.). Cathy at Sterling will still get bids for bark.

#### B. Maintenance

- Cathy at Sterling will check with Dottie Dawson about tree damage to her deck
- Should we have someone look at the flat roofs for storm damage?
- No invoice from Evergreen Roofing yet. Cathy will get status of repairs completed. There were four units with roof damage from tree branches penetrating the membrane.

Status of pending/completed projects:

- Gutter cleaning complete
- Roof maintenance/repairs – get confirmation/list of what was done  
Hold off on crew return until snow/ice storm is over

**IV. New Business**

A. Election of Officers

- Tommi may still be a possibility
- Donna will be president/treasurer for one year, Karen is Vice President, and JoAnn will be Secretary for two years

B. Craft a resolution for By-Laws for telecommute ability for meetings

- An HOA attorney is willing to consult on this
- Mail 2017 budget to owners with a comparison to 2016, with letter (from Cathy at Sterling) and how reserve was spent (list of painting, repairs, etc.)

C. 2017 project planning

**V. Architectural Committee – committee not present**

A brief discussion ensued about air conditioning unit requests vs. ductless heat pumps

JoAnn was again welcomed to the Board.

Donna adjourned the meeting at 8:23 p.m.