

## OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

January 11, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Brandon Crohare, Treasurer

Cathy Joseph – Sterling Management Group

Homeowner Present:

Ann Baker, #15

### I. Call to Order

Donna called the meeting to order at 7:00 p.m.

Donna noted that minutes of each Annual Meeting (in this case, December 2015) won't be approved until the Annual Meeting the following year (December 2016).

#### January 2016 Financials:

Operating	\$7,506.61
General Reserve	\$108,361.04
Delinquencies	\$3,281.36

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

### II. Homeowners' Forum

None.

### III. Unfinished Business

1. **Roof and gutter on units #23-26.** Evergreen Roofing was the high bid. The Board has used Devine for gutter work on the other units. After a brief discussion, the Board decided to award the roof bid to Evergreen and hold off on the gutter work until Divine can schedule it. It was moved by Brandon, seconded by Karen, to approve Evergreen Roofing's bid for the roof only, with work to be completed in April ahead of painting that is scheduled in May. It was noted that the cost for the building permit will be at least \$1,000. Donna added that Devine needs to treat the moss on units #30-36 as those roofs will not be replaced this year.

2. **Recycling areas secured, signs posted – ongoing problem.** Karen noted that the recycling area near unit #9 was clean for a month or two but then became full of black bags that were thrown on the floor and not in the dumpster, even though there was room in the dumpster, though it has now been cleaned up. Cathy from Sterling said she thinks Kelly W cleaned it up, so the problem has been addressed for now, but this was a new incident that was a huge mess. Cathy stated that she believes Kelly W checks it twice a week. Brandon recommended displaying a sign that says that garbage is picked up on Wednesdays, and to contact Sterling if they see excess garbage. It was also noted that residents don't break down their cardboard boxes, and during the holidays the stack of boxes was up to the ceiling. Ann Baker noted that Sanipac won't pick up the cardboard boxes unless they're broken down. Brandon will send out recycling tips again in a future mailing, including a reminder to break down cardboard boxes.
3. **Website update.** Brandon reported that 30 residents have registered but it is possible that some of those are co-owners ~~(and not actual residents)~~, and that the day after the annual meeting, 27 people visited the website. Karen commended Brandon for his excellent work on the website, and noted that even a realtor has commented on the quality of the website.
4. **Unit profiles – ongoing.** The Board noted several move-outs and a few new owners and new rentals.
5. **Pruning and tree removal completed and paid for.** Highland Tree Service has removed the last dead tree behind unit #1 by the pool and also removed the two trees on Bond Lane by unit #13 (emergency removal as one tree was leaning on the recycle area roof). The crane for this was a large expense so they also removed a tree that was leaning over Bond Lane.
6. **Stump removal behind units #57, #1, and by the pool to facilitate new plantings – complete.** Kathy Giesen and Tim Hargreave will spread the wood chips in various areas; Donna will let them know where to do so.
7. **Repair fascia at garage roof line, unit #47.** Wait for Bill to return before the work is done.
8. **Develop plan to address concerns of Piper Lane resident Lloyd George regarding the hedge, fence, and tree removal.** Several fence bids are needed, and Mr. George has offered to share the cost of the fence. This item was discussed and the history of the issue was related. Donna will review the minutes as to what Mr. George verbally agreed to when he attended a Board meeting last year, and will also revisit the arborist report. Cathy from Sterling ~~(??)~~ will get an invoice from Highland, and will also get a bid for fence repair behind units #57-58 (for continuation of the fence and the portion that goes around the corner). The Board will do a walk-through to look at it again but the fallen portion of the fence has been propped up.

#### IV. Sterling Management Report

Cathy is working with Brandon on the budget and the dues increase, and will get statements and financials for 2015 to all unit owners.

#### V. New Business

1. **Sign contract with Evergreen Roofing** for roof replacement of units #23-26, Spring 2016.
2. **Sign contract with Fitzpatrick Painting.** 10% down payment to paint units #7-12, clubhouse and maintenance buildings in May 2016. Include fascia after roof replacement on units #23-26 and chimney on unit #26. Karen asked at what point the Board will have input on painting. Donna asked Cathy or Karen to contact Fitzpatrick, and noted that they charge \$100 to evaluate the buildings and make recommendations on any modifications. Karen suggested installing lighting and house numbers at the same time the painting is done. Donna asked about repairing the siding and drywall after removing the air conditioning units (units #10 and 11) on the building exterior in order to improve their appearance. Approval from the residents is needed before removal and the Board will offer to pay for the repair, which will be good incentive for the removal to be done as soon as possible. Clarification is needed on whether or not there is dry rot to repair. Cathy from Sterling will call the owners of the units and ask the vendor to do dry rot inspection for the three buildings scheduled to be painted. Karen will talk with Cathy from Sterling about layout. Karen is also looking into lighting for the clubhouse and other exterior buildings that will go on and off automatically. Cathy from Sterling will ask Kelly W about lighting differences (LED vs. older bulbs) at entrance, etc.
3. **Homeowners who are contacting vendors directly instead of via Sterling.** The homeowners have received a letter which addressed the issues. Tabled for now.
4. **Discuss moving money from operating account to reserve account.** It was moved by Brandon, seconded by Karen, to move \$3,000 from the operating account to the reserve account, effective ASAP. The vote was unanimous (3-0) pending a double check by Cathy from Sterling.
5. **A new vacuum cleaner has been purchased** for the clubhouse and the carpet has been cleaned.
6. **Statements to all owners** notifying them of the dues increase effective February 1, 2016 are in process. Target date is January 20. This also includes item #7 below.
7. **Mail financial statements to homeowners,** including all capital expenses. Included in item #6 above. Clarification needed for dues that aren't the same amount for similar units. Cathy from Sterling will clarify.

8. **Review by-laws and best practices** for collection of dues that are past due.  
Tabled.
9. **Planning and preparation to replace irrigation** in zones 1, 2 and 4. Landmark Irrigation submitted a bid for three zones (approximately \$9,000). \$10,000 has been set aside. Would like to extend the sprinkler system to the front entrance so it takes care of the whole area instead of having to water it by hand (integrate it into first phase). \$4,000 has been set aside for irrigation repair (separate from the \$10,000) so the Board agreed. Only \$2,200 was spent last year so that should improve the situation. Landmark is anxious to get started, and Karen will ask him to go ahead and start. Donna wondered about installing sprinklers in the islands along each driveway section (Section 4 on the map).
10. **Cut a tree, plant a tree policy.** Postponed until irrigation is complete.
11. **Plan to replace/repair sidewalks.** Need to identify priority areas in order to get bids (possibly for August). Board will do a walk-through with Cathy from Sterling and make a list of the hazards.
12. **Paint mailboxes.** Need to get bids; will ask Kelly W at Sterling. Need to smooth the surface and use Rustoleum type paint. The poles and the back of the mailboxes look the worst. It was noted that some rain is leaking into some of the mailboxes and getting mail wet. Paint should be the same color as the new mailbox that was recently installed.
13. **Installation of new pool chemical monitoring system.** Karen believes that Martin (the pool man) doesn't really want to take this over seven days a week. We would still need to have someone monitor the pool five days a week (Martin will do it two days a week). The price of the monitoring system has gone down \$500 since the last quote (current quote is \$2262.70 for equipment and labor). Karen has asked Martin about going to Emerald Pool & Patio to find out more about the installation process. Someone who works at Emerald has suggested a pool maintenance company if Martin doesn't want to do it. We'll wait another month to see how this progresses and Karen will keep the Board posted.

Donna adjourned the meeting at 8:30 p.m.

(Vicki Maxon, Recorder)