

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

February 12, 2018

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President/Treasurer

Karen Romero, Vice President

Craig Stebbins, Member at Large

Erik Schirmer, Member at Large via phone

Samantha Williamson/Kimberly Carey, Sterling Management Group

Mike from ValleyScapes in attendance

**1. Call to Order:**

Donna called the meeting to order at 5:24 p.m.

**Approval of January 2018 meeting minutes:**

**Discussion: None**

**Motion:** Karen moved to approve January 2018 minutes. Craig seconded. All in favor.

**Approval of January 2018 financials:**

**January 2018 Financials:**

Operating	\$ 13,595.97
General Reserves	\$ 81,261.21
Delinquencies	\$ 7,972.44

**Discussion:** Donna would like to build up the reserve account and keep the operating at about \$10,000.00.

**Motion:** Karen moved to approve January 2018 financials. Erik seconded. All in favor

**Website update:** Erik showed the new home page for the website that he is building. He went over that all unorganized documents on the old website will be put on a zip drive and will be put on the new website. Old documents he will have archived but will still be retrievable.

The homeowners will have their own sign in and will have access to only certain documents. There will also be a forum for discussion. The board and Sterling will have a private forum.

Sam will send a new welcome packet to Erik.

## **2. Sterling Report:**

- **The new updated board member sign has been posted on the reader board**
- **I verified with Martin regarding what his monthly maintenance consists of and he said that his monthly visits do include pool/deck cleaning, chemistry adjustments and equipment checks.**

**Karen requested for Sam to ask Martin if the Hayward System is up and running.**

- **Still have pending bid for the concrete grinding around the pool that has to be done before the next state inspection**
- **Still have pending tree bids**
- **Still waiting on the Donna's letter that she wants to send out with the 12 month cash flow and budget to the homeowners**
- **Cutting edge was out to clean the roof and gutters on units 43, 52 and 74 on Thursday the 8<sup>th</sup>. Waiting for their report on whether the routine cleaning needs to be done sooner than the scheduled time in March.**

## **3. Homeowners Forum: Homeowners present – #06, 53 and 64**

#06 – Eva wants her yard debris can to be brought back. Sanipac told her she wasn't able to have a yard debris can.

Sam will have Jill bring the yard debris can back to #06 and work with the homeowner to set up an account for just that can.

Karen requested Sam to also check with Jill to see if the dumpster is still the same size as what they already had.

Donna – requested that Martin to attend the next board meeting to go over State pool inspection list and setting a specific schedule for his days coming to Oak Park.

Sam will contact Martin.

**4. Unfinished Business:**

**A. Landscape Maintenance:**

- i. Tree branch hanging over #73's garage, dead tree behind #54 removal bids and tree assessment.**

**Motion:** Karen moved to approve the Irie Tree Service proposal for removal of the dead fir located behind #54, the dead fir removal in between units 55-56 and the branch removal hanging over #73 as well as pruning up the tree. Erik seconded. All in favor.

- ii. ValleyScapes – Mike Nielsen from ValleyScapes in attendance  
Renovation Proposal:**

- **Bark:** Apply a covering of bark to beds to reduce weed growth, help plants and soils regulate temperatures and water retention as well as enhance visual appearance. This would be \$7,758.26.
- **Lawns:** To aerate lawn areas to promote healthy lawns and soils with reduced compaction, runoff and moss. Over seed with proper variety fine turf grass to thicken lawn and introduce newer varieties into lawn. This would cost \$1597.00
- **Labor and materials:** Upon performing audit. Pre-approved dollars to cover labor and materials to fix and repair and combination of issues that would prevent valve operations. ie. Heads, nozzles lateral line breaks. This would cost \$1500.00.
- **Moss:** Apply iron product to suppress moss in the lawns. This would cost \$565.38.
- **Trees:** ValleyScapes proposes to provide an Arborist to clear and clean as many of the large trees on property as possible in a 3 day period. Focus would be to inspect trees for health and remove hazardous branches. Secondary goal to protect structures and keep clearances. Third build a list of onsite trees and recommend further actions to include treatment and or removals for safety and health. This would cost \$17,733.16.

Karen stated the HOA has been through 3 different landscapers since she has lived at the property and the property looks much better than it has with the other landscapers.

Kathy stated ValleyScapes is the 3<sup>rd</sup> landscaper she has dealt with and they have been the best to deal with. Kathy verified with Mike that there will be 2 employees at 10 hours a week on the property. Mike stated yes that will fall into the budgeted hours.

Craig stated that he watched crew leave at 2:45 on Friday with only 20 bags of leaves. He said the problem is the leaves fell in October and Novembers and they stayed on the ground till now. He also stated there is garbage, dead plants and bushes that need pruned. Mike stated that you don't get a horticulturist on a mow team. The crew is not allowed to remove dead plants but should be taking pictures to submit to the board for approval to remove. Mike stated he will go over this with the crew. Mike stated they are still picking up leaves in mid-March at this property.

Craig asked why is everything in the contract is at a "to be determined" basis and who makes the decision. Mike stated the crew decides.

Craig asked what they propose for moss control. Mike stated moss control is not in the contract but he could do a moss control proposal. Mike stated that the moss isn't hurting the property or the plants. Craig asked so none of the proposals are already in the contract as included. Mike stated no.

Donna said what about the fertilizer. Mike stated additional sulfate fertilizer is not included.

Karen asked about weeding and raking and she has only see the crew rake once since she has lived here. The contract states raking is done weekly. She has never seen them weed. Mike stated the raking will be done once a week. The weed situation the weeds are just starting to pop up.

Karen said branches are falling and they are not getting picked up and hauling away they are mowing over them. There is a pile of sticks over by Bond that has been there since December. Mike stated he will address with the crew.

Craig stated the curb appeal is about a 4 if he was to grade the property.

Erik stated that because the contract was being questioned all of a sudden the work that has been missed over a long period of time was suddenly done.

Karen asked if the mowing should have been done in the fall. Mike stated no most of the foliage here should be done in the winter.

Kathy asked if the property is done in phases. Mike stated yes it's done in phases according to the map except the areas they have been instructed to not service.

Karen stated the “to be determined” in the contract is concerning. Mike stated this is a standard ValleyScapes contract but he could customize the contract to the boards wants.

Kathy asked if they could look at the marshy are between units 70-71 as well as behind 38 as well as the parking along Bond Street is causing a muddy mess. Kathy stated that Tim checked with his brother about boulders. Tim’s brother said it is 10 cents a pound and would need 6-8 200 pound boulders for that area. Delivery would be around \$100. Tim is willing to work on this with his brother.

Craig stated that he has a problem that the business is out of Gresham, they are not being supervised there is only two crew members they don’t speak English and the property is not in pristine shape. The HOA should be using a local landscaper.

Donna stated it bothers her because the trees and bushes that get removed never get replaced with something else.

Karen stated that these expensive projects need to be supervised and overseen. She thinks that Sterling should be doing this as the Property Management Company.

**Motion:** Karen moved to give ValleyScapes a 30 day notice and start up a month to month with JC Landscaping.

**Discussion:** Donna wants a one-time clean up bid and a contract from JC Landscape. Kathy would like to see what JC is proposing that ValleyScapes didn’t do. Erik suggested just letting JC start without an initial clean-up fee and do a month to month contract.

The above motion was seconded by Erik. All in favor.

**iii. Glass Tree Care – annual bug spraying on the rhodies and azaleas**

Craig will check with JC Landscape to see if this is part of what they do before the board makes a decision.

**B. Maintenance**

**1. Roof leak at #74 –**

The board wants Evergreen to come back and pop the ceiling bubble.

The board requested Sterling to send out an email blast to all homeowners about putting food debris out to feed the turkeys.

**2. Painting bids:**

Craig will have the bid next week but it will be comparable to the Carlson and Strand bid.

**iv. Concrete grinding around pool bids**

The board requested that Sterling contact American Concrete and ask if they have any recommendations for the wood pieces in the sidewalk around the pool as well as revise the bid to include grinding a downward slope to the edge of the pool, grinding the tripping hazard and replacing the wood pieces with their recommendations.

**v. Pressure washing**

Pressure washing should be done right before the curbs are painted and after the streets are fixed. This should be done right around June.

**C. Clubhouse Rental:**

Craig looked into a card lock system and it would be around \$1500.00. Homeowners that want access to the pool and clubhouse would purchase a card. Everyone will be able to be tracked. Cards can be deactivated and also have the ability to shut down the clubhouse and pool at a particular time.

The system has no monthly fee.

Craig will email an example to the board for next board meeting.

**5. New Business:**

**A. Maintenance:**

**i. Parking resolution and tags** – putting this on the agenda for next month's board meeting.

**V. Architectural Committee: None**

**VI. Announcements: None**

**Adjournment:**

Donna adjourned the meeting at 7:56 p.m.

(Transcribed by Samantha Williamson)