

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
February 13, 2017

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

I. Call to Order:

Donna called the meeting to order at 7:02 p.m.

Approval of January 2017 meeting minutes:

Motion: Joann moved to approve January 2017 minutes. Karen seconded. All in favor.

Approval of January 2017 financials:

January 2017 Financials:	
Operating	\$13,107.81
General Reserves	\$104,334.95
Delinquencies	\$3,006.85

Discussion: None

Motion: Karen moved to approve January 2017 financials. Joann seconded. All in favor.

II. Homeowners Forum: 15 & 41, 39 and 53

#15 & 41 – Homeowner would like to volunteer to come up and help spread bark if needed and is the plan.

III. Unfinished Business:

A. Landscape Maintenance:

1) Report on walk around with ValleyScapes:

Landscape Committee discussed cleaning up the muddy areas from all the irrigation issues with ValleyScapes. Landscape Committee stated they are very impressed with ValleyScapes services. Donna stated the issue she has is everything is extra cost on top of regular maintenance. ValleyScapes bid for bark came in at \$7,000. Karen stated that she is disappointed that her area never gets maintained. Donna stated there are many areas throughout the property especially the common area that is neglected.

Cathy stated that she received a bid from Rexius and they said that 1 truck load is 34 yards and the property would need 3 truckloads at \$1200.00 per load.

Donna stated that she would object to buying a couple of truckloads of bark if homeowners wanted to volunteer to spread.

Motion: Karen moved to approve the ValleyScapes proposal in the amount of \$5,278.00 for units 28, 42, 68, 69 and 70 to fix the irrigation issues. Joann seconded. All in favor.

2) 2017 Priorities and scheduling:

a. Irrigation boxes: Donna stated zones 1 & 2 have been completed. Karen stated this should be finished up with zones 3 & 4. Once completion is done there would be more control over the irrigation with better results and cost savings on water. Cathy stated Landmark's proposal came in at \$6,560.00 to complete zones 3 & 5.

Motion: Karen moved to approve Landmark's proposal of \$6,560.00 to complete zones 3 & 5 irrigation controls. Joann seconded. All in favor.

b. Valve replacements: Backflow shut off valve replacement bids came in at –
Landmark - \$4,000.00
Kevin Cohen - \$3780.00
Emerald Valley Backflow - \$5614.00

Donna wants to know if Landmark's proposal price of \$200.00 per backflow includes the backflow testing and reporting to the City of Eugene. Cathy will get clarification on this and report back to the board. Board will vote via email.

c. Maintenance:

- 1) **Update/status of pending and completed projects:** Heat pump maintenance is done.

- 2) **Fence repairs:** Bids of fence repairs from the storm at units #43, 47 and 50 from Davis Construction came in at \$325 for #50 repairs and \$250 for #47 repairs.

Motion: Karen moves to approve the bid from Davis Construction to fix the fences at units 47 and 50 at \$575.00 and schedule the work to be completed and bill the homeowners. Joann seconded. All in favor.

d. Website:

- 1) **Calendar and updates:** Cathy stated that the calendar and updates are now on the website. Homeowner of #15 & 41 suggested there might be more participation from homeowners if the agenda is posted on the website.

IV. New Business:

- 1) **Resolution to amend Section 11. Telephone Meetings:**
 - a) **To comply with ORS 60.377** – No resolution to this issue has been determined yet. Cathy stated she has been working with a local attorney on this matter and the attorney stated that the big picture of this is that the ORS codes need to be changed in legislation before moving forward. Cathy will keep working on this matter.

- 2) **2017 Capital improvements project planning:**
 - a) **Roof replacement – Units 30-36** – Bid from Evergreen Roofing for the roof replacement on units 30 thru 36 came in at \$18,000.00 and Donna stated she would like this to be scheduled for the 1st of June.

- b) **Dry Rot Repair – Units 1-6, 29 – siding, 56 – window frame, 49 – post** – Cathy is still working on this item. Board is not ready to make a decision on a vendor yet. Donna stated the board needs to make a decision quickly to get on a vendor’s schedule.

- c) **Painting – Units 1-6** – Donna stated we need to get on the schedule for July with Fitzpatrick. Their bid is \$7,780.00 for units 1 thru 3 and \$9,285.00 for units 4 thru 6 for a total of \$17,065.00. Dorman’s bid came in at \$27,003 and Lamm’s bid came in at \$12,009.00.

Donna requested Cathy to get more information from Lamm Brothers Construction before making a decision.

- d) **Garbage/recycle:** Joann discussed how many different garbage companies were coming in and out of the HOA and what possible damage to the road that these trucks are causing. Cathy is to get a bid from Royal Refuse on the townhome garbage cans to have the same company dumping everyone’s garbage and recycling to prevent multiple trucks coming in and out on multiple pickup days.

V. Architectural Committee:

A) Recent Requests:

a) **Air conditioning units:** Donna will keep looking into the history of the window air conditioner units so a decision can be made for the homeowner in #42.

b) **Ductless heat pumps:** Homeowner of unit 73’s ACC request was approved for a heat pump and they will be installing one soon.

VI. Announcements: None

Donna adjourned the meeting at 8:40 p.m.

(Transcribed by Samantha Williamson)