

New Oak Park Town Houses Association

Minutes

(Copies of the minutes are available at the clubhouse.)

Homeowners' Association Board of Directors

Monday, February 11, 2013

7:00 p.m., Recreation Room

In attendance: Donna Leudesdorf (Treas.), Al King (Pres.), Sonja Runberg (Sec.), Peter Herley (Member at large), Scott Bonnell (member), Bonnie Anderson (SMG), Patti Lundeen (SMG), Ann Baker (owner), Marcia and Jan Peterson (owners), Adrienne Stewart (owner), Kathy Giesen (owner), Diane Welsh (owner), John Nuxoll (owner) .

Not in attendance:

1. Call to Order at 7:05 p.m.
2. Roll Call. All Board members present.
3. Reading and approval of the January 2013, minutes. Sonja read January minutes; Board approved unanimously.
4. Reports of Officers, Boards, Standing Committees.
Treasurer's report: The operating account has a balance of \$6,711.49. The reserve account and checking account balances total \$130,182.51.
5. Reports of Special Committees. n/a
6. Special Orders. n/a
7. Unfinished Business and General Orders
*Meeting started with presentation by Fred Hauck, Farmers Insurance Group. See item A.4.
 - A. New business:
 - 1) President's statement re: use of Roberts' Rules of Order, open conversations: Al expressed that, per Roberts' Rules of Order, he wants owners to have a voice at meetings. Discussion lead to decision of three minutes' speaking time per owner per issue.
 - 2) Roof Issues
 - a. Are assessments legal? We need to reconsider resolution and open up discussion to entire association. Discussion occurred. Why are we revisiting this issue when it was researched and decided by previous board? Where was input from owners during that phase of process? Discussion re: having SMG provide names of independent contractors who can give input re: status of roofs and whether they need to be replaced. If interested, a reserve study

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- would cost approximately \$10,000. Some people have paid their 2014 assessment already. The assessment was planned to give all owners 18 months to plan and pay for the 2014 assessment, due June 30, 2014. Question re: whether 2014 assessment can be decided now.
- b. Discuss need for independent appraisal of roof conditions for pitched roofs; appraiser should not be related to roofing company. Appraiser needs to have no potential gain if it's determined that roofs need to be replaced. The board will need to vote approval of an independent appraiser. Bonnie currently securing bids. See 2a.
- c. Roof cleaning: who do we hire? Review bid from Daddy's Day Job re: roof and gutter cleaning. Eagle did work for \$1120 to remove roof debris; did not remove downspout debris.
- 3) Should we consider replacing Kelly? Owners need more control over time and pay. If we replace Kelly, who will supervise him? SMG suggested that we bundle service requests to save money. This is a Board decision and a vote is required to replace Kelly.
- 4) Fred from Farmers Insurance to speak re: HOA insurance coverage: Began meeting with Fred making presentation on community insurance. Began to insure NOPTHA several years go. Policy is up for renewal in April 2013 and covers commonly owned buildings. There will be an increase in the monthly premium. **Owners' privately owned units are not covered by this policy. Owners must obtain their own insurance.** (Noted that when there was an issue with plumbing in the last several years, a unit's shut-off valve broke when it was turned off.) It was asked if a pool leak would be covered by insurance; no, such an issue is due to normal wear and tear. The same is true for roofs.
- a. Home owners are not covered inside by HOA insurance.
- 5) Enforcement of bylaws:
- a. Compose a letter of conduct and respect to be issued to all homeowners and renters. Board would like to improve communication among itself and owners. Board decided that it will write letters for all matters, circulate to members, then send to SMG for distribution.
- b. Enforce Christmas tree problem with renter in unit #20. Bonnie to provide status update. Tenant to be sent letter that states if tree isn't removed within seven days, there will be a \$50 fine.
- c. Firewood stacked against new fence near #14 needs to be moved away from fence. Donna called friend? Donna will contact friend again and will update Board before March meeting.
- 6) Maintenance:
- a. Light near #19 and #20 is still out. Bonnie to provide update re: #20. Electrician to be onsite today or tomorrow.
- b. Pile of leaves left on flat roof, not removed in a timely manner.
- 7) Water usage problem, leakage, where is it? The swimming pool has a known water leakage. Conflicting reports re: leak from current and past Board members. Plan is in place to check entire complex for leaks after last water valve replaced. Budgeted \$1800.00.

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- 8) Feedback from mail/mailbox:
 - a. Letter pertaining to Board composition. To executive session.
 - Items 8) b., 16), 17), 18): meeting adjourned prior to discussion; moved to future agenda.
 - c. Comments/concerns re: various issues on property. Sonja reported comments collected from Board mailbox: Christmas tree, light at #19/20, and stacked wood at #14. Addressed in New Business 5.b, 6a, and 5.c., respectively.
- 9) Drain in parking lot on Bond. SMG talked with City. City portion shows no blockage; In March 2013, Board will discuss and have plumber use camera to look into drain. SMG working to clarify final bill amount from December 2012 work.
- 14) Sonja would like to post minutes within two weeks of meeting. Can Board members approve them in timely manner via email so this can occur? Discussion occurred. Yes, Board can approve minutes so Sonja can post within two weeks of meeting.
- 15) Sonja would like to post agenda in case near mailboxes by Friday prior to meeting. She and Al will work to accomplish this. Discussion occurred. President will approve agenda and forward to SMG 7-10 days prior to meeting. SMG will forward example agenda template to Sonja.

8. Unfinished Business and General Orders

- A. From November 2012; need to provide brief updates:
 - 1) 1), 2), 7, 10), 12), 13), 15), 16), 17): meeting adjourned prior to discussion; moved to future agenda.
 - 2) Letter to unit #35 to repair or replace outdoor light by front door. Bonnie to provide update. Completed
 - 3) Checking #37-74 and other problem roofs with the storm and debris on the roofs? Kelly of SMG continues to monitor roofs? Ongoing.
 - 4) Deadbolt and maintenance shop keys. Bonnie to provide update. Completed
 - 5) Light on Bond Street: complaint from adjacent non-NOPTH owner. Homeowner contacted? Al contacted homeowner. Board discussed solution of painting north side of globe lamp dark to avoid disrupting neighbor. Also talked about switching light with dimmer bulb. Chose to leave light as is and send letter to owner explaining decision.
 - 6) Light out at #19 pole light. Bonnie to provide update. See Unfinished business A.6.a.
 - 7) Replace light on the wall at Norkenzie, smashed by the tree falling. Bonnie to provide status update. See Unfinished business A.6.a.
 - 8) Wood from trees at back of #14 and at the front wall to sell? Donna called friend? See Unfinished business A.5.c.
 - 9) Signature card at Umpqua Bank. Card signed by two members? Completed.

9. Meeting adjourned at 9:00 p.m.