

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

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

I. Call to Order:

Donna called the meeting to order at 7:03 p.m.

Approval of February 2017 meeting minutes:

Discussion: Donna stated she likes the format and layout of the minutes they are well organized and easier to read.

Motion: Karen moved to approve February 2017 minutes. Donna seconded. All in favor.

Approval of February 2017 financials:

February 2017 Financials:

Operating	\$15,762.94
General Reserves	\$105,357.48
Delinquencies	\$4,074.35

Discussion: None

Motion: Karen moved to approve February 2017 financials. Donna seconded. All in favor.

II. Homeowners Forum: None

III. Unfinished Business:

A. Landscape Maintenance:

- 1) **Drainage improvements:** Donna stated that 68-71 has been finished. Donna stated we still have issue on the side of 70 with the water from the rain washing down and flooding near the foundation.

Donna suggested that a fitting be placed on the end of the downspouts and ran out through to the street like what was done at 44.

Valleyscapes gave a bid to put two dry wells at the end of the downspouts. Donna doesn't think this is going to be sufficient enough.

Tim volunteered to go assess and give his recommendations and volunteered to dig the ditches for Valleyscapes to install the pipes.

Donna put on hold until Tim does his assessment.

- 2) **2017 Priorities and scheduling:**

- a. **Irrigation boxes:** Karen stated that the irrigation boxes are done. Karen stated that Landmark needs to give Oak Park a land map of box locations in case of emergencies or maintenance needing done.

Karen wants Cathy to get a summary from Landmark on what has been completed and what still needs to be done.

- b. **Valve replacements:** Donna stated Kevin Cohen has the best bid but it's been recommended this work be done in the fall during shut off. Donna stated this will be revisited closer to fall but to keep Kevin Cohen plumbing in mind.

Due to the backflow testing not being included in the valve replacement bid Donna wants Cathy to get three bids from EWEB, Valleyscapes and Landmark for backflow testing.

Donna wants Landmark and Valleyscapes to get together and collaborate to identify all locations of irrigation boxes, backflows and shut offs.

Karen wants a key to the new irrigation boxes installed left onsite for any emergencies.

B. Maintenance:

1) Update/status of pending and completed projects:

Review fence repairs bids: Bids were from Banyan Construction and Davis Construction

Donna stated her first choice would be Banyan Construction because he does nice work as long as we verification that he has a current license and insurance as well as an availability confirmation.

Donna wants the fences done with the thicken stain versus paint.

Motion: Karen moved to approve the bid from Davis Construction to do the fence replacement at units 19/20 and 43/44 in the amount of \$825.00 and with using thicken stain. Donna seconded. All in favor.

C. Website:

1) Calendar and updates: None

IV. New Business:

A. Insurance renewal presentation: Monica Smith from American Family Insurance

Monica went over the 2017 comparison for the insurance renewal in April.

Monica stated the blanket coverage increased from last year by \$86,080 but the overall total insurance premium decreased from last year by \$74.00. She stated even with the decrease the insurance coverage is still better than what it was last year.

Monica said she has no recommendations for any policy changes.

Cathy requested Monica to go over coverage in regards to tree damage from the ice storm that we had. Monica stated that if a tree fell and injured someone or did structural damage that the HOA would most likely be looking at a claim. If a tree falls; damages a vehicle that that would be covered on the vehicle owner's car policy. The HOA has no responsibility for Mother Nature unless an arborist has deemed the tree to

be rotted and unsafe and nothing was done about it at that time than the owner might have some recourse in filing a claim against the HOA.

Donna asked about the directors and officers coverage because it's listed as 5 board members and they only have 3. Monica stated unless it's a permanent change that there will only be 3 board members it needs to stay at 5.

B. Resolution to amend Section 11. Telephone meetings to comply with ORS 60.377

Cathy stated that legal stated there is no state laws covering for the requested resolution of letting a board member participate via telephone. The lawyer stated if there is a quorum present in person at the board meeting another non-present board member may tie in electronically to participate just would be unable to vote. All voting needs to be done by the board members physically present at the board meeting.

The lawyer stated that the bylaws state if it's an emergency voting may be done electronically or by telephone.

Donna wants Cathy to formally invite Tommi to be on the board for a two year term.

C. 2017 Capital Improvement Project Planning:

1. Roof replacement – Units 30-36

Evergreen Roofing's bid to replace the roofs at units 30-36 is for \$13,985

Divine Gutters bid for new gutter, downspout and covers for units 30-36 is for \$2,490

Motion: Karen moved to approve Divine Gutters bid to install gutters and covers at units 30-36 in the amount of \$2,490 after Evergreen replaces the roofs. Donna seconded. All in favor.

Motion: Karen moved to approve Evergreen Roofing's bid for roof replacement at units 30-36 in the amount of \$13,985 excluding gutters. Donna seconded. All in favor.

2) Dry rot repair – Units 1-6, 29 siding, 56 window frame, 49 post

Fitzpatrick will not do dry rot repair.

Gaviotas will not do dry rot repair.

Lamm Brothers Construction will do dry rot repair at \$4,900 but they will not just do the dry rot they want the whole job.

Dorman Construction bid amount is \$35,580 and this includes dry rot.

3) Painting – Units 1-6

Units	Gaviotas	Lamm	Fitzpatrick	Dorman	
1-3, 4-6	\$7,075.00	\$17,850.00	\$16,255	\$22,680.00	
13-14	\$2,024.00	\$4,500.00	\$4,085.00	\$9,900.00	
Total	\$9,099.00	\$22,350.00	\$20,340.00	\$35,580.00	

Donna stated that we need to stay within the budget for painting but would like to stay with Fitzpatrick.

Donna wants Cathy to get more information from Fitzpatrick and see if they will negotiate bid price to fall into the budget.

D. Garbage/Recycling – Group rate

Royal Refuse’s group rate is \$38.05 per month once a week and twice a week for recycling. Cathy doesn’t know if that also includes yard debris.

Donna stated Sanipac charges \$65.00 a month for once a week pickup for garbage, recycling and yard debris.

Cathy is going to re-negotiate group rate price with Royal Refuse.

E. Street/Pole light upgrade – Retrofit

Donna asked if the bulbs need to be LED, what the lumens are and if the lights all have to be retrofitted on Reynolds Electric bid.

Karen suggested getting Builder's Electric to do a bid.

Donna requested Cathy to request a bid from Builder's Electric for replacement of lighting to upgrade and or just replacing the couplings to retrofit the lighting and to get clarification on the lumens of the LED Bulbs.

V. Architectural Committee:

A) Recent Requests:

a) Air conditioning units: Will revisit

b) Ductless heat pumps: Will revisit

Donna stated on another issue unit 74 needs to remove the screen door and the no soliciting sign from their unit. The homeowner also needs to clean the patio and remove the lawn furniture.

VI. Announcements:

Karen announced that she has been in contact with Emerald Valley Pool and they are prepared for the pool to open. She stated they will be out in April to maintenance and clean the pool for opening.

Cathy announced that she will be reducing her hours at Sterling Management Group to move towards retirement again. She stated that Tammi will be taking the lead and she will monitor from home and work 8-10 hours a week in the office.

Donna adjourned the meeting at 8:39 p.m.

(Transcribed by Samantha Williamson)