

New Oak Park

Agenda for March 18, 2013
Monthly Board Meeting
7:00pm
New Oak Park Clubhouse

Minutes

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

I. Call to Order Regular Session

- A. Call to order at 7:01 p.m.
- B. Approval of minutes for February 2013: Approved. Runberg to send to SMG for distribution. All owners will receive minutes via email or USPS.
- C. Approval of Financial Reports for February 2013: Approved. Operating account has \$10721.31 and Reserve/checking have \$131,083.98.

II. New Board Member Election: Al King resigned from the Board. The remaining Board members held an emergency meeting with SMG on March 5, 2013, to determine the next steps re: filling the vacancy. It was decided that an attempt should be made to fill the vacancy by nominations or volunteering. Because the next Board meeting was scheduled for March 11, 2013, the Board felt there would be more of an opportunity for nominations and volunteers if the March meeting were delayed by one week. Hence, the March 11, 2013, meeting was moved to March 18, 2013. There were no nominations received nor volunteers named to fill the vacant presidency. At the March 18, 2013, meeting it was motioned, seconded, and voted unanimously to name Scott Bonnell the president.

III. Sterling Management Report provided by Bonnie Anderson:

- a. Recent letter that went to homeowners did not contain the owner request form. Once approved by Board, it will be sent to owners. Bonnie next presented a draft *owner request form*. Minor edits were suggested and accepted; Bonnie will make said edits. The form should be used for non-emergencies; emergencies should be called in to SMG immediately (541-684-8141).
- b. NOPTHA taxes were filed. Association owed \$150.00 to State of Oregon.
- c. Bonnie read bylaws Article 5, Section 8 re: removal of directors, and Article 5, Section 14, re: Board meetings being open to all members of association, but owners cannot talk. **Runberg confirmed that the Board will allow owners to talk for 3 minutes each as voted upon at February 2013 meeting. All Board members agreed that this is the case.**

- d. Homeowner requests: Patio #2 has rotting deck. This is the owner's responsibility. Bonnie to notify owner.
- e. #21: concern re: removal of woodchips at 20, 21, 22, and 34. Board discussed last application approximately 2 years ago for cost of \$5000. With maintenance and weather, the chips need to be applied annually. Budget constraints prevent this.
- f. #62: Shingle falling off near master bedroom: Bonnie will create work order for Kelly; bush needs to be removed. Board discussed whether pruning or removal is warranted. Removal is expensive. Bonnie to obtain quote to prune.
- g. Asked for volunteers for landscaping committee: Kathy Giesen, Diane Welsh, and Adrienne Stewart volunteered. They will organize walk-around with Thompson. Bonnie will give 2012 list of projects to committee and Board
- h. #55: Sidewalk unlevel due to root; Bonnie to obtain bid for repair.
- i. #58: Garage leak: Kelly cleaned gutters and resolved problem.
- j. #52: Water in garage
- k. #63: Grass at rear of unit is not growing. Eric suggested thatching and aeration. Bonnie to obtain quote.

IV. Homeowners' Forum (3 minutes per person)

- a. One owner expressed concern re: the position of owners' speaking opportunity after the issues on agenda are addressed. How can owners be prepared to offer opinion if issues are after allotted time for owner comments? Owners need to send concerns or agenda items to SMG prior to the meeting so those items can be added to the agenda.
- b. Why are previous concerns not on agenda? Because concerns need to be handled particular way per Article 5, Section 8.
- c. Is directory available to owners? No, but SMG can process mailings to all owners on your behalf.
- d. Concern re: lack of communication when items are left in black mailbox.
- e. Owner asked if most recent minutes were sent out via email. No. They were approved immediately prior to tonight's meeting.
- f. Owner asked what she should do with light bulbs from previous Board work. They should be given to Donna, who will put them in the maintenance room.

V. Unfinished Business

- A. #73 gate/fence repair: Kelly would cost \$39.50; Board approved
- B. Roof & gutter cleaning: Currently underway; should be complete in next day or two
- C. Wood clean-up: Completed
- D. Front light replacement: On order from California; to SMG then onsite
- E. Pole light at #19: Still not working
- F. Roof assessment: Awaiting bid from appraiser
- G. Garage door painting: to April agenda
- H. Carport repair bid: Damaged roofs, debris; power wash first? Bonnie to see if these actions are on current bid
- I. Dish removal at #3: On patio, unused, but connected to building. SMG to send reminder letter re: removal.

- J. Welcome packet for new owners and renters: Bonnie and Donna to finish
- K. Pole light at Bond Street complaint: Bonnie to send letter to owner explaining decision of board to leave light as is (e.g., lights are on per suggestion of Eugene Police Department in response to burglaries)
- L. Email distribution list: Owners who want to receive Board minutes via email should contact Bonnie at bonnie@sterlingmanagmeent.net
- M. Directory update - ongoing
- N. Resolution binder: such a collection of documents exists in the form of the new owner welcome packet; another source may be the filing cabinet in the workroom; limit to number of trees removed annually is believed to be a City of Eugene ordinance; nobody in attendance recalls a NOPTHA resolution addressing this issue
- O. Water valve replacement: one unit still needs the valve replaced; owner can only provide one day to contractor, which may not be enough time. Will keep trying to accommodate owner.
- P. Dry rot on fence at #48-49 – carpenter ants: landscape committee to monitor; will need to spray for ants after rainy season ends

VI. New Business for discussion

- A. Chimney and dryer vent cleaning: These tasks are owners' responsibilities; rough estimates of costs are \$160 and \$50, respectively; Bonnie to inquire about group discount.
- B. Future maintenance projects
- C. Building painting
- D. Power wash carports and garbage areas
- E. Irrigation back flow of irrigation system
- F. Several sidewalks need attention: Bonnie will acquire bid to have concrete shaver used near space F, near west Bond driveway; #74 needs curb repair, #57 needs driveway and sidewalk repair. Board will walk-around to see what other spots need attention. Board to determine action after bid received. Cost may be prohibitive.
- G. Moss on roofs and sidewalks: Bonnie to acquire bid to have walks and roofs power washed. Bonnie to determine if power washing roofs is part of other work being completed.
- H. **List of pruning:** Rhody at front/back of #47; rhody behind #43; holly in front of #58; bamboo at 32, 33, 34; rhodies on Bond (remove?)

VII. Announcements

Adjournment Meeting adjourned at 8:35.
Executive Session

Questions:	Patti Lundeen Senior Portfolio Mgr	patti@sterlingmanagement.net 541-517-6189 cell 541-684-8141 office
	Bonnie Anderson HOA Manager	bonnie@sterlingmanagement.net 541-501-0221 cell 541-684-8141 office

Next Board Meeting at the New Oak Park Clubhouse; date and time TBA