

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

March 14, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Brandon Crohare, Treasurer

Cathy Joseph – Sterling Management Group

I. Call to Order:

Donna called the meeting to order at 7:04 p.m.

Approval of February 2016 meeting minutes:

Motion: Karen moved to approve February 2016 minutes. Brandon seconded. All in favor.

Approval of February 2016 financials:

March 2016 Financials:

Operating	\$10,844.93
General Reserves	\$112,431.53
Delinquencies	\$5,596.37

Discussion: Karen asked how delinquencies are being handled. Cathy stated that she mails out notices and keeps track of the delinquencies.

Motion: Karen moved to approve February 2016 financials. Brandon seconded. All in favor.

II. Insurance Renewal – Review with Monica Smith from American Family Insurance:

- 1) OPA came in with an increase on insurance for this year's renewal.
- 2) Monica is working with the underwriter to get the best possible price on the policy.
- 3) Monica stated that OPA has been claim free with well-maintained property. That's why she is working so hard to get the best prices possible.
- 4) No change in coverage, just an increase in premium on the general liability because the total blanket building coverage went from \$9,794,900 in 2015 to \$10,298,900 for 2016.
- 5) Monica will get Cathy the new proposed policy amount.

III. Homeowners Forum – Homeowners present #39 and 53:

#53 – Asked if the azaleas have been treated yet. Donna stated it's on the schedule. Homeowner asked if spraying has been done for ants. Donna stated that the perimeter has been treated along with the clubhouse. Cathy will request a copy from pest control on what exactly has been treated and when. Homeowner wants to praise Devine Gutters, since they have been doing an outstanding job keeping the roofs clean.

Cathy gave report from Devine Gutters on work done: #01 – unplugged gutter due to leak, #72 – repaired gutter damage, all flat roofs are cleaned, #30 – 36 – moss was treated, scraped off and re-treated and moss was treated on the clubhouse.

Donna requested Cathy send Devine Gutters a thank you letter.

Donna will provide Cathy a list of areas that need moss treatment to give to Devine.

Karen – Thanked the homeowners of #39 and #53 for all the work they have done around the property.

#39 – Asked if the association has ever looked into installing a well for irrigation. Donna stated she didn't think so. Homeowner is going to look into this as a possibility.

IV. Unfinished Business:

- 1) Recycling Center Update:** Donna stated it's looking wonderful. Cathy stated Kelly has been coming over and making sure it stays clean.
- 2) Website:** No new sign-ups. Karen suggested doing prizes for signing up. Donna will check the bylaws to see if this can be done.
- 3) Landscape:** Phase 1 irrigation has gone very smoothly. All that's left is an extension out to the front entrance. Karen requested NLS meet with Landmark to go over discrepancies and who will be responsible for what. The two companies came up with a list of discrepancies and quoted \$975.00 to complete these repairs.

Motion: Karen moved to approve the bid of \$975.00 to NLS to repair irrigation. Brandon seconded. All in favor.

- 4) Spraying Azaleas for Root Weevils:** Bid from Glass Spray for \$833 to spray azaleas. Weevils are a lace leaf bug and all the azaleas will die if not treated.

Motion: Brandon moved to tentatively approve the bid from Glass Spray for \$833 if the treatment will not be too late. Karen seconded. All in favor.

5) Maintenance:

A) Painting Projects – Karen met with Fitzpatrick Painting to come up with ideas to make the unit look more updated. They came up with a color scheme. Karen hasn't received the bid yet. To update the carports it was suggested to install fascia boards around the top and use the two-color scheme presented. Karen would like to keep a uniform color scheme throughout the

property similar to the units with the garages. The only difference would be adding a third color to the insets by the front doors. The Board will have a decision to give Fitzpatrick Painting at next board meeting.

B) Dry rot repair – Cathy stated McKenzie Commercial will be submitting their bid tomorrow. They stated they are waiting for lumber prices. Dorman’s bid came in at \$10,219.

C) Lights – Karen discussed upgrading the lighting on the clubhouse. She had Reynold’s Electric give a bid on 10 light fixtures for \$1,435.00 for materials and labor. They will also coordinate with painters to install and remove old fixtures.

Motion: Brandon moved to approve Reynolds Electric’s bid for lighting installation. Karen seconded. All in favor.

D) Sidewalk Grinding: American Concrete bid came in at \$1,050.00. Columbia Concrete bid came in at \$1,550.00. Cathy will get clarification from American Concrete for work done along with clean-up provided. Board will make decision at the next board meeting.

E) Fence bids for Piper Lane: Island fencing bid came in at \$3,950.00. Banyan Construction bid came in at \$3,220.00. Both places will match what already exists but does not include staining. Cathy will submit letter to owner with a proposal of \$3,700.00 towards fence installation.

F) Mailbox cleaning and painting: Gary Pierce Painting bid came in at \$985.00. This includes cleaning, prepping and painting.

Motion: Brandon moved to approve Gary Pierce Painting bid for \$985.00 to clean, prep and paint the mailboxes and schedule for August. Karen seconded. All in favor.

E) Pool Monitoring System: Karen had Emerald Pool and Spa meet with her and Martin about installing new monitoring system. The only thing that this system will need is a strong WIFI connection. Brandon suggested talking to the homeowner of #01 to see if their WIFI can be used because they are the closest. Everything is scheduled to be installed on April 15th. Karen announced that if anyone is interested, Emerald Pool and Spa is providing training for CPO certification.

Motion: Karen moved to approve purchasing pool monitoring system in the amount of \$3,248.45 from Emerald Pool and Spa. Brandon seconded. All in favor.

F) Power Washing: Bid from Custom Windows came in at \$225.00 for the units with decks and railing and \$125.00 for units with just patios. Cathy will continue to get bids for power washing. Board will make decision on this at next board meeting.

V. New Business:

1) Parking Issues: Parking violations have been resolved. No need for further discussion on this issue. Donna suggested reviewing the parking regulations.

VI. Architectural Committee: Submitted request to cut down the two holly trees. Donna will get answer to them as soon as possible. Committee asked when the irrigation will be turned back on. Donna stated as the leaks are fixed the irrigation will be turned on.

VII. Announcements: None

Donna adjourned the meeting at 9:14 p.m.

(Transcribed by Samantha Williamson)