

New Oak Park

Minutes for April 8, 2013
Homeowners' Association Board of Directors
New Oak Park Clubhouse
(Copies of the minutes are available at the clubhouse.)

In attendance: Donna Leudesdorf (Treas.), Sonja Runberg (Sec.), Peter Herley (Member at large), Scott Bonnell (member), Bonnie Anderson (SMG), Kim Carey (SMG), Adrienne Stewart (owner), Kathy Giesen (owner).

I. Call to Order Regular Session

- A. Call to order: 7:03 p.m.
- B. Approval of minutes for March 2013: Previous minutes were approved by Board on email.
- C. Approval of Financial Reports for March 2013: \$14,180.75 in operating; \$132,019.82 reserve and checking. Bonnie will separate out assessment funds that have already been paid.

III. Sterling Management Report

- A. State of Oregon tax refund of \$163.45 received. The \$150.00 corporate excise tax was reversed; hence, HOAs do not have to pay it.
- B. Received certificate of insurance for propane insert at #52.
- C. Garage door at #2 to be painted when others are painted
- D. Balcony, entry door at unit #70 are owner's responsibility
- E. #70-71 landscaping complaint: referred to landscaping committee
- F. #70 light: owner's responsibility
- G. #63 cost to thatch and aerate 20' x 20' area on south side is \$190.00; Board approved to have work done. **Bonnie** to call owners to notify of action
- H. Anne Baker, owner of #58, contacted SMG re: having a new plant purchased by owner sitting on the spot and needs planting. Bonnie to schedule.
- I. Light at #19 is working
- J. Awaiting quote to have unbiased home inspector come out to provide opinion on whether roofs need attention now; should have quote tomorrow.
- K. #46 wants fence around slab on cement on back porch: Board said height, style, and paint must match others; and there must be access to/from porch for outdoor structural maintenance and safety reasons
- L. **Does Board want coupon booklets? No, too costly; Bonnie to send email stating that if people want monthly email reminder, to notify her. Sonja to post note in reader board.**
- M. Request to have stump removed behind #62: Kelly to do
- N. Request to have tree removed behind #62: Board declined to give permission because tree is healthy and doesn't need to be removed.
- O. Owner Request Form: Final version approved by Board.

- P. Addition to agenda: Was issue re: cleaning of Bond resolved? Were we billed twice? Bonnie to look into.
- Q. Addition to agenda: Can Thompson make the unlevelled paver at mailboxes even with others? Bonnie to look into.
- R. #67 storage door off of hinge on east wall: Bonnie will complete work order
- S. #72 downspout: will be repaired this week
- T. #33 sidewalk repair: on work order
- U. #44 moss on back porch: Moss removal is owner's responsibility. Board has concern that moss will spread easily and quickly to other areas. Bonnie to send letter to owner asking for moss to be removed.

IV. Homeowners' Forum (3 minutes per person)

- A. Owner brought up issue of people not picking up dog feces. Areas near #56 and #44 are problem areas, as are courtyard, mailbox, and front area. Board suggested posting friendly reminders asking people to help keep our neighborhood clean. Posting can include note about \$50 fee if owners are seen leaving feces uncollected. Bonnie to create five laminated signs.
- B. Owner noted that #31 has no light bulb or cover: Donna to look into.
- C. Landscape committee: still needs to meet/walk around.
- D. Board member asked that unrepaired hole in crawl space cut in March 2012 as part of valve replacement be put on schedule for repair. Bonnie to place work order.

V. Unfinished Business

- E. #73 gate/fence repair: done
- F. Roof & gutter cleaning: done; should repeat when? Bonnie to look into timing; #72 still needs some work.
- G. Front light replacement: light given to Kelly at SMG today; to be repaired today; Bonnie to check on status.
- H. Pole light at #19: done
- I. Roof assessment: See III.J. above.
- J. Garage door painting: See III.C. above.
- K. Carport repair bid: Bonnie to acquire; see what bid includes (e.g., spray wash, paint?); will get three additional bids
- L. Dish removal at #3: Bonnie to send letter to owner.
- M. Welcome packet for new owners and renters: pending; Bonnie and Donna to finalize soon.
- N. Pole light at Bond Street complaint: Bonnie to send letter explaining NOPTHA rationale for bright light.
- O. Water valve replacement: #62 is pending; need three days to complete work.

VI. New Business for discussion

- A. Chimney and dryer vent cleaning: Bonnie to include reminder in letter to owners, which will be sent soon. See March 2013 minutes for additional information.
- B. Future maintenance projects: ongoing
- C. Building painting: ongoing for 65-73: Bonnie obtaining bids
- D. Power wash carports and garbage areas: see V.G. above

- E. Back flow of irrigation system: Thompson to look at for \$300-400?
- F. Board walk around: Board provided list of curbs and sidewalks in need of repair. Also need to repair blacktop in sports. Bonnie will obtain bid per item and as all-in-one project.
- G. Owner requested permission to have community yard sale: Board agreed that an exception could be made to Bylaws that prohibit this; same action was taken in 2010. Board wants to be sure that parking is monitored and customers park on Norkenzie Road and walk into NOPTH property. Peter was asked to be lead on effort. He will work with homeowner to plan event.

VII. Announcements

Adjournment: 8:22 p.m.

Executive Session

Questions: Sterling Management Group
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Next Board Meeting at the New Oak Park Clubhouse; May 13, 2013, 7:00 p.m.