

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

April 4, 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 7:09 p.m.

**Approval of March 2016 meeting minutes:**

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

**Approval of March 2016 financials:**

**March 2016 Financials:**

Operating	\$7,177.06
General Reserves	\$113,373.71
Delinquencies	\$6,977.80

**Discussion:** Brandon stated OPA is on target. OPA was able to pay for irrigation without taking it out of reserves.

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

**II. Homeowners Forum:**

None

**III. Unfinished Business:**

- 1) Website:** No updates. Brandon stated the board needs to come up with creative ideas for encouraging homeowners to sign up.
- 2) Landscape:** Irrigation – Karen reported she met with Mark at Landmark Irrigation to go over the irrigation project. HOA was given a master key to the irrigation control boxes at units #04 and #65 in case of an emergency. Mark went over the maps with Karen that are in the control boxes. They are done with their seasonal work and feel confident with NLS to be able to handle the irrigation from here on out. Karen stated that Landmark

Irrigation was great to work with. Donna stated there is an irrigation leak at #51. Cathy will have Kelly come take a look at it to figure out who needs to come out and fix it. Donna stated we need to get a bid for re-routing the irrigation by unit #06.

**3) Moss treatment/aerating grass** – Will happen starting next week than aerating will occur after that of all grass areas.

**4) Maintenance: Update on pending projects**

**Painting project:** Will start at the end of May. Karen has the color samples painted on her unit and encourages homeowners to walk by and look because there are two different inset colors to choose from. Donna wants Karen to inquire about painting the metal posts on the carports as well. Karen asked how do we enforce homeowners to maintain and paint their decks. Donna stated this is an issue to discuss at a later time.

**Roof Replacement:** #23 - #26 because of weather the contractors would like to do the roof replacement on May 4<sup>th</sup>. Cathy will email updated letters to homeowners on pressure washing, roof schedule and dry rot repair.

**Sidewalk Grinding:**

**Motion:** Brandon moved to approve the bid for \$1050 from American Concrete for sidewalk grinding on May 9<sup>th</sup>. Karen seconded. All in favor.

**Plan for Piper Lane Fence:** No reply to date.

**Moss Treatment:** Donna will walk around and create a list for Cathy where treatment needs to occur.

**Dry Rot Repair:** McKenzie Commercial will do the dry rot repair on April 7<sup>th</sup> for \$9,108.00.

**Mailbox Clean and Paint:** Cathy could only get one bid for this project.

**Motion:** Karen moved to approve the bid for \$875.00 from Gary Pierce Painting for the mailbox clean and paint project for August. Brandon seconded. All in favor.

**Pool Monitoring System:** is scheduled for April 15<sup>th</sup>. Karen encourages homeowners to come down and go through the training to volunteer to do the monitoring. Cathy will formalize Comcast bid for WiFi and make sure there will be no penalties from Century Link tomorrow. Board will vote via email after confirmation is complete.

**Power washing:** Cathy received bid from A-1 Pressure Washing for \$85.00 on decks/patios and \$100.00 with railings per patio/decks. Cathy will get a bid from Daddy's Day Job with a target date of April 21<sup>st</sup>. Donna will draft a letter regarding maintenance and cleaning of decks.

**Rec Room:** Internet/WiFi – Board will vote after confirmation is received by Cathy from Century Link to make sure there are no penalties for canceling emergency phone and details from Comcast.

**Spring Clean-up:** April 15<sup>th</sup> thru April 25<sup>th</sup> there will be a dumpster for homeowners to be able to Spring clean and throw things away. Cathy will do an email blast to all homeowners, Brandon will do a flyer to post and Cathy will have Kelly rope off the area where the dumpster will be placed.

**Motion:** Karen moved to approve the spring cleaning from April 15<sup>th</sup> thru April 25<sup>th</sup> to have a dumpster brought in for \$275.00. Brandon seconded. All in favor.

**Timeline for spring projects:** on target with spring projects.

**Rec Building Lock Box:** Brandon suggested having a lock box with a code. Sterling will give out the code and change it every once in a while when someone wants to rent the rec room.

**Motion:** Karen moves to have Brandon order the lock box and have Kelly install. Brandon seconded. All in favor.

**IV. New Business:**

- 1) Unit #18 needs a parking reminder on expectations, rules and enforcement of parking and where they can park.

**V. Architectural Committee:** Removal of railroad ties – Cathy Giessen suggested to move these over onto Bond where everyone is parking. Donna said no, that the railroad ties are rotting.

Cathy Giessen will get a price on having big boulders put in this area.

**VI. Announcements:** None

Donna adjourned the meeting at 8:32 p.m.

(Transcribed by Samantha Williamson)