

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

May 14, 2018

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President/Treasurer

Karen Romero, Vice President

Tommi Drake, Secretary

Samantha Williamson, Sterling Management Group

**1. Call to Order:**

Donna called the meeting to order at 6:05 p.m.

**Approval of April 2018 meeting minutes:**

**Discussion: None**

**Motion:** Tommi moved to approve April 2018 minutes. Karen seconded. All in favor.

**Approval of April 2018 financials:**

**April 2018 Financials:**

Operating                   \$32,215.05

General Reserves       \$84,644.74

Delinquencies           \$7221.10

**Discussion:** The operating should have been \$10,000 less and the reserves \$10,000 more. The transfer got done backwards and is now corrected. 90% of the delinquency is with one unit.

**Motion:** Karen moved to approve April 2018 financials. Tommi seconded. All in favor.

**Website update: None**

## 2. Home Owner's Forum: 06, 23, 39, 42 and 65

Unit 23 – She is very thrilled with the landscape. Has concerns with the abandon vehicle with flat tire on Bond Street.

Unit 06 – Landscape is the best she has ever seen. She wants to know if she needs to be trained on the new chemical kit and system. She asked when the water will be turned on.

Unit 65 – She is very excited about the parking rules being enforced.

Unit 39 – Would like to put big rocks along Bond Street. Donna stated let's explore this idea. Tim volunteered to get a bid. Tommi is going to also get the information Malcom found out as well to Tim.

Unit 42 – She wants to know who power washed. Donna stated that it wasn't anything the board scheduled, and no one saw anyone.

## 3. Sterling Report:

1. Monica's insurance letter went out in the mail 05/01/2018.
2. I am still working on the draft homeowner letter to units 37 and 74 regarding parking spot.
3. Irie has all the tree work done by Bond and all the stumps are done. He rescheduled the big fir for the 17<sup>th</sup> due to an injury.
4. I notified the homeowner in #14 that the board is working on getting bark blown in over in that part of the HOA. She wanted me to tell you thank you.
5. I requested new bids for curb pressure washing and painting for August. Bids requested 4/25/18 from Angell Flight and Western Asphalt. Angell Flight bid is \$2,875.00, and I left a message today with Western Asphalt to see when they would have a bid to me. Karen stated the board hasn't decided on colors yet.

**Motion:** Tommi moved to approve Angell Flight's bid to paint red in the fire lanes, yellow in the no parking areas, if paint comes off, curbs to be left natural and sealed for all assigned parking spots. If all the paint doesn't come off they are to be painted white. Strips and letters will be white. Karen seconded. All in favor.

**Discussion:** A no parking tow away sign needs to be purchased and installed in the spot between 37 and 74.

6. Scheduled Angell Flight for street repairs for July. They will be doing this July 16<sup>th</sup> – 18<sup>th</sup>.
7. Make checklist for Carlson and Strand for painting and Karen made revisions. I have final copy. They will be doing the painting August 6<sup>th</sup> – 9<sup>th</sup>. Started 4/26 will have draft to board for input tomorrow 4/27
8. Froggy's signs are up.

9. The 2 big visitor's signs are up by the pool, both NW Natural and EWEB has done the locate just waiting on the posts to be delivered. They are supposed to arrive at our office on the 17<sup>th</sup>.
10. Emerald Valley Backflow will be out to do the backflow testing and have the testing results to me and EWEB before the 31<sup>st</sup>.
11. I researched prices for an audit.  
I contacted two CPA firms here that have done audits for us before neither one does them anymore because of all the regulations now and I was referred to the bigger companies in Portland. I contacted the firm that has done reserve studies for other HOAs and they as well do financial audits, so I filled out the engagement letter and emailed back to them today to get a price. Schwindt & Co. came back with a proposed audit price of \$4,000.
12. Martin has put the new chemical testing kit in the chemical room, he is going to get that ORP reader for the wall, I haven't heard back from him yet but he was meeting the electrician today to discuss the lighting issue, the pool deck is all done, Martin is going to dive to check the drain cover when the water temperature warms up, he has labeled the flow direction of water and all the valves, I have the hours put on the pool signs and we now have the chain and padlock for the gates when the pool is closed when the pool opens we will put them in maintenance room the extra key is hanging in there already and we have a master at the Sterling office.
13. Unit 74 has requested a no office sign, so people will stop knocking on her door. Donna stated for Sam to make a nice private residence sign.
14. Unit 62 has requested that the landscapers take care of the patchy grass behind and next to her unit as well as the dead arborvitae and blackberry bushes. Donna stated to have JC Landscaping look at that area.
15. Unit 54 has sent me the roof repair addendum when they purchased the unit stating that the association will schedule the repairs #1-4 per buyer's repair addendum. Cathy had told them she would address this with the board and have it taken care of. Donna stated to have Evergreen Roofing come out and do a roof inspection and look at the mansards.

## 5. Unfinished Business:

**A. Landscape Maintenance:** Kathy brought up that #22 wants to have something done with the patchy grass. Owner took fence down and would like to put planter boxes instead of fence. Donna stated to have the owner submit a request to the board.

Kathy and Tim would like to do a walk around with Juan from JC Landscaping.

### B. Maintenance

- i. **Sidewalk accommodations for #74** – Board will accommodate the curb cut in the sidewalk. Sterling will ask Angell Flight if they can do this along with all the curb repairs and painting.

- ii. **Paint chipping on #74** – Donna stated if we can cheaply paint with the paint that is in the maintenance shed it can be done.
- iii. **Pool Opening:** Karen stated that we need pool volunteers to do once a day testing on Thursday, Saturday and Sundays. Donna requested Sterling to send out an email blast with a deadline for a response to all homeowners.

New volunteers will have to go through a training with Martin on the system and chemical testing kit.

Martin needs to let Sterling know if he can't come out on his days to test a day in advance.

Tim and Eva volunteered to clean the pool furniture cushions and set up it all up.

Sterling can install pool signs right away.

Sterling will be meeting with Jeff at American Concrete to point out areas to grind this week.

- iv. **Inspection/repair of privacy dividers:** Karen stated that the privacy divider between #7 and 8 is falling over and needs repaired. Donna stated that the upper deck privacy divider is shared and it's the homeowner's responsibility.

Donna stated the entrance sign and the privacy divider at #3 needs staining.

Sam with Sterling will do a walk around the property with Donna and Tommi on June 7<sup>th</sup> at 4:00 pm.

- v. **#62 Siding concerns:** Board agreed to have McKenzie Commercial go out and inspect the siding.

- C. **Clubhouse Rental: Examples of the card lock system:** Tabled until next board meeting.

**5. New Business:**

- i. Parking Enforcement:** Tommi will review the HOA parking rules for revisions and re-signing of the document. Sam at Sterling will mail a notice to owners about the parking. New tow guest parking and tow away signs in place. Samantha and Craig are only authorized people to tow. All complaints to go to Sterling.
  
- ii. Parking rules & fines:** This will mainly be the towing and impound charges. Watch for revamped parking rules. Board reviewed parking spaces.

**V. Architectural Committee: None**

**VI. Announcements: None**

**Adjournment:**

Donna adjourned the meeting at 7:40 p.m.

(Transcribed by Samantha Williamson)