

**OAK PARK TOWNHOMES ASSOCIATION**  
Board of Directors Meeting  
May 15, 2017

Board Members/Sterling Management Representative present:  
Donna Leudesdorf, President  
Karen Romero, Vice President  
JoAnn Newton-Hester, Secretary  
Tammi Allen – Sterling Management Group

**1. Call to Order:**

Donna called the meeting to order at 7:07 p.m.

**Approval of April 2017 meeting minutes:**

**Discussion:** Meeting minutes for April 2017 were approved via email.

**Motion:** Karen moved to approve April 2017 minutes. Joann seconded. All in favor.

**Approval of April 2017 financials:**

**April 2017 Financials:**

Operating	\$18,361.05
General Reserves	\$107,492.77
Delinquencies	\$4,968.76

**Discussion:** None

**Motion:** Karen moved to approve April 2017 financials. Joann seconded. All in favor.

**2. Sterling Report:**

- Tammi set up appointment with Emerald Pool for training on pool for May 16<sup>th</sup> at 4:00 pm and I still need volunteer flyers. I will be attending the training for those that can't make it.

- Tammi submitted a bid from Western Asphalt for restriping the parking lot. I still need the vendor name from Donna that New Oak Park has a credit with.
- Kevin Cohen Plumbing will be out to do the backflow testing and make repairs on May 23<sup>rd</sup> and send the test results into EWEB before May 31<sup>st</sup>.
- Roofs will be started July 24<sup>th</sup> that is the earliest they had available.
- Davis Construction never got back with a bid for dry rot repair.

**Discussion:** Karen stated that she spoke with Mckenzie Commercial and they submitted a bid and could have the work done the first week of June. The bid totaled \$5,609.00. Donna stated the bid need to include all the cedar dividers as well. Units 13-14 do not need repairs there is no dry rot.

**Motion:** Karen moved to approve the bid from Mckenzie Commercial in the amount of \$5,609 for dry rot repairs at units 1-6, 3, 4, 5, 49 and 56 with clarification on the dividers at 3, 4 and 5. Joann seconded. All in favor.

- Prepping for painting is scheduled for the last week of June and Fitzpatrick will start painting the first week of July.
- Tammi stated she is still working on the website.
- Tammi is still working on the lighting issue with builders because the ones being used are discontinued, so John at Builder's has been having his guys look for price/size/color similar to what was/is being used.

**Discussion:** Board approved a light fixture from Lamps Plus Agent totaling \$6,210.40. Board requested Sterling Management to discuss the fixtures with John at Builder's Electric and if John says they are good fixtures, Sterling Management is authorized to purchase the fixtures and have Builder's Electric do the install.

- Spring clean-up was scheduled for May 19, but since I was sick, I didn't get the email blast out. Tentatively reschedule for beginning of June.

**Discussion:** Donna thinks the second week of June would be a better time due to the Memorial Day holiday.

- Comcast thinks need a line for clubhouse only. Tammi thinks a booster would work and should enhance the signal for both club house and pool.

### **3. Homeowners Forum: #05, #39 and #65**

Unit 05 homeowner expressed that the tenant in unit 03 is still not picking up after his dog. Donna stated that Sterling Management has issued a violation letter to the owner and one was also sent to the tenant. The next one that goes out constitutes a \$50 fine.

### **III. Unfinished Business:**

#### **A. Landscape Maintenance:**

- 1) Review bids for backflow testing and repairs:** Kevin Cohen will be out on May 23<sup>rd</sup> for repairs and testing.
- 2) Garbage/recycling rates:** Donna thinks a letter should go out to all homeowners to get a consensus of how homeowners feel about going with one garbage company. Donna will give Tammi bullet points of information to include in the letter.
- 3) Pool Opening:** Emerald Pool will be doing training on May 16<sup>th</sup> at 4:00 pm as well as getting the pool ready. They have agreed to do the cleaning twice a week.

Tammi will submit a work order for Russ to pressure wash the surrounding sidewalks around the pool, the pool deck and furniture as well as hang up all the required signage.

Donna wants the flyers for pool volunteers dropped off at doorsteps rather than mailed.

Donna wants a bulletin board hung up either on the chemical room door or over by the pump for emergency numbers, pool volunteers and the company that services the pool along with the clip board with the test results so that it is all organized.

Pool will be open Memorial Day weekend thru Labor Day weekend.

**B. Maintenance**

1. **Street/pole light upgrades – retro fit:** Discussion done in the Sterling report.
  
2. **Parking lot restriping:** Discussion done in the Sterling report.
  
3. **Pressure washing/painting/washing curbs:** Discussion done in the Sterling report.
  
4. **WIFI upgrade:** Discussion done in the Sterling report.

**5. New Business:**

- A. **Spring Cleaning for Property:** Discussion done in the Sterling report.
  
- B. **Bark:** Donna suggested having bark dumped at the same time the dumpster is brought in for spring cleaning and homeowners can haul and spread their own bark in their yards during this time. Donna requested Tammi to get a bid for a truck load of bark to be delivered. Board will approve the bark bid via email.

**V. Architectural Committee:** Donna wants a walk about scheduled with Tim and ValleyScapes to go over the sprinkler bid before approving the bid.

Karen stated the tree that was planted over by unit 06 is dying. Donna wants Tammi to notify ValleyScapes regarding this.

Donna requested Tammi to get a bid for stump grinding at units 6, behind 59 and 73 form Woodys.

**VI. Announcements:** None

Donna adjourned the meeting at 8:06 p.m.

(Transcribed by Samantha Williamson)