

**New Oak Park  
Minutes for May 13, 2013  
Monthly Board Meeting  
New Oak Park Clubhouse**

Minutes prepared by  
OPA Board of Directors' Secretary Sonja Runberg

**I. Call to Order Regular Session**

- A. Call to order at 7:04
  - i. In attendance: Donna Leudesdorf (Treas.), Sonja Runberg (Sec.), Scott Bonnell (member), Bonnie Anderson (SMG), Patti Lundeen (SMG), Anne Geertsen (SMG), Adrienne Stewart (owner), Kathy Giesen (owner).
  - ii. Absent: Peter Herley (Member at large)
- B. Approval of minutes for April 2013: approved via email. Copy posted near mailboxes; copies available at clubhouse. It was reported that there were no copies at clubhouse. Runberg checked after meeting. There were, indeed, approximately 10 copies available at that time.
- C. Approval of Financial Reports for April 2013: operational budget is \$15,117.24; reserve fund balance is \$133,193.18. Board is considering posting the total amount of past due monthly dues (without any identifiers) in monthly minutes. SMG will research legality of this action. Purpose of reporting late fees would be to have community aware of this shortage more frequently than only the annual meeting. Also, Board would like to educate community on process that is triggered by late fees, including legal limitations of Board and fact that there are legally mandated actions taken automatically by Lane County in the event that monthly fees are not paid by an owner.

**II. Thomas Pool Service –** Martin reported that the pool is full of water and chemicals are at appropriate levels. New Department of Health rule requires that a red phone with a direct line to 911 services be in every public pool area.

- A. **Action:** Bonnie to research guideline and provide copy to Board. Bonnie to research cost and process of installing red phone asap so as not to delay pool opening.
- B. **Action:** Martin will hang seasonal signs at pool.
- C. **Action:** Martin is trying to acquire railing for the East side of the pool. Railing must be repaired prior to opening pool
- D. There is a need for a pool-monitoring group, which will check the pool chemistry twice/day while the pool is open for the season.
- E. Martin was asked if the pool has leaks. He said yes; he knows this because of the amount of water that is used. There could be leaks around the lights, skimmers, and piping. American Leak would be a good company to use to detect leaks. Pool is using more water than it should. Must weigh cost of chemicals, heat, and water vs. cost to repair. Do not necessarily have to drain pool to repair. Repairs by Emerald if issues are with skimmers and lights (caulking). Pool age is unknown, but assumed to be same as community, which is 1971.

**III. Sterling Management Report**

- A. Bonnie is leaving SMG; Anne Geertsen to handle NOPTHA account.
- B. SMG personnel attended HOA management seminar. Handouts provided to Board members. SMG shared what they learned:

- i. Anytime a quorum of Board member (currently 3 of 4 members) talk about association-related matters, it is considered a Board meeting and minutes are required.
  - ii. Email communications must be recorded in next month's minutes.
  - iii. Minutes should be in bullet format without extraneous details of what was said at meetings, without names, without specifics.
  - iv. Executive session should address four topics maximum. There are no minutes for executive session, nor are there votes.
  - v. Minutes are not required to be distributed. Instead of minutes, a newsletter can be distributed.
  - vi. SMG can only communicate with entire Board, not one-on-one with Board members.
  - vii. At past due monthly dues, a lien is filed against the homeowner automatically; this is not a Board action, but is instead in response to an OAR. **Action:** Bonnie will provide OAR to Sonja for recording in minutes.
- C. There is a new owner in #50. Inspector of unit provided report overview of inspection to SMG. SMG gave copies to Board members.
- D. SMG asked for streamlined communications from Board members so that they can best respond to our requests.
- E. Landscape committee will first see requests, will acknowledge request and communicate to owner that the response could take up to 30 days. Will conduct walk around and email needs to SMG. Will look at rhodies at #47, holly at #62, grass near #11 and 12, pruning community-wide.
- F. #69/70 to work together re: upkeep of courtyard
- G. **Action:** Bonnie to remind landscapers not to blow debris onto sidewalks
- H. **Action:** #27 indicated that there is no water in gardens along Bond; Board approved purchase of soaker hose to be used in garden. \_\_\_\_\_ agreed to facilitate watering of garden. Board also approved purchase of hose and reel for front sign area.
- I. #37 crawl space repair: owner should hear from Kelly soon to schedule repair of hole cut in spring 2012 as part of water valve work.
- J. #55: patio water is still not turned on. **Action:** Bonnie to look into.
- K. #63 needs grass seed. **Action:** Donna offered to provide it to owner.
- L. Welcome packet needs to be completed asap. **Action:** Bonnie to send packet to Donna and they will finalize it.
- M. New owners/tenants in #46, 50, 56.
- N. Water leak at #53: **Action:** Bonnie to remind Cohen to view again.

#### **IV. Homeowners' Forum (3 minutes per person)**

- A. None

#### **V. Unfinished Business**

- B. Front light replacement: completed

- C. Roof assessment:

- i. There are currently three bids for the roofing job. Due to owners' concerns about the project, the Board looked into getting bids from unbiased sources re: cost to have such parties evaluate need to replace roofs. One bid for evaluation was over \$700: Board vote to take action was 3 no and 1 abstain. Second bid for evaluation was for \$225: Board vote to take action was 3 no and 1 yes. Based on these votes, the roofing project and related assessments will move forward.

- D. Garage door painting: completed at bid. Board approved payment.
- E. Carport repair bid: bid is for \$1850 and does not include heavy cleaning. Power washing first would be a separate job. **Action:** Bonnie to ask Kelly for bid. Bonnie will also ask for itemized bid from \$1850 vendor.
- F. Dish removal at #3: SMG sent letter to owner.
- G. Welcome packet for new owners and renters: see item 3L above.
- H. Pole light at Bond Street complaint: SMG send letter to owner.
- I. Water valve replacement: completed. American Leak Detection bid of \$1825 is in the budget and does not include pool. Will discuss at June meeting.
- J. Power wash property: see item D above. Also waiting on second bid. Board requested bid by 6/1/13. Bonnie to present suggested work plan to Board (e.g., timeline of carports cleaned; carports repaired; wash sidewalks; repairs sidewalks, curbs, pool, trash, paint curbs)
- K. Irrigation / backflow system: completed
- L. Board walk around: not discussed.

**VI. New Business for discussion**

- A. Chimney and dryer vent cleaning: see minutes from April 2013
- B. Building painting: **Action:** Bonnie to acquire bids; Sonja noted that patio divider between #37 and 38 needs to be repaired and painted
- C. Yard/Garage Sale Committee: Peter and #71 owner are organizing event to be held on 6/8/13
- D. Historical Committee: suggested by Bonnie. Conversation to occur at June meeting.

**VII. Announcements:** None

**Adjournment:** 8:30

**Executive Session**

**Questions:** Sterling Management Group  
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**Next Board Meeting at the New Oak Park Clubhouse;**  
**June 10, 2013, 7:00 p.m.**