

## OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

May 9, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Brandon Crohare, Treasurer

Cathy Joseph – Sterling Management Group

Homeowners present:

Mark Stangel, #70; Tim Hargreaves, Kathy Giesen

### I. Call to Order

Donna called the meeting to order at 7:06 p.m.

It was moved by Brandon, seconded by Karen, to approve the April Board minutes. The vote was unanimous (3-0).

#### **April 2016 Financials:**

Operating	\$11,941.22
General Reserve	\$115,046.49
Delinquencies	\$3,436.95

It was moved by Karen, seconded by Brandon, to approve the April 2016 Financials. The vote was unanimous (3-0).

### II. Homeowners' Forum

Kathy Giesen noted that political signs still need to be removed.

She also asked when the sprinklers are going to be turned on (for example, units #51-53). Though her water is now on, some areas don't have any water and some are flooded. The Board needs to do a walk-through of the entire irrigation system and check for geysers, standing water, and whether or not each area is on or off yet.

Mark Stangel said that he has had water up to his back patio for almost a month, which is drawing mosquitoes and never really dries out.

The Board will contact NLS to repair the flooded and low areas and block off those areas from mowing. Will also turn the water off until this is resolved. Mark noted that his area is always muddy so there's a non-drainage issue that needs to be resolved, both summer and winter.

The Board reiterated that a meeting with NLS is needed during daytime hours, as it appears that communication is not happening. It was noted that timers can be set for all of those areas. It was suggested to fill the area near Mark's unit with rock and stepping stones, or even bark. He noted that the laurels are so thick there that that area gets no light. Discussion was continued and more examples were given.

Kathy noted that the rhododendron between her unit and Diana's unit (in front of Diana's garage) needs to be cut down. Diana has already bought a new rhododendron because she had wanted Tim to cut it down, but it's on common property.

Mark noted that the route to get to the sidewalk past his unit is a safety hazard because a curb has to be stepped over in order to get to the pathway.

### III. Unfinished Business

A. **Website** – No updates.

#### B. **Landscape**

**Irrigation Project.** The irrigation isn't set up properly by zones depending on water needs (this is NLS responsibility). If NLS doesn't solve it, the Board will ask Landmark to do it. This should be discussed in the meeting with NLS.

**Moss and Aeration.** Mostly good work, but behind unit #47 there is no irrigation and the grass is dying, so now there is an opposite problem. Again, the timers need to be re-programmed.

**Pipe Repair.** Two major repairs needed, one in front of clubhouse (caused by tree roots). Landmark won't bid on small jobs. It was suggested that Landmark do the irrigation jobs and NLS do the landscape jobs. Karen will call Landmark and ask them about the current problems that need to be addressed ( which will be approved by e-mail).

#### C. **Maintenance**

Update on Pending Projects:

##### **Painting**

1. Who is overseeing this? Will be done the end of May but repairs need to be finished first.

The recent installation of the porch light for the clubhouse was discussed (not on agenda). The plywood was only supposed to be wide enough to cover the hole but it is much wider than that. Karen is waiting for the owner of the business who installed it to call her back about cutting down the size of the plywood around the light.

Karen bought a light fixture for her unit and sent the bill for installation to herself. Karen would like the residents in her area to replace their light fixtures when painting is done (for consistency). Cathy at Sterling will do an e-mail blast to units #7-12.

2. Roof replacement for #23-26 (complete). Cathy at Sterling will schedule a walk-around for Saturday, May 14 at 1:00 to view the work. Gutters need to be scheduled.
3. Sidewalk grinding by American Concrete will start on Tuesday, May 10.
4. Plan for Piper Lane fence – still no reply
5. Dry rot repair for clubhouse – the Board has received proposals from McKenzie Commercial and is waiting for Evergreen to do a second bid for the new dry rot that was found. Discussion about removing window eyebrows. Evergreen recommended against this.
6. Pool monitoring system – installed. Volunteers are needed to do minimal testing (once a day, remotely, from a smart phone or iPad) and need to bring the specialist down from Portland to train everyone including Martin (specialist needs one-week advance notice). May 20 or 21 was suggested for the training. The Board needs to send out a flyer for sign-ups. It was noted that the test records need to meet State and Federal standards so we need responsible people to do the testing.
7. Power washing – Cathy at Sterling has a bid for \$85 per patio including the balcony. We need to ask for a bid for decks as well because some people have decks and not patios. If a patio/deck is in need of power washing, the Board can contact residents them individually and recommend the service, but everyone else would be sent a flyer that the service is available if they want to take advantage of it. Donna would like to see a cost breakdown from the power washing vendor because not everyone has an upper deck or rails.

Cathy read the homeowner requests that she has received:

Gate at #73 is crooked. Look at it during the walk-through (may need a cedar fence instead of repair).

#42 – screen door (discussion about not being able to see front doors on units) – technically this is a homeowner expense. Discussion about writing a resolution. It was moved by Karen and seconded by Brandon – approved 3-0 (owner to do architectural form).

#67-73 – have a plan

#59 – window leaking – Evergreen will look at it.

Letter to Blodgett – Sterling will reply.

#### **IV. New Business**

A. Parking Issues – deferred.

Noted cigarette butts and garbage at units #60 and #56 (tenants).

Welcome packets need to go to new tenants (mostly) but owners too.

Donna adjourned the meeting at 8:18 p.m.

(Vicki Maxon, recorder)