

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
June 12, 2017

Board Members/Sterling Management Representative present:
Donna Leudesdorf, President
Karen Romero, Vice President
Tammi Allen – Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 7:05 p.m.

Approval of May 2017 meeting minutes:

Discussion: Due to only having two board members present minutes for May 2017 will be approved via email.

Approval of May 2017 financials:

May 2017 Financials:

Operating	\$24,528.69
General Reserves	\$108,565.02
Delinquencies	\$5,401.41

Discussion: Donna discussed that the delinquency amount is from two units one is in judicial foreclosure and the other unit is past dues that have gone to collections.

Due to only having two board members present financials for May 2017 will be approved via email.

2. Sterling Report:

- Tammi stated the credit for the curb painting is through Angell Flight. Angell Flight has requested that the HOA have their entire road and curb repair complete before they come out and re-strip the parking lot and paint the curbs.
- Tammi stated that a lot of praise came from homeowners regarding the bark but a lot of feedback came in with homeowners wishing there was more bark provided. Donna stated she would be open to having a couple more truck loads being delivered. The board will vote via email for two more loads of bark being delivered.
- Tammi stated all the dry rot repairs are complete.
- Tammi stated the light fixtures have been ordered and purchased at the quoted price. They are being shipped out on the 9th of June. Builders Electric is working on updating the original bid due to changes in the fixtures.
- Tammi stated painting will start at the beginning of July. She will get an email blast to the homeowners in that phase to notify them when the painting will begin.
- Tammi stated that the roof repairs are still scheduled for July 24th for units 30-36.
- Donna stated the privacy fences between unit's #19-20, 44 and 45 needs a second coat of stain. Fitzpatrick needs to be told to add this item when they are doing the painting.

3. Homeowners Forum: Homeowners present - #05, 06, 23, 39, 47 and 65

Homeowner #05 stated that the contractor that did their deck stated he did the decks on 28 & 29 and never received the deck specs. Donna stated she received the request for those units' decks and signed off on it. Homeowner stated her hose bib that Sterling replaced is really hard for her to turn on. Donna requested a work order be given to Sterling maintenance to take a look at it. Homeowner stated that the sprinkler in the front of her unit needs adjusted because it sprays water all over her front door.

Homeowner #47 stated that the appearance of the property keeps getting better and better. They stated everything looks excellent and are very appreciative of the board and what they are doing.

Homeowner #23 asked when the doors and windows were replaced. Donna stated around 1997. Homeowner asked when painting will occur on her unit. Donna stated painting is done in phases and that all the history on maintenance of units can be located on the website. Donna requested Tammi to set the homeowner up with a password. Homeowner stated the

landscapers do a good job but there is a lot of moss in the flower beds. Donna requested Tammi to have the landscapers treat the moss.

4. Unfinished Business:

A. Landscape Maintenance:

1) Irrigation System: Donna stated that Tim saved the HOA \$1300.00 by volunteering his time to do the drainage work and replace some irrigation. Tim stated there is a break in one of the irrigation pipes that need to be repaired and a lot of sprinkler heads that need adjusted.

2) Garbage/recycling rates: Donna requested Tammi to send a survey to all the homeowners with a garage that pay for their own garbage to find out what they pay and when their pick-up schedule is.

3. Valve replacement for backflow testing: Tammi stated that all backflows were tested and they all tested fine. There are 9 valves replacements needed. Kevin Cohen Plumbing's bid to replace the 9 cracked valves is \$620.00. The board has already approved this bid. The second part to the bid is for valve boxes at \$96.00 a box. The board wants more clarification on the material, size and appearance of the boxes before making a decision.

B. Maintenance

1. Parking lot restriping: Work in progress still.

5. New Business:

A. New Pool Company: Emerald Valley Pool was out to maintenance the pool today. Karen stated with talking to them that the problem with the chlorine readings is the valve that turns on the dispensary of the chlorine is busted. They are going to be back out to repair the valve but in the meantime have placed chlorine tabs in the baskets that will hold over the pool and bring the levels back up until they can get back out to do the necessary repairs. Donna requested this to be done by Wednesday. Board is fine with hiring Martin to do the pool maintenance but want him completely trained on the new

system before starting. Tammi stated that she can have Martin come into the office and she would train him on the system.

- B. **Pool monitoring when closed:** Keys were issued to the pool volunteers and there is only one key because it's keyed the same for the pool room and chemical room doors. They will also be given the keypad code as well.

To all homeowners and guests: if the pool is closed and the signs are up this is for a reason mostly because it is unsafe to be swimming and everyone needs to stay out of the pool until its reopened.

The board needs one more pool volunteer for monitoring.

Karen stated there needs to be a check off sheet created for items done at the beginning and the end of the season.

V. Architectural Committee: Nothing to report

VI. Announcements: None

APPROVED MINUTES

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Donna adjourned the meeting at 8:05 p.m.

(Transcribed by Samantha Williamson)