

Minutes prepared by
OPA Board of Directors' Secretary Sonja Runberg

I. Call to Order Regular Session

- A. Call to order: 7:02 p.m.
 - i. In attendance: Donna Leudesdorf (Treas.), Sonja Runberg (Sec.), Scott Bonnell (President), Bonnie Anderson (SMG), Patti Lundeen (SMG), Anne Geertsen (SMG), Peter Herley (Member at large), Kathy Giesen (arrived late)(owner), Bill and Carolyn Blodgett (owners), John Nuxoll (owner).
- B. Approval of minutes for May 2013: approved via email. Copy posted near mailboxes; copies available at clubhouse.
- C. Approval of Financial Reports for April 2013: operational budget is \$18,856.28; reserve fund balance is \$13,551.79.

II. Pool Status:

- A. The red, direct 9-1-1 phone is ordered; it needs to be at height specified in the Americans with Disabilities Act. Will be placed within 24 hours of receipt. There is a telephone cable near the maintenance room and leaves need to be removed in order to access the cable. Thompson will clear out the area where the 9-1-1 phone will be installed. Kelly will move ladders out of the phone area. Bonnie was unable to find written copy of ordinance that requires 911 phone.
- B. Pool chemicals need to be checked four times every day. We need a list of volunteers with phone numbers. Sonja suggested that these phone numbers not be made public because some people are sensitive to sharing their contact information in a public manner.
- C. Martin is working to get the pool railing fixed. Any pool furniture with damage that is stored in the maintenance room will be thrown away to avoid injury.
 - Action:** Anne to contact Martin about scheduling a tutorial for volunteers re: how to monitor pool chemicals
 - Action:** Board agreed to look into purchasing new pool furniture at the end-of-season 2013 sales.

III. Sterling Management Report

- A. Thompson Landscaping:
 - i. Re: the zone map for Thompson, Anne had one that was not complete. Kathy Giesen provided a winter and summer zone map with all information.
 - Action:** Anne will laminate map and provide to Sonja to be posted on reader board.
 - ii. Homeowners should place yard debris at curb for Thompson pick up on Thursdays.
 - iii. Thatching completed at #63.
 - iv. Re: the stump at #62,
 - Action:** Anne will obtain bid re: having the stump removed
 - v. Re: large Laurel between #62 and #63, Board member suggested that because the owners of both homes are either wanting the shrub removed or are alright with shrub being pruned substantially, we should ask to have it pruned.
 - Action:** the plant will be trimmed back in an effort to appease owner who wants it removed. (Board does not want to remove healthy vegetation.)

- B. Pressure washing in pool area.
 - i. At least two Board members were upset that SMG authorized pressure washing of pool area without Board approval. SMG explained that they were trying to move quickly to allow the pool to open asap. In addition, SMG pointed out that they are authorized to approve expenditures under \$500. The Board indicated that use of this authority should not be a norm and wants such action to be the exception. Discussion ensued re: whether to change this aspect of the NOPTHA/SMG contract. The Board agreed that the contract will remain unchanged at this time.

IV. Homeowners' Forum (3 minutes per person)

- A. John Nuxoll supports assessment for roof replacement. Suggests that we do it now to prevent increased costs of materials. There was a budget meeting and an election, both of which provided several opportunities for owners to provide input. He supports the roofing job one way or another.
- B. Bill Blodgett (#47) spoke on behalf of himself and his wife, Carolyn. He placed a letter to the Board in the black mailbox nearly two weeks earlier. Did we receive it? No. *This is how Board discovered that Kelly has not been checking mailbox (see IV.B.iv below)*. Bill learned of monthly dues increase in March when he was in Denver, where he and his wife are part-time residents. Why did it take so long to notify him? He disagrees with the assessment and wants a copy of the bylaws. He asked what the five-year plan is for all projects over \$5,000 in cost (e.g., painting, roofing). He is concerned about the lifespan of the sprinkler system.
 - i. **Action:** Board to review Bill's letter and his concerns, and will provide response.
 - ii. Anne to provide Blodgetts with copy of bylaws
 - iii. **Action:** Bill provided his Denver address and said he will contact SMG when he is in town so that they know where to send communications to him.
 - iv. **Action:** Kelly should be checking mailbox once per week. It was noted that he hadn't done so in at least two weeks. Patti will reiterate to him the need to collect mail items from the box once per week.
- C. Kathy Giesen asked if there is a requirement to honor an approved budget if it is not contested within 60 days. See item V.D.i for related response.

V. Unfinished Business

- A. Roof assessment:
 - i. The Board discussed communication from an owner's attorney and the subsequent response from NOPTHA's attorney. In short, the assessment is not legal as it was carried out. That is, per communications regarding the assessment, bylaws, and payment schedule provided to the NOPTHA attorney, the Board cannot impose an assessment as currently described and planned. Instead, the Board must acquire approval of 75% owners (56 total) in order to impose an assessment. Runberg again suggested that the Board hire an unbiased inspector for \$225 to determine whether the roofs need to be replaced. The Board does not wish to do so. Runberg noted that some owners have asked her if they will get monies they have already paid towards the assessment returned to them if the assessment fails. The answer is yes.
Action: Bonnie will communicate the return-of-funds process to owners that have paid part or all of their assessments at this time.

- ii. Donna to send her draft letter re: assessment to Board members for approval. She will ultimately take this letter to owners asking for their approval of the assessment.
 - iii. Anne will ask NOPHTA attorney for clear guidelines, language, and timeline re: how to handle a refund of monies already paid, should a 75% approval of the assessment fail.
 - iv. President Bonnell indicated and asked that the minutes reflect that the first roofing bid included an assessment **and** bid of whether new roofs are needed. The second and third bids are strictly bids; the companies were not asked to determine whether new roofs are needed.
- B. Home Inspection Review by board of Unit #:50
Action: Anne to meet with Thompson re: issues brought up by inspector and approved by Board for action
- C. Carport Repair Bid: have bids. \$858 bid for carports #13, 14, 15
Action: approved by Board to repair after cleaning (see cleaning of carports at V.F.)
- D. Dish Removal at #3: still there
Action: Bonnie to send letter with deadline by which dish needs to be removed.
- E. Welcome Packet – New Owners & Renters-Cover Sheet
Action: Board approved for distribution to new owners/tenants
- F. Power Wash Property – 3 bids are in for Board review; Daddy’s Day Job bid is for \$3560, minus the \$480 spent on the pool area. Board approved Daddy’s Day Job bid.
Action: Anne to write letter to go to owners re: coordination of power washing property; will be sent asap, need to provide 10 days’ notice and move items off of concrete patios; hope to power wash July 1-7 to keep repair of curbs and sidewalks on schedule for later this summer.
- G. Landscape Committee Walk Around – Thompson’s Bid
- i. There is a concern re: the quality of Thompson’s work, including mowing in wet grass, thereby leaving track marks in mud.
Action: Patti to invite Thompson representative to July meeting; Sonja to post planned Thompson visit in reader board.
 - ii. Several items were noted by the Landscape Committee. Board approved large-ticket expenditures totaling \$1200 (units #1-2: replace what was removed; #20: remove arborvitae stumps; #37/74: remove roots, plant tree to replace what was removed.)
 - iii. Scott asked that vegetation at #11 and #12 be removed. It has been a problem for some time, there is no sprinkler present, and the grass is dead. The area can be covered with mulch.
Action: Board approved and Giesen will be the point person and will track work progress by Thompson.
- H. Sonja asked who paid for the common area plants outside #37. It was stated that they were purchased by the Landscape Committee and the monies (\$31.44) will be reimbursed to the purchasing committee member. Sonja expressed concern re: having people spend money on NOPHTA projects, expecting to be reimbursed without previous Board approval. Other Board members expressed the same concern. Board determined to reimburse this time, but to keep such action to a minimum.

VI. New Business for discussion

- A. Chimney and dryer vent cleaning: cost is \$130-140 per unit. If in bulk, the cost is reduced to under \$80, the company needs three days to complete the work, and the work needs to be completed between 8:00-5:00.

Action: Anne will draft a letter to owners re: this cost, as well as an information sheet that Sonja can include with the minutes.

- B.** Building painting: not discussed, to July meeting agenda
- C.** Yard/Garage Sale Committee: event went well
- D.** Historical Committee: not discussed, to July meeting agenda
- E.** There is a significant amount of dog waste outside the south side of unit #67.

Action: Anne will send a letter explaining NOPTHA policy that dog waste removal is the responsibility of the owner.

VII. Announcements: None

Adjournment: 9:08 p.m.

Executive Session

Questions: Sterling Management Group
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anne@sterlingmanagement.net
541-684-8141

The NOPTHA directory is required per our Bylaws. **If you moved to the community within the last three months, please contact Sterling Management Company (contact information shown at left) to provide your contact information. This pertains to owners and tenants.**

***Next Board Meeting at the New Oak Park Clubhouse;
July 8, 2013, 7:00 p.m.***