

## OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

June 13, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Cathy Joseph – Sterling Management Group

Homeowners present:

Bill Blodgett, #47; Jesse Wendell, #59

### I. Call to Order

Donna called the meeting to order at 7:00 p.m.

It was moved by Karen, seconded by Donna, to approve the May Board minutes. The vote was unanimous (2-0).

#### **May 2016 Financials:**

Operating	\$ 7,684.07
General Reserve	\$115,053.33
Delinquencies	\$ 635.01

Delinquencies in April were \$3,436.95. Excellent progress!

It was moved by Karen, seconded by Donna, to approve the May 2016 Financials. The vote was unanimous (2-0).

### II. Homeowners Forum

Bill Blodgett asked about the status of the recommendation he wrote regarding his garage roof. Donna replied that painting needs to be completed first and then Evergreen Roofing will take a look at it. The mansards for the entire clubhouse are going to be replaced because they weren't installed properly.

Bill said that Home Depot has an additive that prevents rot from continuing, and that there is a filler that needs to be put on over the additive (as opposed to removing the rot). This is a spray-on product. Donna noted that so far \$10,000 has been spent on clubhouse maintenance and \$7,000 on dry rot just this year.

Bill wondered why the four Oak Park properties that are on the market aren't moving yet. Donna said it may be an issue of writing a resolution regarding the reserve, or possibly the type of loan that is required. A discussion followed about several units and their current status (for sale, pending, or otherwise).

Bill noted that he has seen two small dogs running around the property constantly. He also asked about re-seeding the dead lawn areas. He also praised the good work that the crews have done so far.

Jesse Wendell reported that the cause of his water damage is probably the improper caulking that was done around a window the last time the exterior siding was painted, and that Kelly doing a re-caulk helped, but did not completely solve the problem.

### III. Unfinished Business

#### A. Landscape

Is the Board being billed for sprinkler heads? Cathy at Sterling has not seen anything specific. The mowers are damaging lawns and have also damaged a pipe. Karen saw someone new on the NLS crew last Friday, who was replacing sprinkler heads. Donna asked Cathy to get a bid from Pro Grass and Thompson. Vicki (minutes recorder) suggested Valley Landscape for the third bid. There has been no response from NLS regarding the muddy areas, nor from informing them not to use a weed whacker to edge (and sometimes weed whacking residents' flowers), and the twigs that were requested to be picked up are still on the ground. Donna is still concerned about #42 and #43 area being so wet. Karen noted that since she has lived here, she has observed both landscape companies that have been hired, and neither one of them follow up on requests, they don't listen, etc. After discussion, the Board asked Cathy at Sterling to inform NLS that they have 30 days to correct the listed deficiencies and that the Board will be going out for bid. NLS also needs to communicate better and follow through on requests, have better crew supervision, and follow up before one month on requests, etc. Cathy at Sterling will draft a letter to NLS.

#### B. Maintenance (update/status of pending and completed projects)

- a. **Painting project.** Everything looks good. The "Recreation Building" sign could use another coat of red paint. The unit doors look great, too.
- b. **Porch lights.** Each resident will choose their own. New unit numbers were set out by each front door tonight and will be put up by the painters tomorrow.
- c. **Roof replacement** - #23-26 (completed and paid). Evergreen Roofing will address the trim piece when they come out again.

- d. **Plan for Piper Lane fence.** Lloyd has stated that removing the two large pine trees is more important than replacing the fence because of their sap, debris, and branches that fall. He has proposed to share the cost of the tree removal with the Board. Donna will review the meeting minutes from when Lloyd made his original request, and then possibly propose that if he pays to remove the trees and their stumps, the Board would pay to plant something else. If he doesn't wish to share the expense of the fence, it's off the agenda for the rest of this year.
- e. **Re-roof clubhouse.** The Board has received a bid for late July. It was moved by Karen, seconded by Donna, to award Evergreen Roofing the bid to re-roof the clubhouse and maintenance building for \$14,610 in late July 2016. The motion passed 2-0.
- f. **Power washing.** Cathy at Sterling confirmed that A1 will do this for \$85 for lower patio/upper deck and an additional \$15 for rails. They are willing to start the first part of July. Cathy will ask A1 for a two-deck price and a contract for front and back patios and walkways. Cathy will also ask Kelly at Sterling if the summer maintenance person would have time to do the concrete patios, i.e., Sterling maintenance could do power wash concrete and A1 could do decks, possibly.

#### IV. New Business

##### A. Pool Monitoring System and Maintenance Contract Considerations

A discussion was held regarding Thomas Pools' bill for pool maintenance. Donna recalled a tissue mold issue which required maintenance even after the pool was closed for the summer.

It was moved by Karen that the Board terminate Thomas Pools' contract and switch to Emerald Pool & Patio effective immediately (subject to Thomas Pools requiring however many days' notice for termination). Karen said Emerald is ready to come anytime, and she has received a proposal for a once a week maintenance contract (Thomas used to come twice a week). Donna signed Emerald's proposal, and Cathy will talk to them about the maintenance issues. Donna noted that Kelly said the heater isn't working properly. Cathy will ask Thomas Pools for a breakdown of what they have done so far. The motion passed 2-0.

Cathy is working with Comcast on the wi-fi for the pool monitoring system.

Tim Hargreaves has been doing the chemical monitoring but more volunteers will be needed next week. Karen said that her neighbors have volunteered. Emerald will be training the volunteers on the new system, but volunteers are still needed to do the monitoring manually until the smart phone system/wi-fi is set up.

Regarding new carpet for the pool area, Direct Carpet will find someone to install it. Karen will call Direct Carpet on Tuesday, June 14. Kelly has cleaned the flowerpots and they are ready for planting.

B. Website Management

Sterling employs ComSource for their website for \$75/hour. ComSource has told Cathy that it would take approximately 15 minutes to post the meeting agenda and minutes, and they have offered to do a 1-1/2 hour assessment of the website to consider enhancements, including a calendar. Cathy will contact Brandon to get the admin passwords so that new passwords can be set up.

Donna adjourned the meeting at 8:23 p.m.

(Vicki Maxon, Recorder)