

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

July 10, 2017

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Vice President

Joann Newton-Hester, Treasurer

Tommi Drake, Member at Large, via telephone

Tammi Allen – Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 6:06 p.m.

Approval of June 2017 meeting minutes:

Discussion: None

Motion: Joann moved to approve June 2017 minutes. Karen seconded. All in favor.

Approval of June 2017 financials:

June 2017 Financials:

Operating	\$21,712.16
General Reserves	\$109,588.83
Delinquencies	\$5,871.41

Discussion: Donna stated the majority of delinquencies are two units. One is a sold unit the other unit is currently paying on the balance owing.

Motion: Karen moved to approve June 2017 financials. Joann seconded. All in favor.

2. Sterling Report:

Angel Flight stated that there is no credit on file for OPA but they will call me when they can go out and do a bid. Western Asphalt was out today looking around and he will get us a bid and will also break it down in sections.

Dry rot on the deck of #05 was completed on 06/27/2017.

I sent out the survey with individual garbage service regarding pricing and I am still waiting on 15 homeowners to respond. I also called Lane Apex for a quote on pricing they declined offering a discount and bid stating they couldn't beat the price that Sanipac is offering. Donna stated we are doing this because we are trying to save our streets and curbs from different garbage company trucks coming in and out on different pick-up dates. We are also trying to get a better rate with one company for all garbage pick-ups. Tammi stated that Sanipac can do a commercial rate which would be 43 – 35 gallon trash carts hauled weekly at \$13.25 totaling \$569.75 a month or 43 – 21 gallon trash carts hauled weekly at \$8.95 totaling \$384.85 a month. Each homeowner can choose whichever size they would like and still receive the discount. They will also include and increase the pick-up to twice a week at no additional charge.

The board for the chemical room is in and will get installed.

The chlorine lever in the pool room has been installed by Martin. Martin also met with PoolComm representative and went over the system. They determined that Emerald Valley Pool installed incorrectly so they had to back track a lot to get it all worked out. They are making it work as of right now. The light is not fixed yet they were wanted to get the pool back up and running first. They had to reprogram the whole system so Martin will continue to monitor it.

I had Russ start pressure washing the property. He will do 16 hours a month from now until August. He has already done 12 hours and is requesting more time with board approval. I also talked to him about the cars and getting debris on them. Donna stated he needs to plan ahead. Karen asked if he is planning on cleaning up the debris in the parking lot after pressure washing the sidewalks. Tammi stated she will discuss that with Russ.

I got the bids back from Kevin Cohen Plumbing as well as Emerald Valley Backflow. Kevin Cohen Plumbing's bid was \$5,580.00 and Emerald Valley Backflow's bid was \$100.00 per valve replacement. Donna stated that they are looking at September to have this done right before the irrigation is shut off. Donna stated we will vote at the next meeting on which vendor we will use.

I have been getting complaints about the work that is being done or lack thereof on the landscaping. I have emailed Mike to request him to not have his guys go over by unit #74, but they still do. The homeowner has complained several times. They also cut off the side of a Japanese maple by #66 and the owner requested they not go by 65-66 again. Homeowner in

#62 was told that the dead arborvitae and overgrown blackberries would be taken care of in the spring and it hasn't been done.

3. Homeowners Forum: Homeowners present – 2, 8, 23, 46, 47, 53, 54, 56 and 65

#54 - introduced herself as a new homeowner. She also stated she needs the code to the pool. Tammi will email her the code.

#47 – stated he is very strong with beautification of the HOA. He stated the property looks great but there are a couple of issues he would like to address. He stated the rhodies at #54 are starting to die off. The homeowner of #54 stated she would be happy to set out a sprinkler until the irrigation issues are solved. The other issue is between units 44 and 45 there is a separation in the sidewalk. Homeowner stated he would donate the money towards bark dust to be put in at unit #45.

#53 – stated she sent out a thank you note to everyone that helped spread the bark.

#46 – stated Tammi has already answered her questions but wanted to let the board know that the irrigation is watering the sidewalk and the sprinkler needs adjusted. Tammi will email Mike at ValleyScapes regarding this sprinkler.

#56 – introduced themselves as new homeowners and volunteered to help with bark at #45.

#02 – stated they are only here in the summer and is concerned with all the moss on the roof and wants to know if there is a schedule for moss removal. Donna stated that is a topic to talk about. Homeowner also asked if short rentals were allowed. Donna stated its in the bylaws that short term rental are not allowed.

#06 – stated the roof shingles on the garage are missing between garages 5 and 6 and I have the shingles. The roof shingles that were blown off with the pressure washing are dangling on my unit as well that is about ready to fall off. Homeowner also stated there is a hole in my siding on the northwest corner on the belly band. It needs to be caulked because when they pressure washed water came into my bedroom. I also have another spot that needs to be caulked as well. Tammi will contact Fitzpatrick regarding these spots and caulking them. Homeowner also wanted to know if there is an update on stump grinding behind her unit. Donna stated no updates but it's on the list.

#05 – Homeowner had nothing to report.

#23 – stated she is excited about the painting and wants to know if her area will get done this year. Donna stated no it is possible that this phase will be done next year. Homeowner stated they were power washing today as well and the bark looks great.

Karen – noticed that the Oregon Grape is dead by the dumpster. The irrigation needs to be looked at between 30 and the dumpster.

#08 – stated she was there to turn in paperwork for her ACC request regarding the installation of her ductless heat pump as well as turn in paperwork for the homeowner in #07.

4. Unfinished Business:

A. Landscape Maintenance:

- 1) Garbage/recycling rates:** Donna stated this was covered in the Sterling report.

- 2) Valve replacement bids for irrigation:** Donna stated this will be tabled until next month's board meeting where we will vote on vendor. Hopefully scheduled for repairs in September before the irrigation is shut off.

B. Maintenance

- 1. Repair asphalt/curbs:** Donna stated this is in progress and we will keep this on the agenda.

- 2. Street lights:** Donna stated 4 street lights are not completed. One by the pool and three on Norkenzie. All 33 light fixtures have been replaced so all together there are 37 lights in the HOA. Karen stated the LED light bulbs are extremely bright and wants to know if the wattage is right.

- 3. Pool update:** Donna stated this was covered in the Sterling report. Donna stated that the pool rules never got sent out. Tammi stated these went out a couple of weeks ago. Donna stated that she heard there was an issue with the keypad and Karen stated this issue has been resolved that there was actually nothing wrong.

- 4. Painting Job:** Donna stated that there is a big issue with Fitzpatrick and the painting. She stated that they purchased the wrong paint colors and started painting unit #06. Once it was noticed what was occurring there was a halt put on the painting and Gerald the lead on the project was provided with the correct color scheme. Because of this mishap Fitzpatrick is trying to bill \$6,493.50 for the paint, materials and 69 hours of labor into the project. Donna stated that she wants to dispute the cost with Fitzpatrick because this is their 3rd year of a 10 year contract for the painting project and they should know by now the correct color scheme to be using.

Homeowner in #06 stated that this cost should be paid by Sterling because the lack of communication between Sterling and Fitzpatrick regarding the correct color scheme. Joann agreed with #06 that the cost should be covered by Sterling.

Karen stated that there is a new manager and he wasn't given the OPA history. He stated to Karen the list that he received from Sterling had existing colors and the new colors but the first color listed was the existing and that is what he went with. Karen stated that after the correct colors were purchased for units 1-6 and 13-14 they were still not painted to match the theme of 65-73 and 7-12. Gerald met with me to go over the details and still did not follow through. Karen stated that Gerald was hostile and very defensive and is unwilling to work with OPA or try to compromise.

Units 1-6 still have unfinished items on these units as well. They still need the entry gates, wall dividers, gutters above the siding and the trim around the garages still painted. Unfinished items on units 13-14 still need trim around the roof line, trim under the upper gutters, trim around belly band painted as well as the wrong color was used around the entry insert surrounding the front door and kitchen window.

The other issue is last year the carports were painted and this year the crew stated they were not going to paint the carports at 13-14 because it's not on the contract.

Karen stated that we need to go over the Supervisor's head and talk to Jesse and Mrs. Fitzpatrick. Donna agreed but stated that a letter should be drawn up to gather thoughts first and then call a meeting with Jesse, Mrs. Fitzpatrick, Karen and Tammi.

5. New Business:

- A. Repairs for unit #54 per inspection:** Tammi stated that there are some roof repairs and dry rot that needed to be taken care of from the inspection that are HOA responsibility. Tammi stated that Evergreen Roofing will include this unit in the other roof repairs that are being done in August. The dry rot is a work in progress.

Cathy stated that between unit 48 and 49 the fence post needs to be painted and asked if this fence is going to be stained with the correct stain color.

- B. Unit #42 painting garage door:** Donna stated this is the homeowner's responsibility and now that the weather is nice they need to paint their door. Tammi will get notification out to the owner.

- C. Check hot water heaters and hose bibs:** Donna stated that homeowners need to make sure they are checking their hot water heaters and replacing them if needed. Donna stated there was an incident where one of the homeowners was told by the plumber replacing the outside hose bib that their hot water heater needed replaced. When the hose bib was switched out on this unit the hot water heater failed and flooded the unit.

Donna asked how this could be handled. Tammi suggested that an email blast go out to all the homeowners making them aware of this as well as attaching the page from the welcome packet on hot water heaters.

Donna stated a letter to the homeowner with the failed hot water heater needs to be mailed to them and put into their file.

V. Architectural Committee: The fence at unit #22 has bamboo cloth hung where they left the frame and removed the fence boards, this needs to be removed and the fence slats need to be put back up or the whole entire fence removed.

Cathy requested the phone number for unit #45 because she thinks it's better to talk to the homeowner in person regarding issues rather than a letter format. Tammi will provide Cathy with the homeowner's phone number.

VI. Announcements:

- A. New meetings will be at 6:00 pm moving forward. The next meeting will be on August 14th at 6:00 pm.
- B. Empire needs to be contacted to refill the toilet paper and soap in the clubhouse bathroom.

Donna adjourned the meeting at 7:45 p.m.

(Transcribed by Samantha Williamson)