

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
August 13, 2018

Board Members/Sterling Management Representative present:
Donna Leudesdorf, President/Treasurer
Karen Romero, Vice President
Tommi Drake, Secretary
Craig Stebbins, Board Member
Erik Schirmer, Board Member
Samantha Williamson, Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 6:12 p.m.

Approval of July 2018 meeting minutes:

Discussion: None

Motion: Karen moved to approve July 2018 minutes. Craig seconded via email. All in favor.

Approval of July 2018 financials:

May 2018 Financials:

Operating	\$16,905.56
General Reserves	\$108,331.43
Delinquencies	\$3,244.67

Discussion: None

Motion: Karen moved to approve July 2018 financials. Craig seconded. All in favor.

Website update: Erik stated that the old site is integrated with the new, which is now what is on our website. Thank you, Erik!

Pool connection problem is not the router or the modem. Comcast will be contacted and most likely is the problem in connecting. Sam will contact Comcast.

Karen indicated our address needs to be listed in the pool system software and Erik will see how to add to the program. Erik will tape the address label to the emergency pool phone.

2. Home Owner's Forum: #06

#06 – homeowner mentioned she still can't get data from the pool testing. The system is working just can't print the log. Inspector was more concerned with the safety and health of the pool along with the decking. Inspector did state that the hand-written logs looked great the chemicals were right on.

Sam stated that the pool is grandfathered in for the lip of the pool which is the worst problem but could be a liability. When the pool was built – the way the lip was formed was standard for that time.

3. Sterling Report:

1. Angell Flight has the asphalt patch complete. Can I go ahead and process payment for the invoice?
Donna stated invoice can be paid once the boulder, cones and tape are cleaned up and final inspection is done. Sam will call Angell Flight to verify when all this will be done.

Motion: Karen moved to approve paying Angell Flights invoice in the amount of \$19,857.00 once clean-up is complete. Craig seconded. All in favor.

2. Angell Flight will be back on Wednesday to complete the stripping and re-letting etc.
3. I am waiting for Sign Pro to get back to me with a bid for redoing the entrance sign
4. Walker Heating came out and looked at the HVAC when they arrived the thermostat was set to heat, they reset the thermostat and observed the system while in the cooling phase and it functioned properly with no noise. They said it most likely went into defrost while in heating and made a noise and steam came off the outdoor unit.
5. Jill from Sanipac stated that the enclosure wasn't getting cleaned because the person that was hired to do that route was found on the phone GPS to not actually be doing his work, so he was let go and now they have a new employee shouldn't have this issue again.

6. Entrance sign is done. Maintenance applied a coat of sealant that will prevent the sign from having to be done again for the next 3-5 years. Donna stated that the sign is stained too dark and the privacy fence at #03 is still not stained. Sam stated that maintenance got the stain out of the maintenance room but had to buy the black paint and it might appear darker from the sealant that was applied. Sam stated that she will do a work order for maintenance to stain the privacy fence at #03.
7. Angell Flight has decided to not do anymore bidding for Oak Park due to homeowner harassment.

5. Unfinished Business:

A. Landscape Maintenance: Bid from JC for doing all the pressure washing of the curbs and driveways totaled \$3500.00.

Motion: Karen moved to approve the JC Landscaping bid of \$3500 to pressure wash all the curbs and driveways throughout the HOA. Craig seconded. All in favor.

A. Maintenance

- i. **Parking Enforcement update** – Craig and Donna have ideas. See under New Business.
- ii. **Parking signs on Bond Lane – Complete**
- iii. **Striping and curb painting on July 15th - Reminders to homeowners** Sam will send out email blast to all homeowners and flyers will be posted to everyone's doors.
- iv. **Next phase of painting for 2019** – Tabled until further notice.
- v. **Inspection of completed painting** – Sam stated the buildings except for one door and unit numbers are complete. Carports and garbage enclosure are not done yet. Donna stated the final inspection will be done once all work is complete.
- vi. **Privacy fence update** – Craig stated Juan is meeting with the vendor he is picking up the wood from and will be working on the replacements.

vii. Inspection of Angell Flight work – Donna stated its not ready for inspection yet.

viii. Update on front entrance map – bids See Sterling report.

ix. Audit review questionnaire – Reviewed the questionnaire, Donna will fill out and email to board for their review.

Donna stated that she would like the budget comparison report included back into the financial packet again.

5. New Business:

i. Unsupervised children on the property – Donna stated that she saw the children skate boarding on the new curb and stopped to ask them if they live in Oak Park. The kids told her no and Donna told them they were not allowed to play on the property.

ii. Fix the garage door at #58 – parking half way into the street – Angell Flight is working directly with the homeowner on the fixing the garage door.

iii. Pool inspection review – The pool passed the inspection for 2018.

iv. Pool instructions – Karen drafted up procedures for set-up, operational and closing the pool. She thinks these procedures should be posted on the website.

Karen will call and run the procedures by Martin and then will email to Erik, so he can add to the website.

v. Updating Haywood System contact information – Needs to be done. Karen stated we need to go into the software and update. Erik will complete.

vi. Step by step instructions to follow for pool volunteers – Needs developed.

vii. Pool sub-committee to oversee pool responsibilities – Karen suggested because there are so many responsibilities that it might be a good idea to start up a pool committee.

Eva stated this should be determined right before next season.

viii. Emergency procedure plan in place when Sterling is not accessible – No discussion.

ix. Parking space rental for additional operating income – Craig and Donna are thinking that renting some of the visitor parking spaces for \$100 a month will help to defray our costs and solve some of the issues of homeowners parking in visitors' spaces and being towed. The rented-out spaces would be the 11 spaces on the north side of the clubhouse, the one space next to space "N" and the spaces over by unit #49. This is up for discussion and further thought. Donna is reviewing the bylaws for legality. At this point the word, visitor, will not be put on the paving. Only the current lettering system in the carports.

Discussion of units 34 and 74 are the only units with 2 parking spaces because they are not under cover.

All units that have assigned parking need to be sent the parking assignment list and they need to abide by that assigned list.

Motion: Erik moved to approve renting out the visitor sports on the north side of the clubhouse. Karen seconded. All in Favor.

Erik stated that the letter to go out to the homeowners about renting parking spaces should include the intent, why they are being rented, the process of renting a space and instructions on how to proceed with renting.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Donna adjourned the meeting 7:48 p.m.

(Transcribed by Samantha Williamson)