

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

August 14, 2017

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Vice President

Joann Newton-Hester, Treasurer

Tommi Drake, Member at Large

Tammi Allen – Sterling Management Group

**1. Call to Order:**

Donna called the meeting to order at 6:07 p.m.

**Approval of July 2017 meeting minutes:**

**Discussion:** Item 2 on page 4 – the wording should be “not completed” instead of “completed”.

Donna stated that she wants the exterior lights to be coded under electrical upgrade instead of landscape upgrade.

**Motion:** Joann moved to approve July 2017 minutes as amended. Karen seconded. All in favor.

**Approval of July 2017 financials:**

**July 2017 Financials:**

Operating	\$ 20,485.05
General Reserves	\$ 110,567.19
Delinquencies	\$ 5,307.00

**Discussion:** Two thirds of the delinquencies are with one unit that is currently in collections. Donna stated there was one unit in foreclosure since 2010 that we were able to collect on most of the balance owing through 2016. However; the new homeowner cannot be held responsible for past due amounts.

Donna requested the total balance owing on this unit in foreclosure before making a final decision to write off the balance as bad debt.

Donna handed out the ledger on the delinquent unit with back up of notification to the homeowner, letter to all homeowners stating the late fee going from a per anum calculation to a flat fee with the section of the bylaws that went along with the letter for the board to review. Donna stated that the ball was dropped by Sterling from the Property Manager switch from Cathy to Tammi where the late fees haven't been assessed.

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

## **2. Sterling Report:**

- Bids for repaving the streets mainly by units 40-64 and Bond, I am still waiting on Angel Flight and Western Asphalt to give me the proposals. Tammi stated that she met with both vendors onsite after requesting them to break down the bid into phases to provide them more detail information. Both vendors are also going to provide recommendations to prevent tree removal.
- Homeowners are paying \$11.00 that is included in their monthly dues for the use of the dumpster. Tammi stated that both companies stated the price with individual services will stay the quoted price of \$13.25 and the dumpster price will remain at the \$11.00.
- Had the meeting with Fitzpatrick to resolve painting issues and the painting was approved with the new requirements and Fitzpatrick confirmed this will get done on August 9<sup>th</sup>. Donna stated that a final inspection of the painting needs to be done before payment goes out. Karen and the homeowner in #06 will do the final inspection and Karen will email Tammi a summary report.
- Roofing project started on August 3<sup>rd</sup> and Eric was supposed to meet with Karen about repairing units #03, 06 and 52 during the same time. Donna wants to know why Evergreen never mentioned the dry rot. Donna also requested that Evergreen does inspections on all the flat roofs for the next year in regards to replacement or repairs that are needed.
- I requested Gaviotas, Straind Painting and Stablin Construction to provide bids on staining the fence behind #03, between #19-20 and 43-44 as well as the light post in front of #49. All three companies will try and have a bid to me by August 14<sup>th</sup>.
- I have updated the homeowner directory with current homeowners, tenants and occupants. Karen asked what the protocol that is being taken by Sterling on the units that don't have updated information. Tammi stated she contacts the escrow company once she receives the title certification transfer check and reminds them that she still needs the unit profile.

- I have been working on putting together some kind of schedule for future projects and check off list to use to help make things smoother in the future.
- I am still continuing to try and reach out to Devine regarding the moss treatment schedule and what has been done so far. Possible need to look into another vendor since I have been unsuccessful with them responding back to me. Donna agreed and told Tammi to move forward with getting 3 bids.

### **3. Homeowners Forum: Homeowners present – 05, 06, 15, 41, 42, 47 & 53**

#58 – Introduced herself as a new homeowner and explained her situation and stated this unit will be used as a rental due to her situation. She also wanted to know the protocol on who is responsible for repairs. Donna stated for her to get a list to Sterling and we would assess and let her know.

#42 – Homeowners stated she had to replace her garage door and she needs to paint the garage door now. Homeowner stated that she has requested on three different occasions from Sterling to receive a bid from the painting vendor and has yet to receive this. Tammi stated this was a miss-communication because I thought you were requesting their contact information. Homeowners also said Sterling needs to stop contacting my tenant. Sterling has my contact information. Homeowner wants to know why she is responsible for painting the garage door when the units are getting painted. Donna stated because her phase won't get painted until 2019.

#15/41 – Homeowner requested that the company that is chosen for the asphalt knows what they are doing.

#06 – Homeowner stated there needs to be a clear concise step by step protocol in writing regarding the collection process for unpaid dues.

#05 – Homeowner stated that the faucet installed on her unit by Sterling maintenance is too hard to turn on.

#47 – Homeowner stated that the special project going on at unit #45 he wanted to give props to Kathy Giesen for all her hard work with directing vendor and landscape maintenance personnel as well as knocking on doors to collect money or volunteer time towards the project. Donna stated that she is getting a bid for bark installation at this unit now that she finally has the square footage.

**Motion:** Tommi moved to approve up to \$500.00 on bark and soil installation at unit #45 that the HOA will cover the cost. Karen seconded. All in favor.

Karen stated that she wants Sterling to be double checking that all updates are actually being done on the website after being submitted to Comsource.

#### 4. Unfinished Business:

##### A. Landscape Maintenance:

- 1) Garbage/recycling rates:** Karen asked what size the can is for the \$13.25 amount. Tammi stated that it is a 35 gallon can and this is a decrease in the amount that the homeowners are paying now, which seems to be averaging around \$14-\$15 a month. Tammi also stated that Sanipac offered to also include cleaning the dumpster enclosure three times a week and remove the recycling from the trash and clean up any overflow at no additional charge.

Donna wants every owner with a garage to receive a letter with a precise step by step on the transition. Donna and Tammi will work together on this letter.

**Motion:** Tommi moved to approve moving forward with using Sanipac. Karen seconded. All in favor.

- 2) Valve replacement bids for irrigation:** Donna thinks this needs to be put on hold for right now with all the funds going out for dry rot, roofs and painting.

Karen stated that a walk around needs to be done during the day and inspect the sprinklers to determine which ones need to be adjusted, turn on, don't turn on or repairs needed.

Kathy stated this area Karen is talking about is by unit #29. It has been checked and readjusted so she is not sure what is going on.

Karen requested Valleyscapes to walk and inspect sprinklers in each phase.

##### B. Maintenance

- 1. Repair asphalt/curbs:** Discussed in Sterling report.

- 2. Pool Repairs and inspection:** Donna stated that the light is still not fixed. Tammi stated this will get done along with Marvin diving down to check the cover to the drain to make sure it is not expired this week.

Tammi stated she will get bids from vendors that do core drilling to repair the raised portion of the pool.

Karen stated that there are days of pool testing that are not getting done.

Karen asked if she got Tammi a list if Sterling could contact and remind these homeowners of their testing day.

- 3. Roof repair for units #03, 05, 06 and 54:** Evergreen submitted a bid for \$955 on replacing the shingles but also said that this is an esthetic issue and a not have to issue because there is no rot.

Donna wants Tammi to ask Eric at Evergreen if these shingles and mansards are not replaced with there be a continue rot and deterioration issue on the underlayment.

Tommi stated Evergreen needs to do an assessment for longevity of the mansards, shingles and flashing on all units in each building.

## 5. New Business:

**Mckenzie Commercial** – Bid amount for dry rot repairs on units 3 & 54 totals \$8662.00.

Donna stated that on the bid for unit 3 they have replacing the door and frame and this needs to be taken off the bid because this is a homeowners responsibility. Donna also stated they are not addressing the correct location on the garage for sheet of siding replacement either and that the wall needs to be stabilized.

Donna stated that on the bid for unit 54 everything listed is correct.

Donna stated that the caulking and painting needs to be added to the painting bid so that it gets addressed right away.

Donna stated that on the bid for 30-33 of replacing sections of the eaves is also correct.

Donna stated that she is not ready to vote to approve this bid until the corrections are made.

**V. Architectural Committee:** Nothing to report

**VI. Announcements:** None

Donna adjourned the meeting at 8:02 p.m.

(Transcribed by Samantha Williamson)