

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

August 8, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Cathy Joseph – Sterling Management Group

Homeowners present:

Kathy Giesen, Bill and Carolyn Blodgett, Jo Ann Newton-Hester

I. Call to Order

Donna called the meeting to order at 7:01 p.m.

It was moved by Karen, seconded by Donna, to approve the July 11 meeting minutes. The vote was unanimous (2-0).

July 2016 Financials:

Operating	\$ 4,546.72
General Reserve	\$102,916.65
Delinquencies	\$ 1,472.83

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

II. Homeowners Forum

Jo Ann Newton-Hester presented a memo suggesting that the Board consider having off-site owners pay more monthly maintenance dues than on-site owners. She also pointed out that some on-site owners are doing short-term rentals through Vacasa or Air BnB and that causes more traffic, more water use, and quite likely more pool use. She asked for a discussion about this.

Donna said that the Board can write a resolution to disallow short-term rentals on the property, and that there may be language already in the by-laws that prohibits short-term rentals, but it needs to be strengthened. She also said she agrees that short-term rentals should be discontinued and that the Board is prepared to address that. She noted that the owners who are currently offering short-term rentals did not contact the Board for approval. She added that units with unkempt patios and decks are being addressed with a letter to the owner or renter, but it takes a while to resolve this.

Kathy Giesen wondered if it is legal to charge off-site property owners more for dues. Donna deferred this to Cathy at Sterling, and added that currently, unkempt patios and decks are required to be cleaned up in 90 days or the Board hires someone to do it, and bills the owner.

Donna reminded everyone that the renter is not the responsible party and that many times the owner doesn't know that their property isn't being taken care of, and she wondered if maybe the 90-day wait to hear back from an owner could be shortened.

Cathy at Sterling commented that it's hard to enforce the rules if no one is notified about an issue but that she and the Board try to do their own observation as much as they can.

Jo Ann also commented that some residents are cleaning out their cars and garage areas and not disposing of cigarette butts and other debris that have been removed from their car.

Bill Blodgett commented that one resident has been very assertive with enforcing parking rules when necessary.

Bill then presented a list of issues that were observed when he, Carolyn and Kathy Giesen had walked around the property. Cathy at Sterling will make a copy of his list and address each of the items.

Kathy Giesen asked if the unit in back of #17 is being sublet, and also reminded the Board about her needed garage repair (repair will be done soon).

Bill also noted that the fence at #46 needs another coat of sealer.

Cathy at Sterling presented the flyers offering deck and patio power washing in September, and the homeowners present at the meeting will help distribute them to the residents.

III. Unfinished Business

A. Landscape Maintenance

NLS (current landscape company) will no longer be servicing Eugene, and this Friday, August 12, will be their last day. The Board reviewed three bids from Valley Scapes, Thompson Landscape and ProGrass. After much discussion, the Board has decided to hire Valley Scapes (for a two-man crew for an entire day once a week). There will be no more heavy mowers used on the property. Separate from their weekly contract, the Board will pay Valley Scapes for a one-time major clean-up of the property (two men for three days for a total of 48 hours) prior to them beginning their weekly service, so hopefully the left over problems from NLS will be taken care of before Valley Scapes begins their weekly service. Because the bid for the one-time major clean-up was a bit high (based on hourly rate), the Board will be negotiating that price.

Cathy at Sterling asked that any shrubs, etc. that need to be removed be marked before this clean-up is done.

Donna and Cathy at Sterling will develop a list of items to be included in the one-time clean-up. Kathy Giesen would like to monitor the clean-up as it happens. A brief discussion was held about what to include in the one-time clean-up (streets, pool area, etc.). Valley Scapes will need a pool key and a pool bathroom key. It was noted that no sprinklers should be on the night before they are there each week, and that the irrigation issues (too wet, too dry, repairs, etc.) should be addressed with them before they begin their service. In light of that, Cathy suggested a pre-contract meeting with Valley Scapes (tentatively scheduled for Monday, August 15 at 5:30) to discuss establishment of a site supervisor, set goals and priorities, and discuss the landscaping budget.

B. Maintenance (Update/Status of Pending/Completed Projects)

1. **#47 Fascia Repair.** Complete and painted.
2. **Piper Lane Tree Removal.** Completed August 4. Some residents are unhappy about removing any tree, but the job was done professionally with a great result.

3. **Reroof of Clubhouse.** Almost done. Flashing around building and painting still to be done. Evergreen will do this.
4. **Pool Maintenance and Repairs.** The inspection passed. We need to keep a log of the chemical monitoring in addition to the remote monitoring done via smart phone. Emerald Pool & Patio wants a rep from the software company to conduct the remote monitoring training. The paperwork regarding the pump issue is in the mail. Emerald will need the monitoring done twice a week. Donna will e-mail Karen the volunteer sign-up template.
5. **Power Washing.** Flyers will be hand delivered to residents, and jobs will be scheduled for mid September after the pool closes (unless there is enough interest to start earlier than that). Cathy at Sterling is the contact for scheduling.
6. **Pool Fence Repair.** Scheduled for Monday, September 19 by Davis Construction.
7. **Mailbox Painting.** Scheduled for this week.

C. Website Management

ComSource has updated the agendas, minutes and other documents.

IV. New Business

Karen asked about the response to the e-mail that was sent asking all residents to use the same garbage service. The Board will check with Sanipac regarding their current rate.

Karen noted that the clubhouse carpet has multiple stains. Carpet cleaning will be scheduled for September.

Donna adjourned the meeting at 8:17 p.m.

(Next Board Meeting: September 12, 7:00 p.m.)

(Vicki Maxon, Recorder)