

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

September 10, 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 6:00 p.m.

Approval of August 2018 meeting minutes:

Discussion: None

Motion: Karen moved to approve August 2018 minutes. Erik seconded. All in favor.

Approval of August 2018 financials:

August 2018 Financials:

Operating	\$ 26,666.66
General Reserves	\$59,508.25
Delinquencies	\$2,504.26

Discussion: Karen asked what major outstanding bills are left to come out of the operating balance this month. Sam stated the Carlson and Strand invoice is left to pay.

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

Website update: Tommi asked when the minutes will be posted. Erik stated they are all current up to July including the welcome packet.

Karen stated the website is so easy to navigate.

Donna requested that the next mailing that goes out to homeowners the website information needs to be included.

Website: oakparktownhomes.com

2. Home Owner's Forum: Homeowners present - #39, 41, 51 & 65

#51 – wanted to thank all the board members of the great job they are doing; the place looks fantastic and he has no complaints.

#65 – Is concerned with the amount of dog feces that is not being cleaned up. There is one person that doesn't pick up after their dog. She also has a big pile right by her patio. Karen suggested that she talks to the person that doesn't clean up after their dog to try and resolve the issue.

Donna stated that a reminder about cleaning up after their dogs can also go out in the mailing.

#51 – stated there was a homeless person camping on Norkenzie near Bond. This person was sleeping under the large tree and left a mess. Landscapers to clean up tomorrow.

#39 – Stated that his deck, bar-b-que, patio and grass is so covered in pitch that he is unable to enjoy his property. He stated the tree that is causing the pitch issue is also killing off the rhodie and the roots are almost to his patio. The other concern he has is that the tree has a lean to it and is afraid in a bad storm it might eventually fall on his unit. Homeowner is willing to help remove the tree as well as replace it with another tree that would work better.

Tommi asked Sam to also have Irie Tree Service to evaluate this tree.

Erik stated he would like to put a grape arbor on top of his deck, nota attaching to the roof. Erik was advised to fill out the Architectural request for approval to do this.

3. Sterling Report:

- 1) Privacy fence at #03 was stained today
- 2) Martin said for liability reasons even with the gates padlocked and cover on the pool the lifeguard signs and the life saver should be kept out.

- 3) Martin said that the pool levels need to be check twice a week to prevent low levels in pool and blowing the pump up.

Erik and Tim volunteered to watch the levels of the pool.

- 4) Maintenance has all the patio furniture stacked up to prep for cleaning and storing away.
- 5) Maintenance said that the patio furniture needs pressured washed as well as the cushions, he wanted to make sure that was ok with everyone beforehand.
- 6) All pool stuff will be done this week.
#39 – wanted to remind the board that the pool line that goes across the pool needs to stay across when no one is swimming laps. He suggested this be added into the pool rules for next year as well as the life saver not being a floaty.
- 7) Juan called and said that irrigation lines had to be fixed because whoever put the privacy fences in they put them right over all the lines and concreted them in. When they pulled the posts out of the ground it cracked all the irrigation. He has it all fixed.

#39 – stated that the post could be cut off flush and a new one installed on the cement with a bracket. Karen stated that she agrees with this if the post is cut off down below the surface of the dirt. Donna confirmed that the post will be installed on the patio with a bracket instead of concreted in the ground.

- 8) He is concerned about the post behind 34 because it is concreted in and it's going to crack everything, but it needs to be replaced it is rotted.

4. Unfinished Business:

A. Landscape Maintenance:

- i. Tree assessment possible removal by Bond and Piper Lane – Irie Tree Service assessment.

Dave sparks that lives at 1431 Piper Lane in the last new house on the South end had their contractor 5 years ago trim up some of the maple trees on Oak Park's side, so they were able to build the house. Over the 5 years they have become overgrown. Dave presented pictures.

Donna stated the trees that Dave is talking about are the 3 maple trees over by unit #54 and in the common area.

Dave stated he is here to ask for the Board's help to either trim the trees or remove them. Craig stated that he is more than welcome to trim the trees on his

side up to the fence. Dave stated that he understands but would like the Board's knowledge and permission before he starts trimming on trees.

Dave also stated the fir tree is a danger tree it is dead at the top and is leaning towards his house. He stated that he is willing to pay for the tree to be removed up to \$2,000. Donna stated Irie Tree Service will assess the trees that are posing an issue and get the Board will get back to him with their response to the report from Irie.

Donna also wanted to state for the record that when these homes on Piper have their gutters cleaned all the debris gets blown over on her side of the fence and she has never complained.

Dave stated he is having Gillespie remove 4 cedar trees on his side and he stated to remove the trees on Oak Park's side Gillespie quoted him \$2,000.

Donna stated while Irie is out on the property she would like to have him access the tress along Bond as well.

Karen stated she would like a bid from Irie to trim back all the branches that are hanging over the patios on units 8-12.

A. Maintenance

i. **Next phase of painting 2019** – Donna tabled this until next months meeting when they start talking about the budget.

ii. **Privacy fence update** – This was discussed in the Sterling report.

iii. **Update on front entrance map – bids** – Sign Pro wants to be able to come out and look at the sign rather than go off the pictures that Sam emailed. They have just been busy and haven't had the chance to go out.

iv. **Garbage enclosure lock** –

Motion: Erik moved for Sterling to order the Lockey 2835 Keyless Security Lock in Satin Nickel for \$154.86 and change the codes on both locks. Craig seconded. All in favor.

Donna stated the new codes for the garbage enclosures needs to go out in the next mailing.

5. New Business:

- i. **Security cameras** – Wasn't discussed

- ii. **Parking space rental for additional operating income – update** – Craig confirmed only one homeowner still wants to rent a parking space.

- iii. **Financial/collection resolution fees** – Craig stated that the attorney recommended that the fees not be listed in the resolutions and have a separate fee schedule.

Erik suggested that the resolutions be approved and applied than the board work on setting the fee schedule.

Motion: Erik moved to approve and adopt into the bylaws the Board of Directors Resolution Regarding Collection of Assessment that was provided by the HOA's attorney. Craig seconded. All in favor.

Motion: Erik moved to approve and adopt into the bylaws the Board of Directors Resolution Regarding Fines that was provided by the HOA's attorney. Karen seconded. All in favor.

Erik will post the resolutions on the website.

Sterling will email blast the resolutions to homeowners as well as mail them in the next mailing that goes out.

- iv. **Cease and desist letter from attorney** – Donna stated this will be discussed in the executive session.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Donna adjourned the meeting 7:24 p.m.

(Transcribed by Samantha Williamson)