

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

September 11, 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 6:05 p.m.

Approval of August 2017 meeting minutes:

Discussion: None

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

Approval of August 2017 financials:

August 2017 Financials:

Operating	\$ 14,198.87
General Reserves	\$ 111,627.07
Delinquencies	\$ 6,105.70

Discussion: Donna stated that late fees and legal fees will post to ledgers on September 1st. Donna stated she wants 30, 60 and 90 day notices to go out for past due notices. After the 90 days a lien gets placed. Tommi stated that we need a synopsis of the bylaws to send out once a year. Tommi and Donna will work on a draft of the synopsis.

Motion: Karen moved to approve August 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 Western Asphalt got me a revised bid and the bid amount is \$3,650. I am still waiting on Angel Flight to get their bid in for comparison. Donna requested Tommi to have Malcom look over the bid from Western Asphalt.
- I talked with Jill at Sanipac and she said we just need to notify residents to tell them to contact their current carrier and then she will have the containers delivered. I am still waiting on the letter or a general format from the Board. The cans have been ordered. Tommi requested Tammi to create a draft of the letter for the homeowners and submit to the board for approval.
- I spoke with Eric at Evergreen and asked if there would be any continued rot and deterioration on the underlayment and he stated there wouldn't be any long lasting damage unless we see bare wood.
- Warren with Evergreen will be out this week to do the inspections on the flat roofs and will let me know what the life span will be with any major issues that he notices.
- Mckenzie Commercial sent me a revised bid for dry rot repairs with removing the man door on unit 3 from the bid. The revised bid amount is for \$8,546.
- I have contacted Evergreen and Bonn for bids with moss removal and treatment. Evergreen will do a bid when they are out doing flat roof assessments. I am still trying to find a 3rd company to get a bid from. Donna asked if these bids will include gutters and roof cleaning. Tammi stated she asked for them to itemize everything on the bid and also include a regular schedule.
- I spoke with Martin and he said the pool needs a new vacuum hose and cover for system at the deep end. He stated the monitoring system is working but still needs adjustments. He stated that he tinkers with it, monitors it for a couple of weeks and then makes necessary adjustments.

Motion: Tommi moved to approve the purchase of the vacuum hose for the pool in the amount of \$225. Karen seconded. All in favor.

Donna said the repairs with the faulty wiring to the light and the box needs to be done in the spring.

- I contacted American Concrete, Terrafirm and Kempf to get bids on raised area of concrete around the pool per the inspection. American Concrete never called back, Terrafirm and Kempf don't do that type of work but will provide me with contact information with companies that do. They will however get me bids to repair the sidewalk in front of unit #74.
- Maintenance has the faucets fixed at units 5 and 49.

3. Homeowners Forum: Homeowners present – #23, #46, #47, #53 and #65

#47 – Homeowner doesn't think the HOA should paint the curbs until next year. Homeowner thinks that the paving should be done first and the curb painting. Homeowner brought to the board's attention that he has dry rot by the back porch. Homeowner stated it is a small portion and is willing to apply something that will slow or stop the rot from progressing.

#53 – Homeowner stated that she has 3-4 spots of dry rot on the door frames.

#46 – Homeowner stated their shut off valve is under water. Donna wants Tammi to have Kevin Cohen Plumbing go out and look at this. Homeowner also stated that the hose bib is leaking. Donna wants Sterling Management Maintenance to look at the hose bib.

#65 – Homeowner submitted ACH request for ductless heat pump install. Donna asked if the placement is in the back or side of the unit. Homeowner stated it will be on the side. Karen asked if heat pump will be on the concrete slab. Homeowner stated it will be on a concrete slab.

Motion: Karen moved to approve the ACH request for the installation of the ductless heat pump at unit 65. Joann seconded. All in favor.

#23 – Homeowner stated that contractors are installing a big white vent across the whole unit at #33. Donna stated we will look into seeing if a request has been submitted. Homeowner asked if there is pest control for the property. Donna stated there is monthly pest control. Homeowner asked who the vendor is that does the fences and decks. Donna stated we will have Tammi send over contact information for vendors. Homeowner stated there is a bare spot by the front door where the sprinklers hit and has chipped the paint. Homeowner is willing to seal and touch up the paint on this spot. Donna stated we will check the maintenance shop for extra paint.

Homeowner brought up her concern about different people coming in and out staying in units of #24 and #32. Homeowner said she finally caught one of the tenants coming into #24 and asked them if they were the new tenant moving in and they made mention that they were staying there a short time and that they found the listing on Air BnB.

Donna stated that BnB is against the bylaws and requested Tammi draft a letter to the homeowners in #24 and 33 regarding the situation and the marketing on Air BnB that it is a violation of the bylaws and must discontinue the BnB situation. Tammi is to submit the letter to the board for approval and mail out certified to the homeowners of these units.

4. Unfinished Business:

A. Landscape Maintenance:

- 1) **Garbage/recycling rates:** Discussed in the Sterling report.

- 2) **Valve replacement bids for irrigation:** Donna stated we will keep this on the agenda but won't happen until next year.

- 3) **Unit #22 irrigation system:** Tammi stated homeowner brought to her attention that her yard gets mushy when the irrigation is running. Homeowner stated this has been an ongoing situation since October 2016. Homeowner stated to Tammi that the area needs aerated, seeded and more drainage installed. Homeowner also asked if the board would consider putting sod in.

Karen stated that there are many areas through the HOA like this and if we put sod down for one area then everyone would be requesting sod.

Donna stated there was no way to put drainage in with that little area and the sidewalks surrounding the area.

Cathy will talk to Valleyscapes to see if they have a solution to this issue.

B. Maintenance

1. **Repair asphalt and curbs:** Karen thinks the bid is just patching not repaving because the square footage that Western Asphalt put on their bid doesn't seem right. Karen requested that Tammi have the bid revised and obtain more bids from other vendors.

- 2. **Bids for gutter and moss treatment:** Discussed in Sterling report.
- 3. **Dry rot repair #3, #30-33, #50 and #54:** Mckenzie Commercial's revised bid came back in the amount of \$8,546.

Motion: Karen moved to have Mckenzie Commercial move forward with the dry rot repairs on units #3, #30-33, #50 and #54 per revised bid. Joann seconded. All in favor.

- 4) **Painting/staining:** Donna stated that Carlson and Strand needs to revise the bid with correction of items to fences that need stained and it's not a light pole it's actually a post that needs painted.

Donna requested Tammi to ask Fitzpatrick why the HOA has to pay for the paint that was traded in.

- 5) **Light repair on entrance sign:** Tammi stated she needs to find out if the light fixture is under warranty because Sterling Maintenance stated that the fixture is hard wired and an electrician would have to come out and change the bulbs. Tammi stated she called the company that installed the light fixture and they have no record of this work. Donna stated to send the company the paid invoices. Donna stated if this is the case than we will have to look into a new fixture.

Karen asked if the irrigation system between garages 70 and 71 has been hardwired yet. Kathy stated that Builders Electric has completed the work. Donna stated that we need to have a hole put through the curb and then Tim will finish it up.

5. New Business:

A. Pool:

- 1) **Closing Procedures:** Tammi stated that Martin provided these procedures to her.

- 1) **Notify the homeowners of the pool closing**
- 2) **Pool monitoring will still have to continue for a few months after closing**
- 3) **Pool has to cool down for a period of time**
- 4) **Pool needs to be covered**
- 5) **Martin will still come out and do the maintenance**
- 6) **Proper cleaning of furniture properly and signage took down and all put**

away in one location

Donna wants to know how much he will charge to come monthly and or bi monthly to do maintenance during the winter.

Karen stated that we need new volunteers for the pool monitoring.

C. Maintenance:

1) Flat roof replacement/repair for next year: Discussed in Sterling report.

2) Update the map to add unit #74 (Homeowners requested this due to deliveries not getting to her): Homeowner wants to know if her unit # can be added to the map because people can't find her and she has missed out on deliveries. Board noted her request.

V. Architectural Committee: Donna is going to update the painting list and give to Tammi to add to the website.

VI. Announcements: None

Donna adjourned the meeting at 7:34 p.m.

(Transcribed by Samantha Williamson)