

**NEW OAK PARK OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
September 9, 2013 – 7:00 p.m.**

Board Members and Sterling Management representatives in attendance:

Scott Bonnell, President
Donna Leudesdorf, Treasurer
Peter Herley, member at-large
Anne Geertsen, Sterling Management Group

Homeowners present: none

I. CALL TO ORDER

A. The meeting was called to order to 7:14 p.m.

B. Approval of Minutes for August 2013

ACTION: The minutes of August 12 had been approved by the board via e-mail with two minor corrections.

C. Approval of Financial Reports for August 2013

Operating \$ 18,914.71

Reserve 137,801.05

Past due 4,232.71

The board briefly discussed changing the way the financial overview was presented to them and agreed that revenues and balances should be listed first and that dues and fees in arrears should be reported only if they were more than 30 days past due.

ACTION: The August financial reports were approved by consensus.

II. Sterling Management Report

- Carport incident: damage caused by U-Haul truck during tenant's move-out. Anne waiting to hear from U-Haul insurance claims adjuster and for bid on repair. Property owner was responsible for damage according to CC&Rs.
- Double- and Diagonally-Parked Vehicles: ongoing complaints received. It was unclear who had painted a no parking sign next to the dumpster
- Newsletter: Anne distributed a draft and asked for feedback. Goal was to send newsletter on first day of fall with subsequent quarterly editions. Additional content should include Thompson's schedule, information about irrigation system and about hot water heaters and toilet connectors (last item to be provided by Donna).

ACTION: Board agreed that failure to address violations such as appliances on back patios or illegally placed and hazardous satellite dishes after second warning letter (which was sent 30 days after the initial letter) would result in owners receiving a third letter giving them 15 days to correct the violation or be charged for the association's cost to remedy the situation. This policy would be documented in written format.

ACTION: Anne to send copies to board of home inspection document for unit #10 and to follow up on the lights being left on in that unit while it was unoccupied.

* APPROVED MINUTES *

- Pruning/Tree Issues: roots of overly-mature shrub causing patio of #63 to heave. Ben to remove the stump and haul the debris for \$165. Donna was enthusiastic about Ben's work. Walk-about with Arborist went well and identified numerous dead tree limbs and places where vegetation was in contact with buildings or chimneys.
ACTION: Board directed that pear tree between 26 and 27 be pruned and photinia by dumpster be cut as low as possible.
ACTION: In response to board members' concerns about leaning trees on neighboring property, Anne to send a letter to neighbors.

- Upcoming work behind Units 30-33 would improve the mud situation.

III. Home Owners' Forum

No home owners were present.

IV. Unfinished Business

1. Roof Project

Donna agreed to resend her draft Q&A on the roof project to Anne and board members. The group discussed the need for an education campaign to help owners understand the long-term benefits of a phased roof project. The goal was to build owner support of the project by the annual meeting.

2. Driveway Repair Unit 57 Angel Flight

Anne was working to schedule this repair which included the driveway only and not the sidewalk. She would check with Ben on a price for the additional stump-grinding work.

3. Curb Bid Repair and Striping

Donna encouraged expediting this work before the weather changed and coordinating with Thompson's to have the painting done immediately after the area was blown off.

4. Carport repair

Bids should be received on both carport repairs by the end of the month but the one mentioned earlier may take longer due to the insurance process.

5. Exterior Chimney Services

Information was provided in the newsletter. Anne was working on the schedule for those units still needing their chimneys cleaned.

6. Pool Maintenance

The pool would close for the year on September 16.

ACTION: The board directed that the existing lounge and chair seat cushions be charitably donated and that new ones be purchased for next year. They should be relatively inexpensive, of decent quality, and easily hosed off.

7. Thompsons Landscape Bid

ACTION: Board directed that additional bids be solicited for redoing a sloped area where mud was causing a problem on patios. Options could include a stacking block wall, a small curb and bark or medium-sized rocks, stepping stones, a planter area, or using a groundcover.

8. Pest Control Service

Ants were the primary concern. The company provided a good price and an environmentally friendly method. Because it was an agreement and not a contract it could be terminated at the will of the board.

9. Exterior Post Lights

Anne confirmed that bids for cleaning and painting were in the range of \$1,350 to \$1,500.

ACTION: Board directed to complete first phase of tree removal first (before the rainy season) and then to work on the lights.

10. Unit 50 Home Inspection

The dry rot problem should be addressed first. Anne would determine whether the same problem at unit 33 could be addressed at the same time and then finalize the scope of work.

11. Unit 20 Privacy Fence Bids

Bids for a wooden fence were between \$30 and \$45 per foot including installation.

ACTION: Board directed Anne to get bids on composite material as well as thick wood and to determine how much fencing was needed. She also should get a bid for the fence by the pool for the 2014 budget.

A related problem had to do with the amount of water that was hitting the privacy fences. Adjusting how people watered and how plants were positioned would help avoid rotting the fences. Run-off and leakage caused by watering on balconies could cause damage to the buildings and was a concern to the board.

12. Violation Letter Satellite Dish Violation

A third letter was being sent and correction of the violation would be required within 15 days.

13. Violation Letter Patio Violation (appliance on patio)

Anne would work with the tenant. Board members suggested that St. Vincent de Paul would remove the appliance at no cost.

14. Unit 46 Water Damage

Anne was waiting for more information.

15. New Dog Waste Signs

Anne would scan and e-mail to board members information from a catalog.

16. VHA Loan Requirements

Anne would do further research with the attorney on legal fees for becoming VHA compliant, restrictions on renting, and the association's position in case of foreclosure.

VI. New Business for Discussion

1. Roof and Gutter Maintenance Schedule

The board discussed the scope of work, performance of Daddy's Day Job, and a maintenance plan.

* APPROVED MINUTES *

ACTION: Anne to get multiple bids for the board's consideration on regularly scheduled complete cleaning of gutters, downspouts, and roofs, and on moss treatment.

2. Storm Drain Maintenance Schedule

ACTION: Anne to get bids on once yearly inspection of storm drainage and on special call-outs if needed at night or on weekends. .

3. Eugene Police Dept. Crime Prevention Unit Services

Eugene Police could help coordinate a Neighborhood Watch program if the association wanted to implement one.

VII. Announcements/Adjournment/Executive Session

Notice to owners was required 30 days in advance of the annual meeting tentatively scheduled for December 15. Two to three budget meetings beginning in October would be required to discuss major projects and schedules.

Donna recommended having American Leak perform an inspection of the entire property this year unit-by-unit and to include the pool in that inspection.

Anne suggested inviting the contractor for the Reserve Study to the next board meeting. She would look into the details of the study which she said would provide guidance for the next 30 years at a cost between \$8,000 and \$10,000. She would check about the requirements for HOAs relative to reserve studies. Board members were interested in hearing more about this directly from a professional.

Donna wanted to be sure things like replacing batteries on smoke detectors, filters on furnaces, and repair and maintenance on the club house were all included on a maintenance schedule and shared with Kelly.

Peter said he wanted to hold a studio sale at his home on a Saturday in October or November that would feature his artworks and would give people a chance to purchase them for less than if they bought them at a gallery. The board supported him in this endeavor.

Responding to Peter's question about completion of the Reserve Study in time for 2014 budget planning, Anne agreed to contact the person hired to do the study and to include something about him and his professional credentials in the newsletter.

The next board meeting was scheduled for October 14 at 7 p.m.

The meeting adjourned to executive session at 8:24 p.m.

(Recorded by Mary Feldman)