

**OAK PARK TOWNHOUSES HOMEOWNERS' ASSOCIATION**

Board of Directors Meeting

September 12, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Cathy Joseph – Sterling Management Group

Homeowners present:

Bill and Carolyn Blodgett, Diane Welsh Denham

**I. Call to Order**

Donna called the meeting to order at 7:04 p.m.

It was moved by Karen, seconded by Donna, to approve the August 8 meeting minutes. The vote was unanimous (2-0).

**August 2016 Financials:**

Operating	\$ 10,173.89
General Reserve	\$104,045.97
Delinquencies	\$ 1,698.67 (6 units)

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

**II. Homeowners Forum**

Bill Blodgett asked if the clean-up by the new landscape company is complete (yes) and if the crew will go back through the property each week to continue henceforth (yes). He read a list that he compiled of other tasks that need to be completed (pruning, seeding, etc.). Donna will give Bill a bag of seed that she has to complete the seeding that is needed. He also mentioned the big mud puddle behind #28, which the Board looked at before tonight's meeting, and that the sprinklers in the area of #58 (Bakers) are not working well (the battery is out in that entire zone).

Donna stated that the Board just received a bid for \$7,000 from Valley Scapes to work on the irrigation, and that they think the source of the leak is the pipe stanchions. The \$7,000 includes replacing sprinkler heads, repairing them, moving them, etc. That won't be done this year, but will be done prior to when the sprinkler system is turned back on in the spring. At that time Cohen Plumbing will be asked to help repair the pipes.

Diane Welsh Denham noted that the new landscape crew is doing an amazing job and that walking behind a mower instead of using a riding mower is making a big difference. The sprinkler system has also made a difference and trimming the rosebushes has really helped. She then described a tree in the back area near #6 that has a single trunk and then splits into two. Because of the split, this will break in a windstorm.

She then stated that she would be happy to work with the Board regarding her temporary fence for their puppy, and added that she and her husband have bought a house and will be putting their unit on the market. She said that her husband has confronted a neighbor and told her that she needs to clean up her dog's feces. She wondered if their temporary fence could be left up until October 31 as they need to create a boundary for their puppy. She noted that satellite dishes have previously been allowed and that a resident has had two garage sales so far.

Donna replied that the Board has asked two other people to take down temporary fences so a precedent has already been set. She added that the satellite dishes were preexisting so they were grandfathered, and noted that the temporary fence impedes everyone else's right to walk in a common area.

Karen echoed Donna's concern that there are several owners at Oak Park who have pets, and that if the Board allowed all of them to have the privilege of space for their animals, it would be a problem. She added that Diane's request would be an exception to the Bylaws and that she doesn't believe it is fair to the other residents to allow it.

Diane noted that the Architectural Committee (Kathy and Tim) has seen the temporary fence and didn't see it as a problem as it can be taken down at a moment's notice, and that their only concern was the landscaping. Donna stated that she will consult with them and then a final decision will be made.

### **III. Unfinished Business**

#### **A. Landscape Maintenance**

Valley Scapes has completed their clean-up.

Karen said a resident has concerns about a dying rhody. Donna would like residents who have those concerns to be involved in replanting in the future. The rhodies need water more than anything right now. Karen will ask Kathy Giesen about watering the dying rhody.

#### **Irrigation Assessment Recommendations:**

Donna wants to review Valley Scapes' assessment of the property in relation to the budget, and it needs to be shown to the landscape committee. A brief discussion ensued regarding Landmark's bid and Valley Scapes' bid being two different things. Donna wondered if Landmark will do these tasks once the irrigation zones are set up and corrected. Karen said Landmark will let the Board know what their maintenance work includes. The sprinkler timers aren't working now so will be disposed of next year, and the Board will get a proposal from Landmark for the two timers. The problems need to be isolated to the spray heads or whatever

else in order to know what to repair. There was then a brief discussion about location of various leaks. It was noted that residence spigots are turned off when the irrigation system is turned off, so we need to make sure that the landscapers turn off the spigots as well, as some spigots are connected to a residence and some are connected to the irrigation system.

Regarding plumbing repairs, Kathy Giesen was going to ask Cohen to come out but then Tim said he was going to do the digging. Donna will check on this.

The Piper Lane tree removal is complete, and Highland will be submitting a bid for tree pruning and removal in the fall. They will come out and figure out what needs to be done from a list that Donna has compiled, for example, a tree near Donna's unit is dying.

## **B. Maintenance**

Update/Status of Pending/Completed Projects:

1. Piper Lane tree removal complete.
2. Re-roof of clubhouse complete. They did a great job and it will last a long time. A work order will be sent to Sterling to do touch-up paint on the downspouts immediately. Donna specified the colors for each location for Cathy at Sterling.
3. Pool maintenance and repairs. Emerald Pool is our new service provider and the annual inspection has been completed with some unanticipated repairs required. The pool cover will be put on by Kelly on September 18. The pool area cushions need to be cleaned and stored in plastic bags. Chemical testing will be done every two weeks by Emerald until the pool is closed, on Mondays and Fridays. Before winterization of the pool, it will cost \$47.50 once every two weeks because they're only testing the water, and they won't winterize until the temperature remains below 55 degrees. No water testing will be done after the pool is winterized. Five volunteers have signed up for testing but only 2-1/2 have been trained, and Sonja and Kathy still need to be scheduled for training. Donna can do testing once a month if needed. Karen will set up the testing area and supplies in the pool maintenance room and a volunteer schedule for testing will be needed until the pool is winterized. Karen will send an e-mail to the volunteers to choose a day to test, and they will meet with Karen about what to do and how to do it.
4. Patios and decks. The power washing schedule and locations have been identified. Cathy at Sterling will notify residents about the schedule. Approximately 15 patios/decks were identified for needed cleaning.
5. Pool fence repair by Davis Construction is scheduled for Monday, September 19.
6. Mailbox painting is complete.
7. Clubhouse carpet cleaning is scheduled for October 4 at 4:00 p.m.

## **C. Website Management**

ComSource has updated the agendas, minutes and documents.

#### **IV. New Business**

There was a brief discussion regarding residents offering Air BnB and also the subletting rules in relation to the By-Laws.

It was noted that the Board has now paid Emerald Pool for two gauges because the first one purchased wasn't big enough. Some type of refund should be requested, and Cathy at Sterling has talked to Emerald. Emerald will look into it, and they have already offered a \$100 rebate.

Karen asked about the status of the outside lighting problems (they are not coming on at dusk or going off at dawn). Cathy at Sterling will call Reynolds Electric (who installed the lights originally). This may be related to a switch issue, or possibly something that happened during the recent power outage.

One of the locks on the pool room door (deadbolt vs. manual) needs to be removed or a sign needs to be posted for residents to use only the bottom keypad, as people have been locked out on occasion.

Donna adjourned the meeting at 8:22 p.m.

(Vicki Maxon, recorder)