

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

October 08, 2018

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President/Treasurer

Karen Romero, Vice President

Tommi Drake, Secretary

Erik Schirmer, Board Member

Samantha Williamson, Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 6:10 p.m.

Approval of September 2018 meeting minutes:

Discussion: None

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

Approval of September 2018 financials:

September 2018 Financials:

Operating	\$ 12,379.25
General Reserves	\$60,541.72
Delinquencies	\$2,536.08

Discussion: None

Motion: Tommi moved to approve September 2018 financials. Karen seconded. All in favor.

2. Home Owner's Forum: Homeowners present – No owners present

3. Sterling Report:

- 1) Talked with Juan this morning, he has all the privacy fences done but 2 not installed that will be installed by the end of the week and one is not stained which he will do tomorrow.

Donna would like a second coat of stain applied to the new privacy fences

- 2) All irrigation will be turned off on Tuesday October 9th.
- 3) Juan would like to do the pressure washing either this Saturday October 13th or next Saturday October 20th but he needs all vehicles parked elsewhere.

Board agreed that pressure washing should be on October 20th in the areas of 13-14 and 45-58 the rest of the HOA can be re-evaluated in Spring. Donna asked that JC Landscaping put on their radar for moss treatment in the grass come spring.

- 4) The rest of the pool furniture is put away.
- 5) Dave Sparks will be getting me a check for the \$270 to cover the Irie bill. He wanted me to thank everyone for having this done but wishes the branches overhanging would have been trimmed up higher.
- 6) Thank you, Erik, for getting the locks done on the garbage enclosures.

Board would like a email blast to go out to owners letting them know that they need to push the clear button then the code.

- 7) I email blasted and mailed the resolutions I have had no feedback or complaints on them.
- 8) The audit is coming along Stacie and I had a conference call last week with the auditors with questions that they had but it should all be finalized this week.
- 9) John at Sign Pro apologizes that the bid is not done yet for the directory sign with all the busyness it got lost in the shuffle of things.
- 10) I attended a HOA training on Saturday in Portland thru Vial Fotheringham and I learned quite of bit of new information. I will share all my class notes and handouts via email.

4. Unfinished Business:

A. Landscape Maintenance: Kathy and Tim are concerned about the irrigation and the different times in different phases not working out too well. Tim has volunteered his time to do the irrigation since he is on site. Kathy mentioned again that the fence needs repaired or replaced over by her unit.

Donna stated that the board will re-visit have the Architectural Committee involved with the irrigation in spring.

Donna stated that the fence replacement will be put on the budget.

Donna stated that JC Landscaping needs to look at and repair the exposed white PVC pipe located at the entrance off Bond closest to Norkenzie. Sam at Sterling will contact JC Landscaping regarding this.

Donna requested that Sterling remind JC Landscape that the board is still waiting on a bid to re-landscape the area where the tree root and boulder was removed as well as how much fertilizer and seed he will be needing.

B. Maintenance

- i. **Next phase of painting 2019** – Received bid from Carlson & Strand and it was \$24,200.00 close to what they charged on the last phase.
Donna would like Sterling to obtain another bid.
- ii. **Privacy fence update** – This was discussed in the Sterling report.
- iii. **Update on front entrance map – bids** – This was discussed in the Sterling report.

Donna stated that an email blast needs to go out to the homeowners reminding them to winterize their hose bibs in the front of their units.

5. New Business: Donna would like clarification from the lawyer on moving funds from one to another account. In Sam's training that she attended this last weekend at Vial Fotheringham, she shared that the HOA can move funds around if it is related to capital expenditures not monthly operating expenses.

Board requested that Sterling add the "Approval of transfer for capital repayment" added to the agenda monthly.

Board discussed fine schedule: first or friendly notice, second notice is a \$50 fine and the third notice is \$150 fine. Fines are assessed from the date of violation to the cure date.

Donna would like to re-visit the parking rules to include the fine schedule.

Donna stated that the garage door on #58 needs to be painted either by Angell Flight or the HOA will have done and send Angell Flight the bill.

6. Budget Planning

- **Flashing replacement on #74** – Needs to be cleaned and repainted with an anti-fungal.
- Donna wants a bid to replace the flashing.
- Sterling to obtain bid for gutter and roof cleaning.
- Still waiting on the bid from McKenzie Commercial for the dry rot repairs on the next phase of units.
- Sterling to obtain a second bid on dry rot repairs.
- Sterling will obtain 2019 increases with EWEB, NW Natural, Landscaping, Pool maintenance, Insurance etc.
- More street and curb repair on the budget.
- Pool costs will be factored into the budget.
- Sterling will contact Martin from Thomas Pool Care to find out the life expectancy left on the heat pump and filter for the pool.
- Sterling will contact Walker Heating & Cooling to see if they can handle the heat pump for the pool or if a pool person must do this.
- Sterling will investigate a card lock system for the pool gates for budget.
- Erik is researching different pool chemicals and pump systems that are more efficient. Along with finding out if the State of Oregon will allow the ozonator.
- Budget Committee meetings will be held on: October 22nd, 29th and November 5th at 6:00 p.m. Sterling will send out an email blast to homeowners regarding these dates and if they would like to volunteer to be on the committee or not.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

adjourned the meeting 7:37 p.m.

(Transcribed by Samantha Williamson)