

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
October 9, 2017

Board Members/Sterling Management Representative present:
Donna Leudesdorf, President
Karen Romero, Vice President
Tammi Allen – Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 6:05 p.m.

Approval of September 2017 meeting minutes:

Discussion: None

Motion: Karen moved to approve September 2017 minutes. Donna seconded. All in favor.

Approval of September 2017 financials:

September 2017 Financials:

Operating	\$ 5,828.55
General Reserves	\$ 88,041.13
Delinquencies	\$ 5,541.00

Discussion: Donna stated that 90% of the delinquency amount is with one unit and we are currently working on that. Donna also stated that we have spent all the money we need to for 2017 and need to save about \$25,000 to get the reserves back up.

Motion: Karen moved to approve September 2017 financials. Donna seconded. All in favor.

2. Sterling Report:

- Bids for repaving the streets mainly by units 40-64 and Bond. I have updated bids from Western Asphalt their revised bid is \$3,650.00 for the first phase and Angel Flight's revised bid is \$19,857.00.
- I talked with Tim at Fitzpatrick to find out where the wrong paint is and he stated that all paint that was wrong or not used goes into the warehouse in vats. He stated we were more than welcome to go take a look and rummage through all the paint to find it but he didn't actually set it aside.
- The 3 bids to repair raised area of concrete around pool per the inspection, curb area around 70/71 and 74 sidewalk. Natco Development's bid for 40' of grinding trip hazards and patching is \$750.00. I met with contractor on 09/26/2017 and I will meet with another contractor on 10/04/2017. Donna stated that she wants the pool taken care of right away.
- Synopsis of Bylaws and Declarations: Tommi did table of contents and acknowledgement page these were emailed to homeowners and Donna was going to hand deliver the rest. I started a tracking sheet to track the returned ones. Donna stated there are 45 units to hand deliver to and her and Karen will split them up and deliver.
- Mckenzie Commercial started dry rot repairs on units 3, 30-33, 54 and 65 on 10/06/2017.
- Other things I have been working on: Bids for the next phase of painting, reached out to Oregon Chimney as well as Midgely about getting bids for servicing in spring, newsletter on winterization and dryer vents to owners and calling vendors about possible rate increases for 2018. Karen stated she would like the dryer vents cleaned out as soon as possible instead of waiting until spring. She stated this is the homeowner's responsibility however we might be able to get a group rate from one of these companies.

3. Homeowners Forum: Homeowners present – 46, 65 and 67

#67 – Homeowner wants to know if the whole unit has to have water shut off to do a plumbing repair. Donna stated the specific units have individual shut offs and they are either located in the garage or right outside their front door. Homeowner stated he was unable to locate in either location. Donna stated that she would investigate and get back to him tomorrow.

#46 – Homeowner has plumbing issue as well there is a leak at the shut off valve. Donna stated that Kevin Cohen Plumbing is supposed to replace the valve at no charge. Homeowner stated that the last person from Kevin Cohen Plumbing that came out to look at the valve stated the water to the whole phase will have to be shut off and everyone’s hot water heaters will have to be drained. Donna stated we will have to get notices out to all the homeowners and it will be shut off from units 45-56. Karen stated it would be nice to give them a 72 hour notice as well as a time frame of how long the water will be shut off.

#67 – Homeowner stated they are pleased with Mckenzie Commercial and the dry rot repairs they are doing. She is excited that her ductless heat pump gets installed next week.

4. Unfinished Business:

A. Landscape Maintenance:

- 1. Valve replacement bids for irrigation:** Tammi stated that Kathy has been working with Valleyscapes to get this completed.

B. Maintenance

- 1. Light repair on entrance sign, get new bids:** Tammi stated she called Reynolds and they would need to send someone out first to troubleshoot the problem. If it does relate back to the original problem then it will be covered under the warranty. If not, then they will bill OPA \$99 per hour, with an hour minimum. They stated they have no way of telling which it will be until they go out to the property.

Donna wants Tammi to call and ask John at Builders Electric if the fixture has an LED bulb if the light fixture has to be replaced each time the bulb goes out and if it does Donna wants a bid from Builders Electric to replace the fixture with a non LED fixture.

2. **Letter to owners about uniformed garbage company:** Tammi stated that she is still working on the letter to the homeowners regarding the transition with the garbage.

Karen requested that all pickups be done on the same day.

Donna wants a target date for the letter to go out to all homeowners by November and the transition to happen no later than February.

3. **Roof cleaning and moss treatment:** Tammi called two companies Evergreen and Bonn Roof Care.

Evergreen's Bid: To clean all flat roofs of loose debris and haul away, spray moss treatment on all mansard roofs, clean all shingle roof areas of loose debris and haul away and apply granular powdered moss inhibitor to all shingle roofs is \$21,500.00

Bonn Roof Care's Bid: Blow off roofs and clean gutters \$95.00 per unit, moss treatment to roofs \$50.00 per unit and skylight/window washing (if wanted) \$5.00 each.

Tammi stated she also has a call into Daddy's Day Job as well.

Karen suggested asking Mckenzie Commercial if they do stuff like this and if not who would they recommend.

Donna stated this is an urgent matter and needs to be done as soon as possible.

5. New Business:

A. Maintenance:

1) **Dry rot unit #58:** Homeowner stated to Tammi that she has a contractor taking care of the interior damage but requests the Board to have someone come out and look at the exterior dry rot that has caused the interior damage.

Donna stated she wants to go back and look but it's the homeowner's responsibility for the doors and windows.

Donna requested Tammi to ask the homeowner if she had a pre-purchase inspection done.

C. Budget Planning:

- 1) Roof bids for 2018:** Tammi stated Chris at Evergreen Roofing will be doing the inspections of roofs.

Donna wants the mansards inspected next for replacement and to do them in phases.

Donna stated this is still a work in progress.

- 2) Painting bids for 2018:** Tammi stated that she received two bids one from All American Painting and Construction and Carlson Strand Painting.

All American Painting bid: The completion of all exterior paint, pressure washing, caulking all cracked joints/seems and prime all bare wood for 34 – 36 = \$9,500, 30-33 = \$10,500 and 27-29 = \$9,500 totaling \$29,500.00

Carlson and Strand's bid: The completion of pressure washing surfaces, protecting all non-painted surfaces, prep work, caulking, spot priming, painting siding/overhang, painting fascia, gutters, trim and belly band, front/man doors. Units 27-29 = \$6,150, Units 34-36 = \$ 6,150.00 and Units 30-33 = \$6.550 totaling \$18,850.00.

Karen stated that carports and deck dividers need to be included on the bids as well.

Donna stated that the garbage enclosure needs to be added as well.

Donna stated this is still a work in progress.

- 3) Asphalt repair for 2018:**

Angell Flight: Bond Street – saw cut curb, remove and replace 28' of curb and gutter, saw cut 2766 square feet of asphalt, remove/recycle, and add crushed rock, fine grade/compact and paving totals \$9,211.00.

Main Drive – Saw cut 3818 square feet of asphalt, remove/recycle; add crushed rock, fine grade/compact and paving totals \$10,646.00.

Western Asphalt: Saw cut and remove tree root damaged asphalt in 3 areas, fine grade/compact apply a 3" depth of class C mix asphalt and roll approximately 628 square feet totals \$3,650.00.

Donna stated this is still a work in progress.

4) Compile list for dry rot repair for spring: Donna stated this is still a work in progress.

V. Architectural Committee:

1) Ductless heat system – Unit #19: Tammi stated she submitted the request but the Board hasn't made a decision yet.

Motion: Donna moved to approve the ACH request for a ductless heat pump installation at unit 19. Karen seconded. All in favor.

Kathy left her Architectural Committee notes with the board as she was unable to attend the meeting.

Unit 22 – Kathy talked to Mike at Valleyscapes and he recommends not mowing this area till March and either adding a ground cover or doing grass seed in the spring.

Unit 62 – Kathy stated Tim meet with Mike at Valleyscapes and Tim wants to talk to the homeowner to take on the sprinkler issue.

Kathy stated that \$314.60 was donated towards the \$509.00 balance for the bark over by unit 45 and OPA will cover the difference.

VI. Announcements:

- 1) Donn stated Joann stepped down from Board.
- 2) Donna wants maintenance to replace the battery in the chirping smoke detector and install a carbon monoxide detector in the club house.
- 3) Donna stated the pool closure sign is up and Martin was out today vacuuming the pool and will be putting the cover on as soon as the pool cools down.

Adjournment:

Donna adjourned the meeting at 7:12 p.m.

(Transcribed by Samantha Williamson)