

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting
October 10, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Cathy Joseph – Sterling Management Group

Homeowners present:

Bill Blodgett, Tim Hargreaves, Eva Valencia, and Kathy Giesen

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 September meeting minutes. The vote was unanimous (2-0).

September 2016 Financials:

Operating	\$ 8,796.31
General Reserve	\$ 92,070.09
Delinquencies	\$ 2,100.15

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

II. Homeowners Forum

Bill Blodgett noted that the lawn in some areas still does not look good. The shrub at unit #24 has been taken out and replaced with a planter. The azaleas are gone from unit #28. Cathy at Sterling talked to the resident at unit #47-48 and she said she would add another coat of paint to the fence. Bark dust is still needed in certain places.

Donna noted that the fence along Bond Lane is falling down, and is only being held up by a tree. The fence is believed to be shared with 1520 Bond Lane.

Karen noted that the new landscape crew is impressive and that everything looks a lot cleaner.

Eva wondered who is now doing website maintenance, as the most recent minutes are from the July meeting, and she never saw an agenda or meeting notice for this month's meeting. She also asked what the process is for contacting the Board, as she needs an okay for an arborist to check her tree. Donna okayed this request. Cathy from Sterling stated that

residents can send an e-mail to Sterling in order to contact the Board. Eva also asked about the dead clippings that remain after the rosebush was trimmed, as if the wind blows, the loose-hanging whips will start flying around, and they need to be pulled down. The landscape crew isn't allowed to do work above 12 feet high. Kathy Giesen will look into this.

Karen noted that the photinia needs to be trimmed down first and then see how much more needs to be trimmed in order to pull out the rest of the dead rosebush, dig up the root, remove the stump, and plant something new. Eva added that this needs to be done in the winter as birds nest there in the spring, and that maybe a dogwood or a mature rhody could be planted.

Eva added that she will mark the ones that need to come out as she doesn't want the one by the fir tree next to the garage removed. Eva will coordinate this with the Landscape Committee and let Cathy at Sterling know what they decide, and then Cathy will contact Valley Scapes.

The pole lamp at the intersection of Norkenzie and Bond Lane may be out.

Ann Baker needs the bush by her front door trimmed (Tim agreed to do this). There are also a couple of dead rosebushes in the bed there, too (because of them not getting enough water). It was suggested to prune them back first and then remove them if they don't grow.

The muddy area on the property still needs to be taken care of. Tim noted that someone broke off the riser but he thinks the water has been turned off now. A lengthy discussion on what to do about this (possibly a dry creek with stepping stones or ?). Valley Scapes may have some ideas on how to solve this problem. Cathy at Sterling will talk to Valley Scapes.

The iris, daffodils, etc. that have finished blooming and/or are dying need to be removed for the winter before the leaves fall.

Cathy at Sterling will tell the Valley Scapes crew that when they blow leaves and/or dirt, they need to start at doorways and blow outward instead of blow toward the doorway. Some residents have had dirt on their front doors because of the crew blowing toward their doorways.

The area at unit #28 is another very wet area. Tim has capped the sprinkler. The Board will take a look at units #27-29 when the irrigation revisions begin.

III. Unfinished Business

A. Landscape Maintenance

The new vendor (Valley Scapes) is doing a great job

1. Weekly schedule and priorities discussed
2. Irrigation assessment recommendations, planning for 2017
 - a. Plumbing repairs (#68-70, #28)
 - b. Irrigation system has been turned off for the winter – lengthy discussion about what has been turned off and what has not

Cathy at Sterling will communicate ValleyScapes' weekly schedule to the Landscape Committee.

Karen wondered if all backflow valves have been located (some are almost buried).

Cathy at Sterling will send an e-mail blast that residents' patio water spigots are now off, and for people to let her know if any of them are still on, and will remind residents to disconnect hoses and put covers on the faucets that are attached to their residence. Reminder to ask the HOA insurance agent who is responsible for broken pipes, the HOA or the resident. Reminder to residents to refer to the website for winterization instructions. The Board will do a walk-around in December to see how many faucets have been covered.

Valley Scapes needs a pool key to clean up the pool area. Cathy at Sterling will get a key to Kathy Giesen.

Bid pending from Highland for fall tree pruning and removal (Cathy at Sterling is still waiting for Highland to call her back).

Donna noted that the fir trees in front of her unit may be dying. Eva suggested calling the arborist that she uses. Tim feels confident about Ben doing this, and Cathy at Sterling will follow up.

B. Maintenance

Update/Status of Pending/Completed Projects:

1. Clubhouse paint touch-up is complete
2. Pool closed on September 18 – need to take all the signs down
Schedule ongoing testing (it's time to winterize). Tim wondered if the volunteers have received the app to do the testing. An e-mail has been sent out about passwords and how to get into the site, and Cathy at Sterling will follow up with Kelly about the app and how to access it, etc.
3. Patio and deck power washing is complete but there are still some patios and decks that need it.
4. Pool fence repair by Davis Construction will be done on October 12 and 13
5. Clubhouse carpet was cleaned on October 4
6. Schedule gutter cleaning by sections (waiting for callback from Devine) – Cathy at Sterling will follow up.

C. Website Management

Cathy will check to see if Comsource has been posting agendas and minutes and will be sure they are updating the website. Donna has written a Fall 2016 letter for the website and for an e-mail blast.

IV. New Business

- A. Budget meeting October 24 (will send e-mail blast to residents):
Roofing bids for 2017
Painting bids for 2017

** APPROVED**

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Donna would like Evergreen Roofing to look at what was done to the clubhouse (re-shingled). Would like to get bids to see what it would cost to replace the worst of the mansards until they are all completed. Also need moss prevention application.

Donna asked for Brandon's budget for cost of resurfacing of blacktop and striping.

Sterling has a new maintenance tech (Russ), as Kelly is no longer at Sterling, and a second person (Andrew) for contract-related repairs.

Mail is still coming to the Oak Park mailbox instead of going to Sterling. The mailbox needs to be removed so there is no confusion as to where mail should be received. All mail addressed to 1500 Norckenzie Road should be forwarded to Sterling's address.

Donna adjourned the meeting at 8:35 p.m.

(Vicki Maxon, Recorder)

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