

**OAK PARK TOWNHOMES ASSOCIATION**

Board of Directors Meeting

November 13, 2017

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Vice President

Tommi Drake, Member at Large

Kimberly Carey, Sterling Management Group

**1. Call to Order:**

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

**Approval of October 2017 meeting minutes:**

**Discussion: None**

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

**Approval of October 2017 financials:**

**October 2017 Financials:**

Operating	\$ 6,091.45
General Reserves	\$ 89,118.39
Delinquencies	\$ 5,766.68

**Discussion:** Late charges – Discussion started at the 2013 annual meeting to simplify the violation and late fee to \$25 flat fee instead of the \$10 plus 10% per annum. 20% quorum approved this change. It has been brought to the Board’s attention by doing the \$25 flat fee there needs to be 75% of membership approval to amend the bylaws. Request was made for Sterling with the unit that has the major arrears be changed to reflect the bylaws.

**Motion:** Karen moved to reflect the bylaws and change the late fee to \$10 plus 10% per annum. Tommi seconded. All in favor

**Motion:** Karen moved to approve October 2017 financials. Tommi seconded. All in favor.

## 2. Sterling Report:

- Architecture request for #32 replace deck and paint with correct color. Donna will send color to Kim.

**Motion:** Karen moved to approve the Architecture request for #32. Tommi seconded. All in favor.

- Architecture request for #19 heat pump installation was already approved just needed signed. Donna signed.
- Kim stated we have 15 requests for dryer vent cleaning so far. Kim will call Cutting Edge who said work will be done after December 1, 2017. Homeowners will send the \$85 charge to Sterling.

## 3. Homeowners Forum: Homeowners present – 65

**Judy in unit #65** – Stated her heat pump has been installed and she is happy.

## 4. Unfinished Business:

### A. Landscape Maintenance:

1. **Valve replacement bids for irrigation:** Kathy has been working with Valleyscapes to get this completed.
2. **Moss treatment and roof cleaning:** Complete

### B. Maintenance

1. **Light repair on entrance sign, get new bids:** Front entrance sign is now working. Lite behind unit #19 and #47, Kim stated Builders Electric will try to get it done by the end of the week.
2. **Letter to owners about uniformed garbage company:** Homeowners will be paying Sterling as this charge will be added to their ledgers. Homeowners will need to call Sanipac and cancel current service effective January 31, 2018. ACH forms with banks and Sterling will need to be filled out again to reflect the changes.
3. **Concrete work at 70-71 and 74:** American Concrete will be out on November 17, 2017 to put a hole through the curb at 70-71 and repair the uneven sidewalk at 74. The pool area where the tree is lifting the edge will be fixed in the Spring.

**5. New Business:**

**A. Maintenance:**

- 1) **Dry rot unit #58:** is now completed.
- 2) Donna feels that back in the cul-de-sac the landscapers have done nothing and the street is covered with leaves. Two new homeowners there so the cleaning needs to start in the back on Friday. Kim will call landscapers first thing in the morning.

**B. Late fees:** Discussed in financial report discussion.

**C. Budget Planning: (Meeting)**

- 1) **Sanipac:** Sterling to confirm the costs with Sani-Pac. #74 uses recycle, #34 doesn't use trash services (before Donna's time), #27 needs own garbage can (consider this homeowner like a garage unit). That would total 44 units with garbage cans with only one unit that does not pay garbage.
- 2) **Violations:** 30-60-90 day violations need to start being issued again.
- 3) **Irrigation:** Went thru all the numbers for the irrigation. The board is suggesting inspecting underground pipes and sprinklers for leaks. Need to talk to irrigation vendor and Valleyscapes for the 2019 bids.
- 4) **Utilities:** No increase for 2018 so the utilities portion of the budget may have \$2,000 excess to balance budget. Insurance and Sterling Management will these stay the same or have an increase.
- 5) **Painting:** Need to also contact Gary Pierce Painting to obtain a bid for painting units 30-33, 34-36 and 27-29. Gaviotas is also submitting a bid as well.
- 6) **Dry rot:** Need to get bids for any dry rot on all but 30-33.
- 7) **Gutters:** Need to get bids on 34-36 with gutter guards.
- 8) **Sterling:** will check Donna's numbers on budget.
- 9) **Packets:** Need to be mailed out by December 4, 2017.
- 10) **Annual Meeting:** Will be held on December 18, 2017 at 6:00 pm at the Clubhouse.

**V. Architectural Committee: None**

**VI. Announcements: None**

**Adjournment:**

Donna adjourned the meeting at 6:37 p.m. to budget meeting

(Transcribed by Samantha Williamson)