

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
November 14, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Cathy Joseph – Sterling Management Group

1. Call to Order:

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

Approval of October 2016 meeting minutes:

Motion: Karen moved to approve October 2016 minutes. Donna seconded. All in favor.

Approval of October 2016 financials:

March 2016 Financials:

Operating	\$12,573.05
General Reserves	\$93,091.81
Delinquencies	\$ 1,815.07

Discussion: None

Motion: Karen moved to approve October 2016 financials. Donna seconded. All in favor.

2. Homeowners Forum – Homeowners present #49:

#49 – Asked if her request to reserve the clubhouse was approved for November 19, 2016.

Discussion: Karen wanted to make sure she would be able to use and clean up the clubhouse all in the same day so it was ready for Sunday’s reservation. Homeowner stated that would not be a problem. Donna stated the bathroom is out of soap in the dispenser. Karen stated she would like the kitchen to be stocked with supplies. Cathy will follow up with Empire on their schedule of supply stocking.

Motion: Karen moved to approve the request from #49 for the reservation of the clubhouse on November 19, 2016. Donna seconded. All in favor.

3. Unfinished Business:

A) Landscape Maintenance: Ongoing with ValleyScapes

- 1. Tree pruning and removal** – Completed by Highland behind 59 and 60.

Discussion: Karen stated that when ValleyScapes took out the rhodie they still haven't cleaned up the debris pile. Donna stated that the debris from the tree branch that fell is still not cleaned up. The board would like ValleyScapes to focus on debris clean-up better. Donna stated the blood grass in front of the sign needs trimming down to improve visibility. She would like to see a mixture of blood grass with geraniums next year. The Board would like the leaves and debris cleaned up more often. Board requested Russ to clean the leaves off the roof line of the overhang on the clubhouse.

B) Maintenance: Update /status of pending and completed projects:

- 1. Pool fence repair** – Fence repair is completed and was done by Davis Construction and the final bill came in at \$725.00.
- 2. Gutter Cleaning** – Karen asked if Devine Gutters is responsible for removing the debris after cleaning the gutters. Donna stated they are responsible for this. Cathy will mention to them to make sure all the debris is cleaned up and removed off the property.
- 3. Roof Maintenance/Repairs – Still pending** – Evergreen came and looked at the roofs on units 42, 51 and 59. Their report stated heavy moss on 42, missing shingles on 51 and 59 and standing water on units 57, 58 and 60. They gave a bid for \$260 which covers the moss removal on 42 and replacing the missing shingles on 51 and 59. This has been scheduled and Cathy will follow up to see that it's completed.
- 4. Website Management – Clubhouse calendar design**

Discussion: Donna asked if the board and Sterling are the only ones that see the calendar. Cathy stated there is the option for the homeowners to be able to see if the posting is closer to the front of the website instead of just being tied in with clubhouse rental information.

Motion: Karen moved to approve the clubhouse calendar design presented tonight and see that the calendar is more visible to owners/tenants and that Cathy is responsible for updating. Donna seconded. All in favor.

4. New Business:

A) Budget planning – Donna stated this is a work in progress and that she will get started this week on completing the budget. Cathy asked if she needs to get bids for street repair for the budget. Donna stated we need to focus on curb painting and repair and re-stripping the parking lot. Donna suggested getting bids for street repair in phases and their recommendations which phase to start first. Cathy will get bids for asphalt repair for the budget. Donna requested Russ to re-align the broken curb near #51 until it can be fixed.

Donna stated we need to have another budget meeting. Donna and Karen agreed to have a meeting on November 28, 2016.

B) Annual meeting – Annual meeting will be on December 12, 2016 at 6:30 pm in the clubhouse. Save the date postcards will go out tomorrow and annual packets should be mailed out by November 30, 2016 as well as an email blast.

5. Architectural Committee:

A) Recent requests – Air conditioning unit 42 – Cathy stated she found on the website the AC units can be installed. Donna stated AC units cannot be installed in the front of the units were they are visible from the street. They have to be installed on the backside of the units were they are not visible from the street. The downside to this is that the AC units are visible to the neighbors that face the back of side of the units. Donna stated the letter regarding the grand fathered AC units needs to be updated and signed and put back on the website. Donna will update the letter, sign and give to Cathy to put on the website. Cathy will draft a response to unit #42's request, for Donna's review.

B) Ductless heat pumps – These will be the continued recommendation from the board.

6. Sterling Report: Cathy reported that she keeps getting inquires on timeline for the drainage issues. Donna stated this is a priority and it is being built into this year's budget. Cathy will contact the homeowner regarding this inquiring.

Donna wants a bid from Kevin Cohen Plumbing on 20 shut off valves for each backflow and his recommendations on what to install.

Cathy asked if the board has made a decision on the new unit #3's dry rot around the upstairs slider door. Karen stated that she is meeting with the contractor this week to do a walk about and inspection to do a bid on dry rot issues. Cathy will contact the homeowner regarding this issue.

Cathy presented to the board the annual maintenance calendar.

Cathy said she spoke with Monica Smith at American Family Insurance regarding pipe breaks and who is responsible. Monica stated that if it's an exterior pipe break the HOA is responsible and if it's an interior pipe break than the homeowner is responsible. Monica stated for

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protection and or prevention of pipes freezing and breaking the units need to be winterized. Donna stated this needs to be a homeowner's responsibility.

7) Announcements - None

Donna adjourned the meeting at 7:58 p.m.

(Transcribed by Samantha Williamson)