

**OAK PARK TOWNHOMES ASSOCIATION**

Annual Meeting  
December 10, 2018

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Vice President

Tommi Drake, Secretary

Erik Schirmer, Board Member

Samantha Williamson, Sterling Management Group

**Homeowners Present: 2, 4, 6, 7, 8, 9, 11, 13, 15, 25, 27, 31, 36, 39, 41, 49, 52, 54, 55, 56, 64, 66, 67 and 71**

**1. Call to Order and Certifying of proxies:**

Certifying of Proxies: 24 signed in, 13 proxies, total quorum 37

Donna called the meeting to order at 6:15 p.m.

**2. Proof of Notice of Meeting (Letter to Owners):**

Proof of Notice of Meeting: Donna announced and verified that the letter to unit owners went out November 26th, 2018.

**3. Reading/Approval of minutes for 2017 Annual Meeting:**

**Discussion:** None

**Motion:** Karen moved to approve 2017 annual meeting minutes. Erik seconded. All in favor.

**4. Reports of Officers:**

**Chairperson's "State of the Association" Report:** Donna stated the State of the Association Report went out in the annual packet.

**Treasurer's Budget Report:** Donna gave the Treasurer's report.

Operating Income	\$22,157.31
Operating Expenses	\$18,563.75
Total Operating Balance	\$10,868.40
Reserve Balance	\$62,872.28
Delinquency Amount	\$1,504.69

**Discussion:** Donna stated that 85% of the delinquency amount is from one unit.

**Motion:** Karen moved to approve the 2018 Treasurer's report. Erik seconded. All in favor.

Donna explained that the original dry rot bid that came in at \$41,000.00 the Board reviewed and noticed that McKenzie Commercial added in upper decks which are homeowner's responsibility. The bid was revised removing the upper decks and came back at \$17,626.00.

Tommi stated if a homeowner lives in units 15-26 and your upper deck needs repaired or replaced this will need to be done by April before the painting starts.

Tommi discussed the revised Architectural Standards on the website. Tommi stated that all decks needing repair which are a part of owner's responsibility and suggested that those needing repairs might get their own bids and then see if working together the owners needing the repairs might get a cheaper price.

Homeowner questions on deck replacement and concerns for safety were fielded by the Board. Decks do not need to be replaced but as repairs and replacements occur the revised standards need to be followed.

**5. Ballot results for OPA Board of Directors for 2018 (Ballots received, read and counted by Sterling Management)**

Ballots were passed out to homeowners in attendance. Current board members asked if anyone would like to nominate themselves or someone else to fill open positions.

Karen will stand for reelection.

**Motion:** Eva moved to approve the nominee board members which are Karen  
Jon seconded. All in favor.

No one else stepped forward to fill the other open "at large" member position. Karen was elected to serve another two-year term. Donna, Erik and Tommi have one year left of their two-year term.

## 1. Topic Detail:

- **Review of 2018 Projects:** Karen reviewed the 2018 projects. The biggest project was the street improvements caused from deteriorating due to normal wear and tear and the tree roots. Striping throughout the property.

Obtained a new landscape company that has been doing a fantastic job and if anyone has any concerns, they are encouraged to contact Sterling.

Karen stated that the new vendor that was hired to do the 2018 phase of painting will continue to do the phase for 2019. This year went more smoothly than past years. If anyone has any problems or concerns you are encouraged to contact Sterling. Do not go directly to the vendor.

Donna stated there are some vendors that won't return to do work for the HOA because of some homeowner contact.

Karen thanked the Pool Committee for a job well done. Tommi stated that the pool costs continue to increase for repairs/maintenance and general upkeep. Supervision of the pool might also be needed for liability reasons. Karen wanted to remind everyone to be aware of the limit of guests per household and the supervision of children. Karen stated that in April the Board will be recruiting for volunteers. Sam from Sterling stated that children always need to be supervised and not left alone in the pool and the rope that goes across the pool must remain across the pool unless you are swimming laps.

Karen stated that Sterling sent out an email regarding car break-ins, stolen vehicles, attempted unit break ins along with transients roaming through the property. Karen stated that everyone needs to help with watching out for others and the property. Also, call 9-1-1 non-emergency if you see something like this occurring. The more calls the more patrols will be on site. Motion lights or just leaving outside lights on at night will help as well. Don't leave valuables in your car and keep your car locked.

- **Review of Proposed 2019 Budget:** The 2019 approved budget was distributed to all homeowners in attendance.

Donna stated that the City of Eugene increased their garbage rates, so everyone's garbage pass thru will increase effective February 1, 2019. The 29 units that use the garbage dumpster will increase to \$13.65 and the single can units will increase to \$17.20. A notice will be sent out by Sterling.

Homeowner in #53 asked if the pick-ups once a week is not needed that much if it would change her amount. Sam at Sterling will contact Sanipac and let the homeowner know.

Monthly dues will be increasing 3% effective February 1, 2019 as well. A notice will be sent out by Sterling. The reserve account needs rebuilding. It is only at \$63,000 currently. This can affect loanability on sales and is not much of a backup for 74 units and unforeseen needs.

Donna stated that the storm water increased. Insurance costs are up to \$500. Painting and dry rot repair occurring next year is \$47,000. Budget is balanced.

**Motion:** Tommi moved to approve the 2019 budget. Karen seconded. All in favor.

## **2. Open Forum (2 minutes per property owner}**

**#66** – Thanked the Board for making everything go so smoothly.

**#52** – Thanked the Board. Has concerns about her garage flooding when it rains. She stated that she had a contractor out to look at her garage and one of the trees outside of her garage is buckling the driveway and cracking the garage floor.

Donna stated that they will have an arborist evaluate the tree.

**#49** – Homeowner stated they have no problems and are very happy. They stated that the grounds look beautiful.

**#64** – Thanked the Board for making the HOA run smoothly. Asked if the homeowners are fined if they interfere with vendor business.

Donna stated that the Board needs to work on a resolution with fines for this issue.

Homeowner asked if there is anything that could be done with the turkeys.

Donna stated unfortunately no.

**#5-6** – Stated that the Board is doing a good job. The lighting upgrade and landscape is fantastic. Homeowner stated this has been the best landscape since we have lived here. Homeowner also stated that her and #5 are willing to volunteer again for the pool next year and #6 will keep the binder going again.

**#36** – Homeowner asked about the parking resolution and if the board has decided about renting spaces out. Homeowner also stated there needs to be a procedure in place on what homeowners should do regarding unauthorized use of the pool.

**#02** – Really appreciates all the hard work from the Board.

**#56** – Thanked the Board for a job well done.

**#13** – Introduced himself as a new homeowner.

**#04** – Thanked the Board for all their hard work.

**#08** – Homeowner stated that the landscape looks fantastic. Homeowner suggested the Board look into the next-door app to use for the HOA.

**#39** – Homeowner stated this year has been a good year. Thanked the Board for the street work that was done.

**#25** – Thanked all the volunteers. Homeowners only concern is parking. He stated that he has never heard anyone complaining about the parking.

Tommi stated there has been people abusing the parking situation.

**#54** – Thanked the Board for all their hard work.

**#11** – Homeowner introduced herself and said she is speaking for her parents that are the owners of the unit. They bought the unit, so they would have somewhere to stay when visiting. Homeowner thanked Sam from Sterling for fielding all the emails from her dad and for all her help.

**#31** – Homeowner stated that parking has been fine there is always spaces available.

**#27** – Homeowner stated that everything is going well. Homeowner stated that he is the one that waters along Bond every day.

Donna stated there is irrigation running along Bond now.

**#71** – Homeowner state they are new to the complex. They have been finishing up a massive remodel of their unit and just wanted to see what the board meetings were all about.

### **3. New Business: None**

**Motion:** Karen moved to adjourn the meeting. All in favor.

**4. Adjournment:**

Donna adjourned the meeting at 7:24 p.m.

(Transcribed by Samantha Williamson)

