

**OAK PARK TOWNHOMES ASSOCIATION**

Annual Meeting  
December 18, 2017

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Vice President

Tommi Drake, Member at Large

Samantha Williamson & Kimberly Carey, Sterling Management Group

**Homeowners Present: 2, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 27, 31, 41, 47, 49, 50, 51, 53, 55, 65, 66, 67 and 70**

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

Certifying of Proxies: 24 signed in, 13 proxies, total quorum 15

Donna called the meeting to order at 6:11 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 December 4<sup>th</sup>, 2017.

**3. Reading/Approval of minutes for 2016 Annual Meeting:**

**Discussion:** Karen read the unapproved 2016 annual meeting minutes.

**Motion:** Michael moved to approve 2016 annual meeting minutes. Eva 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. Donna touched on 2017 and 2018 projects.

**Projects completed in 2017:**

- Completed roof replacements on all peak roofs
- Obtaining and reviewing bids for roof replacement on all the flat roofs
- Dry rot repairs and painting completed on units 1, 2, 3, 4, 5, 6, 13 and 14

**Projects we would like to focus on for 2018:**

- Our goal is to save money during the winter. We would like to see the reserves sitting at \$100,000 and right now it is at \$80,000.
- Curb repairs and painting
- Road repairs
- Next phase of painting on units 26, 27, 28, 29 and 30-36. Process of painting is dry rot repairs (units 30-33 are done), gutter assessment and replacement if needed and then painting.
- Due increase of 10% effective February 1, 2018. Notification letter has gone out in the mail on December 18, 2017.

Tommi introduced herself as a new board member. Tommi addressed the homeowners who were in attendance with the following issues.

- We the board is very pleased with Sam and the services now being offered by Sterling. We struggled this past year with a different employee and many things were delayed and done poorly. Sterling Management recognized these issues and resolved them very quickly.
- Some homeowners have questioned why we need management. It would be very difficult for us as volunteers that have many other obligations to manage 74 units. This complex is some forty years old now and there are many maintenance issues that exist that didn't when the complex was newer.
- We would love more help from other owners for the job of overseeing what is being done. There is a regular roof, paint and other maintenance schedules for the complex plus all the emergencies that arise.
- An ideal situation is to have all board positions filled and work together to resolve issues as they arise. I appreciate the board's efforts more now after helping out this year as a board member. I also have recognized that as an out of town owner I am not as effective as if I lived here. I encourage you to step up and help with this lovely complex.

Karen addressed that we need help with committees and to please volunteer.

**Pool Committee:** Karen stated she would continue to help with the pool. Dotti and Eva will continue to do the pool. Eva can do the printed reports. Eva met with the State this year for the inspection and Eva volunteered to meet with them again this year. Karen stated there is a list of items that need to be repaired that was indicated last year on the State's report that need to get done before the next inspection or the pool will be shut down.

**Landscape Committee:** Kathy Giesen does a great job with this.

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

**Approval of November 2017 financials:**

**November 2017 Financials:**

Dues Collected	\$16,791.00
Operating	\$ 17,173.00
Expenses	\$11,881.89
Operating Account	\$3,086.63
General Reserves	\$ 79,192.74
Delinquencies	\$ 6,246.27

**Discussion:** The majority of the delinquencies are from one unit. Donna stated this account has been turned over to the attorney.

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

**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 and Tommi have another year to complete their term.

Craig Stebbins in unit #51 volunteered to be on the board. His ballot total was 23 votes.

Eric Schirmer in unit #67 volunteered to be on the board. His ballot total was 22 votes.

Donna Leudesdorf in unit #55 volunteered to rerun as President. Her ballot total was 21 votes.

One ballot nomination for Kathy Giesen.

No other homeowners stepped up to volunteer.

**Motion:** Michael moved to approve the nominee board members which are Donna, Tommi, Karen, Eric and Craig. Eva seconded. All in favor.

## 6. Topic Detail:

- **Review of 2017 Projects:** Donna reported in Chair Person's State of the Association report.
- **Review of Proposed 2018 Budget:** The 2018 approved budget was distributed to all homeowners in attendance.

**Discussion:** There was no discussion or questions pertaining to the approved 2018 budget.

## 7. Open Forum (2 minutes per property owner)

Unit #49 – Joann asked if her architectural request has been approved yet.

**Motion:** Donna moved to approve Unit #49 request to install a ductless heat pump. Karen seconded. All in favor.

Joann will pick up a copy from the Sterling office.

Joann also mentioned she has ice on her roof. Michael in #50 mentioned that his roof was cleaned but they left piles of debris. Eva in #6 asked how notifications go out when there is roof and gutter cleaning scheduled. Sam stated the emergency flat roof cleaning units were sent a text message as well as an email. The roof and gutter cleaning that happened prior to this emergency one was another person that was in charge and I am unaware of how they sent out notification. When work is scheduled you will receive a text message if I have your cell phone number as well as an email.

Unit # 50 – Michael asked how many units are rentals. Donna stated 20. Michael asked if they could paint their own garage door because they like the burgundy color. Karen stated she wants to keep the uniformity of the phases getting painted.

Unit #66 – Rory stated he would like access to the clubhouse without having to pay the \$25 fee each time because his family would like to just come down and play a game of pool. Joann stated last time they opened the clubhouse without a rental fee there was lots of vandalism that occupied. Donna stated that the board would discuss different options for the clubhouse.

Unit #65 – Judith introduced herself.

Unit #6 – Eva thanked the board for the amazing job and the improvements this last year look great.

Unit #5 – Dottie thanked the board. She also stated she appreciates the bark.

Unit #2 – Pamela told the board that they are doing a great job.

Unit #4 – Jenny introduced herself has lived in the community since August and loves it.

Unit #27 – Kevin introduced himself and has lived in the community since 2005. He waters the trees on Bond Street and volunteers at the pool during the summer.

Unit #31 – Ken introduced himself and said he and his brother live in the unit. He asked if the homeowners are responsible for decks. Donna stated yes it is the homeowner's responsibility. Donna requested Sterling to send the deck specs with vendor options to homeowner.

Unit #47 – Carolyn introduced herself and stated she is here longer than she usually is in the winter due to her husband passing. She stated that Bill would have been proud of the turnout at the meeting.

Unit #51 – Craig introduced himself (just joined the board) he stated that his daughter Hannah will be living in the unit. He also stated that one of the pavers is lifting over by his unit. Donna stated it probably needs to be removed.

Unit #67 – Eric introduced himself (just joined the board) and his wife Kirsten. The biggest issue he has is the water shut off to his unit is not accessible and would like the valve to be relocated. Donna stated she thinks this has already been paid for to Kevin Cohen Plumbing. Donna requested Sterling to pull the invoice to look into this. Karen stated new signs need to be made for all the shut offs.

Unit #08 – Sonja introduced herself. She loves the bark that was done. She suggested that there is a lot of outdated signage that should be updated.

Unit #23 – Donna introduced herself. She asked if a new ACH form will need to be filled out with the due increase. Kim stated no that accounting will automatically pull the new amount on their ledger. Donna asked when her building is due for painting. Donna stated 2019.

Unit #69 – Brenna stated that the mud pit is a lot better.

Unit #10 – Thomas introduced himself and said him and his fiancée Holly has lived in the community for 3 years and they purchased their unit 2.5 years ago.

Unit #37 Sonja was unable to attend, Property Manager (Sam) spoke in her behalf from an email. She wants to know if the temporary fence on the South side of unit #36 is permitted. Donna stated no it's not permitted and requested Sterling to issue a violation to remove the fence as well as the barking dog. Homeowner also asks if there is a way to address noisy late night neighbors because units 34, 35 or 36 are outside making noise several nights a week around 10:00-11:30 pm. The board can address if they have a particular unit.

Unit #62 Jeanette was unable to attend, Property Manager (Sam) spoke in her behalf from an email. She is requesting the bald spots of grass get fixed because the landscapers are not picking up the leaves. She also stated the dead arborvitae and blackberry bushes are an eyesore and now the climbing ivy is an issue as well. She requests that in the back corner where the 2 fir trees were removed over a year ago and was told that the rounds that were left something would be done to make less of an eye sore. Trash is also not getting cleaned up around the property as there is a white bucket that has been sitting in the back corner for several weeks.

**8. New Business: None**

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

**9. Adjournment:**

Donna adjourned the meeting at 7:42 p.m.

(Transcribed by Samantha Williamson)

## Sam Williamson

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**From:** Donna Leudesdorf <DLeudesd@wilburellis.com>  
**Sent:** Tuesday, December 19, 2017 3:31 PM  
**To:** Karen Romero; Sam Williamson  
**Cc:** tommy  
**Subject:** RE: 2018 Budget approval

Sam we have unanimous approval of the 2018 budget. Please attach this email to the 2018 Annual minutes. Thank you. Donna

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**From:** Karen Romero [<mailto:karenromero505@yahoo.com>]  
**Sent:** Tuesday, December 19, 2017 3:27 PM  
**To:** Donna Leudesdorf  
**Cc:** tommy  
**Subject:** Re: 2018 Budget approval

I second the motion to approve 2018 budget. Karen Romero

Sent from my iPad

On Dec 19, 2017, at 11:34 AM, Donna Leudesdorf <[DLeudesd@wilburellis.com](mailto:DLeudesd@wilburellis.com)> wrote:

Karen please second the motion. We can attach this email to the minutes as documentation. Thanks

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**From:** tommy [<mailto:tomasina@roguelinkdsl.com>]  
**Sent:** Tuesday, December 19, 2017 10:26 AM  
**To:** Donna Leudesdorf  
**Cc:** Karen Romero  
**Subject:** Re: 2018 Budget approval

I make the motion  
Tommy

Sent from my iPhone

On Dec 19, 2017, at 9:47 AM, Donna Leudesdorf <[DLeudesd@wilburellis.com](mailto:DLeudesd@wilburellis.com)> wrote:

Board please make a motion to formally approve the 2018 budget?  
We forgot to formally approve at our annual meeting on December 18, 2017.  
Thank you. Donna

**Donna Leudesdorf**  
**Administrative Assistant**  
Professional Markets Fertilizer Manufacturing  
<image001.png>

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