

**OAK PARK TOWNHOMES ASSOCIATION**  
Board of Directors Meeting  
June 14, 2021

Board Members/Sterling Management Representative present:  
Karen Romero, President  
Kathy Giesen, Vice President  
Eva Valencia, Secretary  
Todd Richardson, Board Member  
Bob Gray, Board Member  
Samantha Linam, Sterling Management Group

**1. Call to Order:**

Kathy called the meeting to order at 6:02 p.m.

**Approval of May 2021 meeting minutes:**

**Discussion:** None

**Motion:** Kathy moved to approve May 2021 minutes. Eva seconded. All in favor.

**Approval of May 2021 financials:**

|                             |                    |
|-----------------------------|--------------------|
| <b>May 2021 Financials:</b> |                    |
| Operating                   | \$68,135.40        |
| <u>General Reserve</u>      | <u>\$83,375.10</u> |
| Total                       | \$151,510.50       |
| Delinquencies               | \$627.94           |

**Discussion:** David asked about the 0-30 and 30+ days columns on the delinquency report why they do not match the financial cover sheet. Sam with Sterling stated that we only report the over 30 days delinquent on the financial cover sheet because the 0-30 days is current month's dues. Eva stated it is also a historical record as well.

**Motion:** Bob moved to approve May 2021 financials. Eva Seconded. All in favor

**3. Homeowners' Forum (3 minute per Property Owner): 03, 25, 39, 46, 51, 61, 62 & 65**

#62 – homeowner asked what the policy is on excessive noise. Eva stated nothing can be done except file with the police department if it is after 10:00 pm. Karen asked homeowner if they have confronted the neighbor. Homeowner stated she has and does not feel comfortable with confrontations but will try talking to them again.

#25 – homeowner stated the gutter is still leaking when it rains on the carport between parking spots S & T.

#46 – homeowner stated she contacted A-1 Lock and Smith that is changing the locks on the pool gates, and they are still waiting on the keys to come in.

Eva stated she also talked to Martin and is still needs to continue to shock the pool to get it to clear up.

**4. Sterling Report:**

1. Work order was done on 05/13/2021 for Happy Little Tree Care to remove the dead birch trees on Norkenzie. They were able to get 2 of the dead birch trees down over the weekend and the 3<sup>rd</sup> one they said they will have down by July 17<sup>th</sup>.
2. I reached out to Lane Forest and Rexius for bark to be blown in and dumping. They can both dump the bark within a day of ordering; however, they are booked out until the third week of July for blowing in bark. Rexius's cost for 1.5" thick depth around the perimeter beds of beauty bark would be around 2 truckloads and the cost are \$1960 or the hemlock would be \$2675. Lane Forest charges \$513.00 for 2 units of hemlock which is 15 yards of bark. They could not give the cost of blowing in the bark because I do not have the square footage of the perimeter.
3. I reminded Carlson & Strand about the new unit numbers after the painting is done on 05/25/2021 and they said they remembered, and the crew lead will reach out to me when they are ready for the numbers.
4. After Eva and I went through the rest of the chimney repairs, I got the list over to 2<sup>nd</sup> Chance Roof and Chimney and they have the repairs on their schedule for June 17<sup>th</sup>.

Eva asked if they submitted a bid yet on the two items still needing bids. Sam with Sterling said not yet and assumes that they will do this when they are onsite doing all the other work.

5. Walk around with McKenzie Commercial occurred, they did a fantastic thoroughly job.

6. I asked maintenance about the sign on Bond Street, and he stated that he filled the hole with cement. He said there is a lot of standing water in that area.  
Karen stated the post looks great but would like to still have boulders to prevent parking. Eva stated the hole needs to be filled with gravel.
7. Unit #51 submitted a work order because she is concerned with the large tree in the yard behind hers that appears to be dead and is leaning on one of the trees in her yard. It has dislodged a few fence boards and has created a gap in the fence.

Eva stated she walked by this morning and the tree in question is in the property next door, the tree is dead and is leaning on Oak Parks tree and the fence boards have been broken.

Kathy stated the owner of this property is Oso Harper and he owns a construction company.

Sam with Sterling will try to reach out to the owner to remove the tree.

## **5. Unfinished Business:**

- A. Pool Opening – update:** Karen stated David is the chair of the committee and that the pool committee is taking over the pool responsibilities.

Kathy stated the shrubs inside the pool area need to be trimmed back and the areas around the pool need to be pressure washed.

Karen stated the pool committee should be coming to the board with these recommendations.

Karen suggested that Juan be allowed to pressure wash around the pool.

Eva stated that Martin told her they need to make sure they pressure wash at a 45-degree angle to prevent debris from getting into the pool.

Sam with Sterling will coordinate with Juan to get him inside the pool area to trim up the shrubs as well as pressure washing before the 21<sup>st</sup>.

- B. Pressure Washing – update:** Karen stated that she has heard only positive things from homeowners about the pressure washing that was done.

Eva stated patios are homeowner’s responsibility. The carports were not done because pressure washing the asphalt tears it up, so it was recommended that moss treatment be applied in the fall.

- C. Bark Spreading and Dumping – Update:** Discussed in Sterling Report.

Karen stated it is approximately \$2500.00 to have bark blown into the perimeter areas and another \$500 to have piles of bark dumped for homeowners to spread on their own.

Kathy asked what the exterior areas consist of. Eva stated the perimeter flower beds.

Karen recommends having this done to make the HOA look good.

Eva stated the dirt levels from the edge of the sidewalk are down quite a way as well.

Karen supports having 3 truckloads brought in, instead of the 2 that was done in the past so that the back of the HOA gets done as well.

**Motion:** Karen moved to approve 3 truckloads of bark to be dumped and bark blown in around the perimeter beds. Eva Seconded. All in favor.

Sam with Sterling will arrange to have bark blown into the perimeter beds and bark dumped in one of the parking spots by the pool, back by Bond Street and in the space between 54 and 55’s garage in the no parking spot.

- D. #03 Outside Water Spigot – Update:** The water spigot is leaking.

Eva suggested a plumber.

Bob stated his is spraying water from the top of the spigot as well.

Karen suggested having Twin Rivers come out and replace the leaking water spigots in the back of units 03, 45, 55 & 65.

Sam with Sterling will arrange with Twin Rivers.

- E. Walk Around with McKenzie Commercial Report and Pictures – Follow up:** Todd stated that Sam and I had a glorious time walking around with McKenzie Commercial. The contractor from McKenzie Commercial stated that the siding failed and was probably a bad batch of siding because it is hardy board and should last forever. The contractor stated anything touching the siding such as dirt, bark, shrub etc. will draw moisture into the bottom of the siding and rot it out faster.

Todd presented pictures from the walk about.

Eva stated all the units have soil, bark and/or plants that have been built up so high you can no longer see the foundations anymore and is up against the siding.

Eva stated that at unit #58 the wisteria plant in the planters' pot needs to be removed from the structure and its supports and the decks. Wisteria trunks and the plants themselves get heavy and the decks cannot withstand the weight.

Sam with Sterling will contact the owner of #58 and ask her to remove the wisteria.

Todd suggested that the board and the ACC Committee do a walk about around the property.

Eva said the maple tree at #57 should be trimmed back from the back patio that this is a HOA responsibility. Eva said a letter needs to go out to the owner of #58 to remove the wisteria from the unit and the neighbors.

Kathy suggested that the units to be painted in this year's phase should be the first ones that the committee does the walk about on first.

- F. Sidewalk Divider Board Replacements – update:** Kathy stated they are roughly about 40 of them that need to be replaced. Kathy suggested that we see if there are homeowners that want to volunteer or be interested in helping replace all of them.

Tim, Bob, and Eva volunteered to do a work party on one of the weekends to install the cedar pieces.

Tim stated he can organize a work party after him, and Kathy walk around the property. This will be done by the end of summer.

- G. #45 Garage – update:** Kathy just wanted to update everyone that the homeowner will schedule Overhead Door to adjust the door now that all the grinding has been done.

**6. New Business:**

**A. Pool Maintenance:** Eva stated that Martin brought to her attention that there is a lot of work that needs to be done with the pool deck and it is going to be costly. He stated there are raised areas of the deck that have gotten worse, the wood pieces are all cracking and splitting, the flower bed concrete bricks are deteriorated and is allowing soil to get on the deck. Martin also stated that he thinks there might be a broke pipe under the pool deck as well.

Martin recommended waiting until the State Inspector comes this year and see what issues she points out before going around trying to fix every little thing.

Eva stated she just wanted to give everyone a heads up that pool maintenance will need to be on the budget next year.

Karen suggested that all homeowners that have a key and use the pool have an additional fee on top of their monthly dues and key deposit to help stay on top of the pool maintenance.

**B. Roof/Gutter Schedule:** Karen stated based on the past it has been done as needed.

Eva stated it was fall after the leaves were done dropping and again in the summer.

Sam with Sterling will see if Easy Flow Gutters have availability in August, confirm the cost and if moss treatment is done.

**C. Pest Control:** Eva stated there are lots of rats in the area.

Karen did research what attracts rodents and found that bird feeders, pet food left on patios and feeding wildlife contribute to the rodent activity.

Karen stated there are things that everyone can do to control the rodent infestation.

Eva suggested doing a summer flyer and distributing door to door that includes maintenance and pest control items.

**D. Irrigation Issues:** Kathy added this to the agenda because there are so many sprinklers that are not right many are spraying the siding and not watering anything that it might be a good idea to do a walk around with Juan to test, adjust and set the timers correctly.

**E. Painting Prep:** Discussed in unfinished business.

**F. #42 Landscaping:** Kathy stated it was discovered that all the rocks were removed. Kathy talked to the homeowner and the homeowner stated that she had been out of town and that she had someone coming over and watering her plants for her.

Kathy stated that the homeowner sent her an update and stated that the people that took the rocks are bringing them all back.

**V. Architectural Committee:** None

**VI. Announcements:** None

**Adjournment:**

Karen adjourned the meeting at 8:00 p.m. into executive session.

(Transcribed by Samantha Linam)