

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
July 12, 2021

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

1. Call to Order:

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

Approval of June 2021 meeting minutes:

Discussion: Karen stated that the minutes and action list need to be reviewed closely before approving.

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

Approval of June 2021 financials:

June 2021 Financials:	
Operating	\$53,263.61
<u>General Reserve</u>	<u>\$101,031.83</u>
Total	\$154,295.44
Delinquencies	\$708.21

Discussion: Karen stated she sends the financials to David for closer review. Bob stated that Sam has addressed all the questions raised by David in the email.

Kathy asked Sam if Juan happen to list what the irrigation repair was for \$240. Sam stated that he did not all he had on the invoice was irrigation repair.

Karen asked if all the irrigation repairs have been done. Eva stated yes, they have been.

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

3. Homeowners' Forum (3 minute per Property Owner): 05, 25 & 39

#25 - Just wanted to thank everyone that helped with the bark and stated the HOA looks great.

Eva – Stated there is a yellow jackets nest in the ground under tree roots closest to the visitor's parking by unit #12. Sam from Sterling will send a work order to Sprague Pest Control.

Eva asked what Sprague Pest Control does on for a monthly service. Karen stated they walk around the property and spray for mainly carpenter ants.

#39 – Stated as he has been replacing the fence at #45, he noticed all the backflow covers are rotting away. He stated that he will volunteer to make new ones to replace the rotted covers.

Bob stated that he thinks Tim needs to be reimbursed for all his volunteered time with projects on the property.

Motion: Bob moved to pay Tim \$400.00, \$300.00 for supplies and \$100.00 for labor. Eva Seconded. All in favor.

Karen thanked homeowners that have volunteered their time to make the property look better.

4. Sterling Report:

1. I have cancelled the blow-in of the hemlock bark into the perimeter beds that was supposed to be done in August with Lane Forest.
2. Shrubs around the inside of the pool area were all trimmed back on 6/15/2021 and he pressure washed the pool area on 6/17/2021. I still have a key for him waiting at the office to be picked up for the pool gate.
3. I pretty much have the format for the summer flyer done in publisher, I just need a list of specific items that you want me to put on there.

Board came up with items for the summer flyer: keep lids closed on the dumpsters, reminder that there is no more recycling, making sure all garbage is bagged and placed inside the dumpster, glass needs to be put in the glass bins. No feeding the wildlife. Pool reminders: keeping gates always closed, waterproof/resistant products only and the guest number. Reminder to keep porch lights on at night along with safety tips. Thank you, recognition, to the homeowners that helped spread the bark and the pool committee.

4. Appfolio now has a new feature it is the association calendar that I have been keeping updated and all homeowners can now access this through their portal. It shows maintenance schedule, meeting schedule, I can have social events and announcements on there as well.
5. Cindy, one of the pool committee volunteers emailed me to let me know that the back gate was open when she went to go do the testing of the chemicals on Sunday. It has also been brought to the attention of the committee that

there have been groups of young women with many children that are not recognized in the last few days. David suggested that the pool committee receive a list of all homeowners that have signed the pool agreement and received a pool key. I emailed the homeowner directory that shows only the unit number, homeowner name and pool key number to the committee.

6. I have updated the painting and chimney schedule spreadsheets and emailed out to the board.

Eva said the painting schedule is incorrect and that she will go through it with Kathy and send the corrections to Sam.

7. I do not think that the 3 board members that changed their email to the Oak Park email are receiving my emails because it comes back as undeliverable.

5. Unfinished Business:

- A. **Chimney repairs – update:** Eva stated that the chimney guy came today, and he measured the inside of the stove pipe, clearances, etc., in Unit # 8. He needs to order the supplies, pipes, and support box, etc., and then he will be able to replace it. The stuff comes from only 2 places in the US, so depending on where it is coming from, we are looking at 7/30, or 8/6 or possibly later for the actual work to be done. But he says he has Fridays free for "emergencies" such as this so he is confident we can get it done before September.

The pipes diameters have changed as well as the clearances. The good news is that there is plenty of clearance from the sides and the same support box could be used, he would just have to insert a fire support box, suitable for the type of pipe being used, into the existing box in the ceiling and there should not be any need to break into the ceiling or walls. He thought he could re-use the flashing that is currently on the roof as it is relatively newer. He felt the entire job could be completed in a day. They can do all of it, including repairs to the inside where the pipe connects so no need for any other contractors to finish the work. I have emailed a copy of this information to #08.

Today, they are rebuilding top chimney course of units # 57 & 58 and planning on strapping # 55 & 56. I asked if, while they were working up there, if they would be able to remove the leftover greenery from that honeysuckle if it was a quick and simple task. The guy I spoke with was not sure, but he would check. They pressure washed # 46's chimney this AM and will seal it tomorrow. They should also be sealing the bottom of #55, not sure if today or tomorrow. What they cannot do today they will finish tomorrow and tomorrow they will be installing all the support brackets for the pipes in the loft units, except for #08, of course.

Bob stated they will be back tomorrow to finish up, but that they were very professional and did a great job so far.

Karen asked if all the chimney work done was budgeted for.

Eva stated the only items that was not on the budget were the items that needed bids done and that was 55 and 56 strapping and the rebuilding the bricks on 57 and 58. There is around \$8,000 that was not on the budget.

Eva stated that after #08's chimney is done all the chimney work will be completed.

A. Painting Schedule – update:

Units 45-47: Pressure washing will be July 26th, prepping and painting will be July 27-August 4th. Doors will be done on July 30th and someone has to be available to be there to allow the door to be opened.

Units 48 & 49: Pressure washing will be on July 27th, prepping and painting will be August 3rd thru August 11th. Doors will be done on August 6th and someone has to be available to be there to allow the door to be opened.

Units 55 & 56: Pressure washing will be on August 3rd, prepping and painting will be August 10th thru August 17th. Doors will be on August 13th and someone has to be available to be there to allow the door to be opened.

Units 57 & 58: Pressure washing will be on August 6th, prepping and painting will be August 17th thru August 25th. Doors will be on August 20th and someone has to be available to be there to allow the door to be opened.

Front door on #03 and #54 Chimney: This will be painted on August 20th.

Sam will send Carlson and Strand a correction on unit #03, they have it listed as a garage door, and it is her front door that needs repainted. Sam will also ask what color the chimney at #54 will be painted.

Finishing touches: Will be August 26th thru the 27th.

Carlson and Strand will be starting at 8:00 am and be done by 5:00 pm Monday thru Friday until job is finished.

Emails to the homeowners went out with their individual schedule on July 12th along with asking for confirmation of receipt of email.

B. Faucet Repairs – update: Sam from Sterling stated that Twin Rivers responded to email and confirmed that they will be out on Tuesday July 20th to do the faucet repair at #45 and the clubhouse. Homeowner in #45 was notified. These two faucets did not get done the first time because the shut off valve could not be located as well as access to the inside of #45. This repair is scheduled so far out due to the tech working on this job had surgery and is still recovering.

Eva stated #45 might cost more than originally thought because the hot water heater needs to be moved to get to the water line that the outside faucet is attached to.

Eva stated that Juan is looked at #04 and #65 and will be able to replace less than the plumber. Sam with Sterling will confirm with Juan that he still has this on his list to do.

B. New Business: None

V. Architectural Committee: The wisteria at #58 has been removed, Kathy stated Tim saw no structural issues with the deck. The bottom of the post on the privacy divider between 57-58 is rotten and will be replaced before painting.

The owner of #51 reported that the dead tree on the adjoining property has been removed.

The privacy fence at #45 has been replaced.

The privacy fence between 48-49 has been replaced.

JC Landscaping will have all the pruning finished before painting starts.

Eva asked when the 3rd dead birch tree will be removed. Karen stated it on their to do list but no definite date.

Amount of bark that should have been ordered, is 3 units, not 3 truckloads.

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 7:00 p.m. into executive session.

APPROVED MINUTES

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(Transcribed by Samantha Linam)