

OAK PARK TOWNHOMES ASSOCIATION  
Board of Directors Meeting  
August 9, 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:**

Karen called the meeting to order at 6:09 p.m.

**Approval of July 2021 meeting minutes:**

**Discussion:** None

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

**Approval of July 2021 financials:**

<b>July 2021 Financials:</b>	
Operating	\$18,917.86
<u>General Reserve</u>	<u>\$101,523.22</u>
Total	\$120,441.08
Delinquencies	\$685.29

**Discussion:** Sam stated to answer David’s questions regarding the financials regarding the EWEB I wasn’t meaning the EWEB invoices for the month I was meaning the ones that needed to be paid out in that month. The May charges should have been paid in June, but the invoices weren’t received until June 30<sup>th</sup> causing it to be paid on the next check run.

This financial spreadsheet is something I created extra for my HOA’s I take everything from the approved budget and enter it into the spreadsheet, any areas that have no budgeted amount is because it wasn’t on the approved budget for example the locks/keys line item. The pool gates the total was \$1724.00 for the locks and the keys. The key deposit total is \$1025.00. The

additional \$178.24 was for the garbage enclosure that needed a new lock the board approved to have done. This is \$126.62 for the lock at Home Depot and \$59.25 maintenance time.

Karen stated that the McKenzie Commercial was over budget than the bid amount. Sam from Sterling Management stated this line item is over by \$6,529 the approved budgeted amount.

Karen stated that if we would have known it was going to go over budget, we could have cut back on the number units done.

Karen stated that every work order that is done need to say, “not to exceed the bid amount” and extra work needs to be approved. Sam from Sterling stated that verbiage was on the work order that went with the signed approved bid.

Karen stated that Sterling Management needs to point over budgeted items out before paying out the invoice and that Sterling Management needs to step up their game.

Sam with Sterling Management stated that the invoice was sent to the board for approval to pay and that we don’t know that the amount is over the budget or more than the bid until the invoice is received.

Sam with Sterling Management will pull McKenzie Commercial’s bid and invoice with all communication via with the Board and vendor to figure out where the cost difference is.

Karen asked if all the non-budgeted items are complete now. Eva stated the only thing left is the chimney repairs at #08 but the vendor doesn’t anticipate any additional costs over the bid amount.

**Motion:** Eva moved to approve July 2021 financials. Kathy Seconded. All in favor.

**3. Homeowners’ Forum (3 minute per Property Owner): #05, #25, #39 & #65**

#65 – Homeowner is concerned about the leaking faucet on the back of her unit. Homeowner brought in a pitcher to show how much water is collected from the faucet. Homeowner stated that it’s 2 pitchers full of water a day.

Karen requested that Sam at Sterling reach out to JC Landscape to find out their timeline to get this faucet fixed and notify the homeowner of that timeline.

#25 – Homeowner asked about the clock on the wall by the pool that is not working. Karen stated these issues need to be reported so they can be fixed. Homeowner asked if the closing of the pool has been extended or discussed yet.

Karen stated that in the past there has been times where the pool closure was extended and with the extended heat waves and the pool opening late this could be an option.

Kathy thanked Tim for rebuilding all the irrigation boxes. Tim stated that Juan with JC Landscape pointed out one more box that needs replaced.

#### 4. Sterling Report:

1. Yellow jackets nest in the ground near unit #12 has been taken care of by Sprague.
2. Summer flyer was finished and approved. Thank you, Kathy, for distributing all of them.
3. The 3<sup>rd</sup> remaining dead birch tree was removed on July 17<sup>th</sup>. Now there is the outstanding bid for stump removal from Woody's Stump Removal.
4. I received the invoice from Pacific Plumbing for \$108.00 on unit #16 that I emailed to the board this morning. There still are repairs to be made via the tech's notes and need board approval to pay the invoice since this vendor was called out by the property management company for that unit.

Karen requested that Sam at Sterling reach out to JC Landscaping to look at the faucet issue at #16 and report back with recommendations and cost.

Board agreed that Oak Park will not pay the invoice because the property management company for that unit called the plumbers out.

#### 5. Unfinished Business:

- A. Sidewalk dividers – update:** Karen stated that we shouldn't spend any more money than needed right now.

Kathy stated there are a total of 8 that need to be replaced but the one at unit #11 and 12 need to get done since they reported it.

Karen asked if Tim would be willing to look at the divider at #11 and 12 and email the board with the cost of material and labor to replace.

- B. Twin Rivers bid for faucet replacements at #45 and the Clubhouse – update:** Kathy stated she talked with the homeowner at #45 and homeowner stated that the faucet only leaks when a hose is hooked up and that she would be willing to not use the faucet for the rest of the summer.

Board agreed to have this fixed at a later time.

Kathy requested Sam with Sterling Management to notify the owner at #45 the board's decision on the faucet.

Eva stated the one at the clubhouse is no longer made and the faucet that meets the new codes is the one in the bid. She stated that the plumber also showed her that the pipe the faucet is hooked to is loose in the wall.

Karen stated that no one uses this faucet why can't it be capped off or a temporary box put over it so no one can use it until it can either be capped off or replaced later.

Karen asked if Tim could also look at this issue as well.

- C. Chimney gaps at #55 & 56:** Eva stated bids need to be obtained from the companies that were recommended and then discussed.

Kathy said that Carlson and Strand will be pressure washing the chimney at #54. They will seal it with a masonry sealant and then paint it.

Eva asked if a bid was submitted for the painting of the chimney to be approved. Karen stated she didn't see one.

Sam with Sterling Management stated that one was emailed to the board. Sam stated that she will resend the bid to the board.

**D. New Business:**

- A. Pool repairs from state inspection:** Karen thinks this should not be discussed at the board meeting tonight but needs to be discussed during the budgetary meetings.

Eva stated that she agrees, she stated that these were recommendations from Martin on the filed items on the inspection and none of the failed items are a re-visit from the inspector until next year. These failed items need to be taken care of before next year's inspection.

- B. Pool gate locks:** Karen believes these locks are a safety issue.

Homeowners have complained about having to use a key to get out.

Karen recommends having the lock company that installed the new locks come back and do a bid to have the back of the locks changed out to not require a key.

**Motion:** Kathy moved to approve having the lock company that installed the locks come back out and bid to install new backs on the locks that don't require a key to exit. Eva Seconded. All in favor.

Sam with Sterling will have A1 locks come back out to do a bid to install new backs that don't require a key on both locks.

- C. Record Keeping:** Eva stated she put this on the agenda regarding the window air conditioner unit violation that went out to unit #21 and his response. Eva stated that the board owes him an apology letter. Karen stated that it needs to be worded correctly.

Karen is in favor of excusing the violation on #21.

Eva asked if we should clarify that since they were grandfathered in, that once they sold the unit, that exception would no longer apply. Eva suggested that the board discuss further.

Eva suggested that there should be a file for each unit where we document these types of things so the board doesn't come across this problem in the future.

Todd asked if there is "no smoking" at the pool. Eva stated yes there is to be "no smoking" at the pool, it should be in the pool rules, and I can check with all the city regulations if needed. Todd stated that it is not on the pool rule signs and asked if he could purchase the "no smoking" stickers and add them to the existing signs. Karen said yes.

Everyone agreed we should post a "no smoking" sign.

- D. Back Patios #16, 17, 18 & 20:** Kathy stated these patios are messy and they need to be cleaned up.

Kathy stated that Sam with Sterling Management could just send a notice to these units requesting them to clean up their patios.

Sam with Sterling Management will send out patio notices to these units.

**V. Architectural Committee:** None

**VI. Announcements:** Karen stated we live in a community to all have the same standards with unit and door color that must be uniformed. Karen stated that the owner who is refusing to have the front door painted and is very adamant about it staying white Karen stated that this door will be painted the approved door color by Carlson and Strand on their scheduled date to paint doors.

Karen requested that Sam with Sterling notify Carlson and Strand and let them know to go ahead and paint the door and notify the owner to be available on the scheduled day to open the door up.

**Adjournment:**

Karen adjourned the meeting at 7:20 p.m. into executive session.

(Transcribed by Samantha Linam)