

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

September 13, 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 6:20 p.m.

Approval of August 2021 meeting minutes:

Discussion: None

Motion: Bob moved to approve August 2021 minutes. Kathy seconded. All in favor.

Approval of August 2021 financials:

August 2021 Financials:

Operating	\$16,063.45
<u>General Reserve</u>	<u>\$102,911.69</u>
Total	\$118,975.14
Delinquencies	\$3,025.30

Discussion: None

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

3. Homeowners’ Forum (3 minute per Property Owner): #24 and #64

#64 – homeowner stated that his questions have already been answered about using the clubhouse bathroom during his remodel of his bathroom.

#24 – Homeowner stated she is attending to find out the resolution and the response to the homeowner in #21 regarding the fence issue at #33.

Karen stated we already discussed the options with the realtor, and we do want to respond to the homeowner in #21, which Sam at Sterling already has been working on the response letter and it was put on hold until there is a resolution made.

4. Sterling Report:

1. Juan repaired 3 faucets unit numbers were not listed on invoice, I texted him requesting unit numbers and he is supposed to be getting me this information by tomorrow. The total invoice was \$120.00, \$40.00 a faucet. Eva stated that she knows about two of the units that Juan worked on which were #16 and #65.
2. I met with A-1 to come do a bid to install a twist lock where a key isn't required to get out of the pool area. They recommended either a separate exit gate or having 3 sides welded around the lock to prevent people from sticking something through on the sides to slide the lock open. A-1 stated that once that issue has been done, they will come back and put a slider lock on each gate. I have a call into Island Fencing to see when they can meet me onsite to look at the locks.
Karen stated that she would like this to be on next year's budget.
3. Patio violations that went out to #16, 17, 18 & 20, I received responses back from all of them as well as the property management company that manages 16 and 18. They all apologized either they have been gone for the summer or were doing home improvement or household items décor.
Kathy stated that Tim and herself volunteered to clean up the patio at 17 which consists of planter boxes and soil. She stated that #20's patio is still not cleaned up. Sam with Sterling stated that she will follow up with #20 again.
4. Been playing phone tag with the current owner at #33 and the last voicemail I received from her because she knew what I was calling about and she stated she isn't sure why there is an issue with the fence since it was approved but that I need to deal with her realtor. I left a message for her realtor as well as the buyer's realtor on Friday September 10, 2021.
5. Sonya in #08 couldn't attend the meeting tonight but wanted me to extend a huge thank you to the board for her chimney replacement.
6. Krista in #69 couldn't attend the meeting tonight but asked if I could share her gratitude to the board and the pool volunteers for all your work to reopen and maintain the pool. She said it's been wonderful to be able to cool off this summer and that you work, and time is much appreciated.
7. I sent a work order to Right Way Plumbing for the newly reported leak at #47. They were able to get out today.
8. I sent a work order to Right Way Plumbing for the clubhouse as well per Karen's request.
9. After walking around with the plumber with the map we were unable to find the shut off valve to the irrigation for 45-46. The clubhouse leaks the plumber would feel better with shutting the main off to the complex to fix

this leak because the faucet as well as the shut off valve is leaking. Right way has the 3 repairs scheduled for 12:30-1:00 that is when the water will be shut off and it will take 2-3 hours. Notices to all owners went out in an email and text message blast at 1:00 today.

Karen stated that we need to come up with a plan to mark and maintain all the shut off valves. Todd volunteered to help with the locations and cleanup of the shut off valves.

5. Unfinished Business:

A. Woody's Stump Removal Bid:

Motion: Kathy moved to approve Woody's Stump Removal bid for \$325.00 to remove the stumps of the 3 dead birch trees that were removed. Eva Seconded. All in favor.

Sam with Sterling will send the signed approved bid and schedule the stump removals.

B. Pipe leak at the Clubhouse: Already discussed in the Sterling Report.

C. Chimney gaps at #55 & 56: Eva asked if this has been done yet. Bob stated no. Eva stated this needs to be taken care of before winter. Sam with Sterling stated that she has reached out to the recommended contractor to schedule a time to meet onsite for a bid and hasn't heard back from them. Sam with Sterling stated she will follow up with them again.

D. New Business:

A. Siding at unit 35: Kathy stated she asked Tim to go look at the siding and Tim told her that it looks like the hole in the siding is from an old air conditioner wall mount, but most of the dry rot that is occurring on the bottom of the siding is from the sprinklers hitting it.

Karen asked if this can wait till next year's phase of dry rot repairs. Kathy stated she thinks it could wait.

Eva stated she also has a hole in her siding by the upper deck that needs repaired because its starting to rot but this can wait until next year's phase of dry rot repairs.

Karen requested that Sam with Sterling to send a response back to the homeowner in #35 and let them know that the dry rot will be inspected, and repairs made during next year's phase of dry rot repairs.

- B. Pool Key Resolution:** Karen stated she doesn't think there needs to be a resolution done for this.

Kathy asked if this was put on the agenda because of the request for 2 keys.

Karen asked Sam with Sterling if there needs to be a resolution. Sam stated no, I don't think so and you'll have to pay an attorney to draw one up.

Sam with Sterling stated since the locks have been changed out the pool has ran smoothly with very little complications and that the board also needs to take in the fact that there is only one homeowner with an issue regarding the number of keys given out.

- C. Pool Gate Issue:** Karen said this unalignment of the gate has always been an issue from misuse or slamming of the gates.

Karen stated that she thought Tim and David were going to look at the gate and see if they could fix the issue.

Karen requested that Sam with Sterling email Tim and David to ask them if they are still willing to look at the gate and repair after the pool closes for the season.

- D. Response Letter to #21:** Karen stated that she has no further comment to make and doesn't want to send a response until there is a resolution made.

- E. Fence at #33:** Karen introduced Nicola Calvert, that represents the seller and is in attendance to discuss the privacy fence installed at #33 where the architectural request was approved with exceptions. The request was approved in error and the Board is wanting to propose to correct the error made by moving the fence to the correct location at the cost of the HOA and bring closure to the issue.

Nicola stated there was 2 designs that the owner submitted and the one that was approved was done by a licensed contractor exactly done to the specs that were approved. She stated that it's not proper practice to go back and retroactively fix

after it's been approved. She stated that she is concerned that this practice of how this is being handled might happen again in the future to someone else.

Karen stated this is the first time something like this has happened since she has been on the board, we admit that a mistake was made and want to pay for the expense to have the fence moved the 40 inches to bring the fence back into compliance with the CC&Rs. Karen stated we don't want to remove the fence just move it to the line of the patio.

Eva stated that all the units are off set, and the fence needs to be on the property line.

Kathy asked if the buyer and their realtor would be willing to meet with a board member at the unit to look at the fence and discuss the options because it's better to have a visual.

Karen stated the board would like to propose the option to set up a meeting through Sam at Sterling with the buyers, their realtor, and a board member.

Nicola stated she will assist to set up this meeting.

Karen stated a response was sent from the current owner to Sam at Sterling requesting a reimbursement of \$1600.00 from the HOA. Karen stated this is not acceptable and there will not be a reimbursement. The Board doesn't want to remove the fence they just want to bring the portion that's out of compliance with the CC&RS back the 40 inches. Karen requested that Nicola communicate this thoroughly with the seller.

Nicola stated she will communicate with the seller what the board is proposing, a meeting to be held with the buyers, their realtor, and a board member to discuss options and that the HOA will not be reimbursing the current owner \$1600.00.

F. Pool Closure Date: Karen stated the pool usually closes on Labor Day.

Eva stated she would like to keep the pool open until the end of September.

Karen stated that she would like everything to be put away before the weather changes.

Bob asked if we could just bring in the cushions on Thursday before the rain and leave the furniture out.

Kathy stated Tim recommended closing the pool on Friday and David said Thursday of this week.

Bob stated it should be up to the pool committee.

Eva stated that a notice needs to go out to the homeowners in advance.

Sam with Sterling will get a notice out to homeowners that the last day to use the pool will be Thursday September 16, 2021, and the pool will be closed for the season on Friday September 17, 2021.

G. Pool Committee Shut Down Procedure: Karen stated the pool committee needs to be notified right away. Karen stated that the signs need to be taken down, the closed sign needs to be put up, the gates need to be chained and padlocked up, pool furniture need to be cleaned and properly put away and Martin needs to be notified.

Karen stated she would also like the pool committee to come up with the design and pricing for new signs at the pool.

Sam with Sterling stated she will call Martin with Thomas Pool Service to let him know that the pool will be closed for the season on Friday September 17, 2021, and that last day for use is on Thursday September 16, 2021.

Sam with Sterling will also notify the pool committee of closure as well.

H. Gutter Cleaning: Karen said this needs to be done soon.

Karen asked who the vendor was. Sam with Sterling stated Easy Flow Gutters.

Eva stated is the cost of gutter cleaning budgeted for and that the last time this was done things were missed because they had no water to flush the downspouts.

Karen stated maybe Juan could leave the water to the back faucets on until the gutters are cleaned.

The board would like the gutter cleaning to be scheduled for mid to late November and would like a bid.

Sam with Sterling will forward the board the email from Jonathan at Easy Flow Gutters again from the last request the board made to obtain pricing and what exactly will be done with this cleaning.

V. Architectural Committee: Karen asked who is on the committee. Eva stated me, Dottie, Kathy, and Tim.

Karen stated that we need to drum up more volunteers for committees.

VI. Announcements: Karen stated we should start talking about items needing addressed along with budget items for the annual board meeting at next month's board meeting.

Adjournment:

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

(Transcribed by Samantha Linam)