

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

October 11, 2021

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Todd Richardson, Board Member

Billy Benner, Sterling Management Group

Samantha Linam, Sterling Management Group

1. Call to Order:

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

Approval of September 2021 meeting minutes:

Discussion: None

Motion: Karen moved to approve September 2021 minutes. Eva seconded. All in favor.

Approval of September 2021 financials:

September 2021 Financials:

Operating	\$19,370.30
<u>General Reserve</u>	<u>\$104,208.00</u>
Total	\$123,578.30
Delinquencies	\$4,191.85

Discussion: Eva asked about the locks and keys which is not a budgeted item. Sam at Sterling said she will check the formula in the cell on the financial spreadsheet.

Eva asked about the painting on the financial spreadsheet because it still shows that there is still \$21,604.00 left in the budget but the painting has been completed. Sam at Sterling stated she will check and see when the check was issued.

Karen asked if everyone reviewed David’s comments on the financials. Everyone stated they have.

Board decided on holding the approval of the financials for September 2021 until Sam at Sterling provides clarification on the two items asked about on the financial spreadsheet.

3. Homeowners' Forum (3 minute per Property Owner): #25

#25 asked about pest control with all the rodent sightings being reported.

#37 asked if pest control is an HOA responsibility.

Eva stated pest control is the HOA's responsibility. Eva stated this also goes back to wondering what Sprague does for the HOA for what the HOA pays for.

#25 stated that #15 saw rats on her patio.

Billy from Sterling stated that Sam and I met with Chris from Sprague at another property, and they will only set traps and bait boxes, they won't do poison because the rodents will die in the walls.

#37 stated his outside faucet next to the front door is leaking.

Eva stated Right Way Plumbing should be called out because it's attached to the building.

Karen suggested Juan with JC Landscaping should look at it first.

Karen told #37 this will get put on the to do list.

4. Sterling Report:

1. Billy drove through this morning and reported there are a couple of lights that are out. One at the complex map and the other one at the post back near the trash enclosure on Bond. Many of the motion sensor lights are not working, not sure if due to dead batteries or not receiving enough light with all the trees.

Kathy stated there is not enough light on the north side for those to come on.

Karen stated that Sterling Maintenance takes care of the burned-out bulbs.

Billy from Sterling stated he will look at the bulbs and batteries tomorrow.

2. Pamela in #37 reported on Saturday that her outside faucet is leaking again.
3. Spoke with Juan this morning and he has turned the timers off to all the irrigation but hasn't winterized the lines yet. I told him that you guys wanted to keep the water on to the back patio faucets for Easy Flow to clean the gutters and told him when that will be happening. He said that he doesn't recommend going that long because we are supposed to get a freeze but if you want him to wait, he will.
4. Easy Flow will be onsite starting November 8th thru the 12th of November to clean gutters, roofs, downspouts and apply moss treatment. They will also be fixing the gutter at 55-56 at that time as well.

Kathy stated on the carport S-T the roof and gutter line is bent and the water pours over the gutter. Janet stated she could send pictures.

Sam stated if she remembers right that Easy Flow recommended that gutter needs replaced that it cannot be repaired the last time they cleaned the gutters.

5. I spoke with Ashley at 2nd Chance Chimney and Roof they will be out on Friday October 15th to install the trim pieces on the chimney at 55-56. They will also be doing the bid for gutter cleaning that day as well.
6. Woody's Stump Removal – I called and left a voice mail for Robin at Woody's Stump Removal, and he emailed me back stating that the work order he found in his spam and apologized. He has the 3 stumps on the schedule for this Friday October 15th from 8:00 am to 10:00 am.

5. Unfinished Business:

A. Gutter cleaning schedule: In Sterling Report

Billy stated Easy Flow Gutters will be out on November 8, 2021 – November 15, 2021.

B. Gap in chimney at 55 & 56 - Update: In Sterling Report.

Billy stated 2nd Chance Chimney and Roof will be out on October 15th to put up the trim on the chimney.

Karen asked if homeowners have been notified yet.

Sam stated she will send them an email to notify them, and all homeowners have been notified about the gutter cleaning already.

C. Fence at #33 – Update: Karen stated that Tim completed the fence this afternoon and switched out the lock system on the gate. Karen stated that the owners seemed happy with the outcome.

Karen stated that Tim will send bid to Sam at Sterling for payment.

D. Response letter to #21 – Update: Karen stated since the fence issue has been fixed, the board needs to respond back to the homeowner in #21.

Eva stated that we should thank him for pointing out the fence issue, explain why it took so long for the response and let him know that the fence is back in compliance.

Billy and Sam at Sterling will respond to the homeowner.

E. New Business:

A. Budget Committee: Karen stated the financials need to be reviewed closer.

Karen stated bids need to be obtained for:

- Next painting phase
- Next dry rot phase
- Gutter cleaning
- Utilities – to see if there will be any increases
- Insurance quotes

Karen stated that the painting and dry rot vendors have done a good job and we should stick with them.

Eva stated that we are behind on the painting schedule because the HOA didn't have enough money, so some units were deferred.

Eva stated units 40-44 (5 units/2 buildings) and 59, 60 and 61 (1 building) is on the schedule for 2022.

Karen stated that the bids need to be split between the units. Karen stated that the bids need to state not to exceed bid amount.

Billy from Sterling stated to keep in mind there is a paint shortage going on right now and that the bid amount will probably be higher.

Karen stated once bids are in the budget committee can set up a time to meet.

Eva stated she would like to see a percentage of the budget instead of just a dollar amount especially because of all the plumbing issues that are arising.

Kathy suggested a water valve inspection committee needs to be formed.

Eva stated we need to make a note of all the valves that don't have signs as well.

Karen stated this needs to be announced at the annual meeting to see if a committee can be formed.

Eva thinks a specific email needs to be sent out to start forming committees.

V. Architectural Committee: None

VI. Announcements: Kathy stated an annual board meeting date and time needs to be set.

Karen stated the 2nd Monday of December at 6:00 pm via Zoom. Board agreed.

Annual Board Meeting will be Monday December 13, 2021, at 6:00 pm via Zoom.

Adjournment:

adjourned the meeting at 6:59 p.m. into executive session.

(Transcribed by Samantha Linam)