

OAK PARK TOWNHOMES ASSOCIATION
Annual Meeting
December 14, 2020

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Board Member

Erik Schirmer, Board Member

Samantha Linam, Sterling Management Group

Homeowners Present: #02, 04, 06, 07, 09, 10, 11, 15, 16, 25, 37, 46, 52, 53, 55, 64, 65, 67 and 69

1. Call to Order and Certifying of proxies:

Certifying of Proxies: 19 signed in, 10 proxies, 29 total quorums

Karen called the meeting to order at 6:00 p.m.

2. Proof of Notice of Meeting (Letter to Owners):

Proof of Notice of Meeting: Karen announced and verified that the letter to unit owners went out November 17th, 2020.

3. Reading/Approval of minutes for 2019 Annual Meeting:

Discussion: None

Motion: Jon #64 moved to approve 2019 annual meeting minutes. Pamela seconded. All in favor.

4. Reports of Officers:

Chairperson's "State of the Association" Report: Karen stated that she would like to briefly discuss the letter that went out in the annual packet.

First thing to discuss is the utility bills from EWEB having to do with the water that brought our finances down unexpectedly and we are working diligently to get the leaks repaired.

Kathy stated that EWEB will be giving a credit of \$1400, and the City of Eugene will give a credit once we have proof that the leaks have been repaired. Kathy stated that the utility bills from EWEB were over \$16,000 for 2020. Kathy stated that EWEB confirmed that they will take their estimate from the 2019 utility usage instead of using 2020.

Karen stated the next item of discussion is the chimneys. In the budget the chimney costs have been set aside to make necessary repairs and brought to code.

Kathy stated how the chimney issues were discovered, the owner of #48 thought she had a roof

leak and with further assessment found out that it had to do with the chimney. This prompted having all the chimneys inspected.

Karen stated the next item of discussion is the reserve account. The board is working diligently to increase the reserve account balance. Karen stated to do this the board agrees that there should be a 3% increase in monthly dues.

Randi in #35 asked if the pool being closed due to COVID saved the HOA any money. Karen stated it did not really save very much. Randi in #35 stated that maintenance costs of the pool should have decreased with the closure. Eva stated there was a leak that was discovered by leak detection having to do with the pool and the pool maintenance was able to fix that issue, so there still had to be maintenance done on the pool even with it closed.

Karen stated that the number of units that are rentals are 20 out of 74 units and to keep the property values up we need to keep the rental units at a low. Jon in #64 asked if there was a percentage of allowable rentals within the HOA stated in the bylaws. Sam from Sterling Management Group stated no, the bylaws do not state any restrictions on the number of rentals allowed. Eva stated that the bylaws do however, state that the HOA does not allow for any Air BnB or short-term rentals.

Treasurer's Budget Report: Dave gave the Treasurer's and Budget report.

Operating Income	\$12,318.90
Operating Expenses	\$11,453.80
Total Operating Balance	\$18,626.72
Reserve Balance	\$75,767.79
Delinquency Amount	\$865.80

- **Review of Proposed 2021 Budget:** The 2021 proposed budget was distributed to all homeowners in attendance.

Discussion: Dave discussed the several changes in the budget. The big items this year were tree removal, gutter maintenance increased because vendor changes, maintenance decreased, NW Natural decreased but that has to do with the pool being closed and the utility bills had a significant increase due to the 4 water leaks that were found. Dave stated once these leaks are repaired the budget should balance out.

Jeanette #62 asked if there are ways to keep the dues from increasing. Jeanette stated that she knows people in the surrounding area that live in a HOA and their dues are not as high as Oak Parks.

Karen stated the maintenance has gone up because the vendor pricing goes up yearly along with the age of the property.

Eva stated the property is 50 years old. Eva stated that she also knows other in surrounding HOAs and some of their dues are lower, and some are higher than Oak Parks. Eva stated yes, we could do a better job at trying to keep expenses down, but the age of the property mixed with vendor costs the HOA cannot control. Maintenance to the property still must be done.

~~Erik stated trying to even find vendors that will work on flat roofs and even the chimneys are limited which~~

contributes to higher costs.

Thomas #10 asked if there is anything around the property that can be homeowner volunteer that would help with expense.

Jeanette #62 stated she does a lot of her own outside maintenance including cleaning out her gutters.

Erik stated due to insurance and liabilities that homeowners should not be climbing on roofs.

Eva stated that gutter cleaning has been scheduled for January 19-22.

Malcolm #15 said with tree debris the gutter/roof cleaning should be done more than twice a year.

Karen states the board does not recommend or support anyone getting up on their roofs.

Michael #11 asked if the HOA has investigated hiring a maintenance person.

Eva stated the HOA did have an online maintenance at one time years ago and it was expensive.

Jon #64 stated that after he left the board it was decided that maintenance went to outside vendors.

Kathy stated not having full time maintenance but to still research have a part time maintenance might be a good idea.

Motion: Eva moved to approve the 2020 Treasurer's report and the 2021 Budget. Erik seconded. All in favor.

5. Ballot results for OPA Board of Directors for 2020 (Zoom Poll received, read, and counted by Sterling Management)

Zoom Polls were done by homeowners in attendance. Current board members asked if anyone would like to nominate themselves or someone else to fill open positions.

Motion: Jill #11 moved to approve the nominee board members which are Karen Romero, Kathy Giesen, Eva Valencia, Bob Gray and Todd Richardson. All in favor.

1. Topic Detail:

- **Review of Capital Expenditures for 2021:** Kathy stated that the capital expenditures for 2021 are dry rot repairs and exterior painting on units 45-49 and 55-58.

Kathy stated that Tim has built a lot of the fences for homeowners, and they look nice.

Eva added that the downstairs privacy dividers are HOA responsibility, but the upper dividers and surrounding fences are homeowner's responsibility. Staining of the decks are also homeowner's responsibility.

Eva also stated that 2nd Chance Chimney and Roof has repaired or replaced much of the chimneys that were needing done in 2020 and the rest of the chimneys that are left are ones that needing sealing done to them and this is on the 2021 budget.

2. Open Forum (2 minutes per property owner)

Jeanette in #62 wants to follow up when her shingles that are falling off will be fixed. Kathy stated this has been happening for a long time all over the property and they are double shingled.

Sam from Sterling suggested to contact 2nd Chance Chimney and Roof to find out what they recommend doing with the shingles, whether they can just be pulled off or if they need to be replaced.

Thomas in #10 stated that when it rains hard it leaks over their front door. Eva stated that she can meet with Easy Flow when they are there cleaning to let them know about this.

Janet in #25 wanted to thank everyone with getting the sidewalk at her unit fixed so quickly. She also wanted to know when the rest of the privacy fence at her unit would be done. She also asked when all the grey fences would be replaced.

Kathy and Eva stated they will go look at the fences in question.

Janet in #25 also mentioned that the moss on the sidewalks could end up being a safety issue.

Mike in #11 said his sidewalk with the expansion 2x4's needs repaired and asked if this was a homeowner responsibility.

Eva stated this is a HOA responsibility.

Diana in #52 stated she also has a shifting sidewalk; her garage is cracking, and the curb is crumbling.

Les in #61 asked if he could install more exterior outlets to his unit if a licensed electrician does them. Kathy stated there are no restrictions to this.

Les in #61 also stated that the drain by his garage is clogged and water pools and is concerned that it might cause dry rot.

Eva stated these drains are no longer functioning.

Jeanette in #62 stated this drain has been nonfunctional for 20-30 years now.

Les in #61 stated that he would like to see a tall fence built for privacy behind his unit with the new build that will be happening in the new development area adjacent to Oak Park.

Les in #61 asked if there were any restrictions with quiet times within the HOA.

Kathy stated that the city ordinance is 8:00 am.

New Business: None

Announcements: Karen thanked everyone for joining the Zoom meeting and thanked Erik for getting the meeting all set up. Karen welcomed the new board members

Eva also thanked the new board members that joined.

Karen recommended that everything regarding issues or concerns being directed through Sam at Sterling Management Group, and she will forward them to the board.

3. Adjournment:

Karen adjourned the meeting at 7:32 p.m.

(Transcribed by Samantha Linam)

