

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

January 10, 2022

Board Members/Sterling Management Representative present:

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:

Kathy called the meeting to order at 6:06 p.m.

Approval of November 2021 meeting minutes:

Discussion: None

Motion: Todd moved to approve November 2021 minutes. Eva seconded. All in favor.

Approval of December 2021 financials:

December 2021 Financials:	
Operating	\$24,619.67
<u>General Reserve</u>	<u>\$86,129.10</u>
Total	\$110,748.77
Delinquencies	\$4,791.31

Discussion: Kathy asked that Sterling Management send out dues increase letter before February 1, 2022. Kathy stated she would like to see the letter just have the total amount due instead of the break down.

Board agreed to approve December 2021 financials at the next monthly board meeting.

3. Homeowners' Forum (3 minute per Property Owner): #05, #25, #52 & #61

#25 – Homeowner asked for an update on the carport roof on carport “S-T” from the board. Sam from Sterling stated that it was on Easy Flow Gutter’s bid waiting for approval.

Kathy stated that Jonathan from Easy Flow Gutters told her that’s it’s not a gutter issue and that they can’t repair or replace the roof that it will need to be an awning company.

Sam from Sterling Management will obtain bids from another vendor.

4. Sterling Report:

1. We have been trying to get a hold of Bear Mountain Electric, we’ve left voicemails as well as sending an email. They responded back and said they were scheduled to come finish the work the week that it snowed and couldn’t do it. They stated they are trying to get this job back on their schedule.

Eva stated this is unacceptable to wait this long it is extremely dark and a safety concern.

Kathy stated that she knows Billy from Sterling Management was trying to save money by using Bear Mountain Electric, but at this point we shouldn’t worry about the cost and call out another vendor to finish the job.

Sam with Sterling Management will send Builder’s Electric a work order.

2. Homeowner in unit 34 called because he is having remodeling done to his unit and the contractors were needing to shut off the water to the unit to replace toilets and the shut off valve is rusted and won’t turn off. I called Kathy to get permission to have Right Way Plumbing come out to replace the valve. Right way is scheduling with the homeowner for tomorrow Tuesday January 11th.

5. Unfinished Business:

A. Exterior lights - update: Discussed in Sterling report.

B. Roof and gutter bids – update: Sam from Sterling Management stated there are 3 bids from JC Landscaping, Twin Rivers and Easy Flow Gutters.

JC Landscaping is \$10,000.00

Twin Rivers is \$14,700.00
Easy Flow Gutters is \$17,998.00

Billy from Sterling Management stated that all 3 bids were all comparable with twice a year cleaning and moss treatment.

Todd stated that we should try JC Landscaping for a year.

Kathy stated that Father and Son's stated that it's not the standing water on the flat roofs but it's the debris.

Eva stated it's important to clean the roofs and gutters at certain times of the year.

Motion: Kathy moved to approve the JC Landscaping bid for \$10,000.00 to clean the gutters and roofs for 2022. Eva Seconded. All in favor.

C. New Business:

A. Election of officers: Board agreed that this needs to be done when all board members are in attendance.

B. Storm drain cleaning: Sam from Sterling Management stated that she put this on the agenda because over by Bond is flooding and the storm drain needs to be cleaned out. Sam stated in the past you have used Mid-State Industrial to clean the storm drains.

Motion: Kathy moved to approve having Mid-State Industrial to come clean the storm drain on Bond Lane. Todd Seconded. All in favor.

V. Architectural Committee: Kathy stated that Bob submitted an ACC Request for a ductless heat pump that was approved.

Kathy asked Sam at Sterling Management if she received an ACC Request for a ductless heat pump from #48. Sam from Sterling Management stated the only ACC request received was from Bob.

VI. Announcements: None

Adjournment:

Kathy adjourned the meeting at 6:34 p.m. into executive session.

(Transcribed by Samantha Linam)