

OAK PARK TOWN-HOMES ASSOCIATION

Board of Directors Meeting

April 11, 2022

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Todd Richardson, Board Member

Monica Smith, American Family Insurance

Billy Benner, Sterling Management Group

Janet Caldwell, Homeowner

1. Call to Order:

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

Approval of Minutes from March 2022:

Discussion: None

Motion: Eva moved to approve March 2022 minutes. Kathy seconded. All in favor.

Approval of Financial Reports for March 2022:

***** FINANCIAL REPORT *****

Discussion:

- Eva brought up a discrepancy where dry-rot repairs and painting costs had been transposed. This error was corrected.
- Billy clarified discrepancies with parking roofs billing as two separate bills.
- Billy clarified electrical billing with Bear Mountain and billing with Right-Way Plumbing
- Karen asked about cutting back on this summer's projects in order to pay for unexpected expenses that have come up so far this year.
- Kathy doesn't want to postpone this summer's planned projects: painting and dry rot repairs.
- Eva agrees with Kathy that maintenance projects should continue as planned. She suggested adding unexpected projects into the budget as well as a contingency plan for spending on unexpected projects in the future. She advocates proactive work around the complex to take care of problems that result from the aging infrastructure.
- There was some discussion about getting a monthly report from Billy at Sterling that shows where the board is with the budget. Billy will work to get this monthly report out.

Motion: Eva moved to approve the March 2022 financials. Kathy seconded. All in favor.

2. American Family Insurance – Monica Smith

- Review of 2022 insurance information. There was a large increase in the cost of insurance over the last year because of the current cost of replacement resulting from inflation and claim severity within the insurance company.
- There was some discussion to clarify between maintenance issues that are not covered by insurance and disastrous events that are covered by insurance.
- Monica reminded the board to be sure the by-laws reflect the correct ownership of maintenance issues.
- 2022 saw an annual increase of \$4,340 total; \$58.65 per unit; \$4.89 per month
- Monica gave a few options for adjusting the policy that might lower the annual cost. She will prepare reports on those adjustments and report back to the board so they can make a decision about the policy.

3. Homeowners' Forum (3 minutes Per Property Owner)

- Janet Caldwell said she loves her repaired carport roof, there is still a small leak.

4. Sterling Report by Billy Benner

- Billy and Britt Benner will coordinate property management for Oakpark through Sterling Management. britt@sterlingmanagement.net
- Sam's replacement is Julia. julia@sterlingmanagement.net
- 2nd Chance Roof & Chimney replaced carport roof panels on carports S-T
- Builders Electric is still working on the light poles that are out. The underground wiring is failing and will be difficult and expensive to repair. So far they have found some broken junctions underground that need to be replaced and put into waterproof boxes. They have been able to make some of the lights work, but once it rains it trips the breakers and the lights go out again.

5. Unfinished Business

- Exterior lights – update on progress and/or completion. See discussion in Sterling Report.
 - Board needs to decide how to move forward with these repairs.
 - Builders Electric has 5 hours left to meet the \$2500 budget they were given.
 - Decision to keep working towards finding the problem and doing a permanent fix.
 - Request for a written report of what problems have been found and what repairs have been made.
 - Further discussion needed on how to continue with this problem in the future if it cannot be repaired in the final 5 hours of work within Builders Electric's current budget.
- Moss removal on sidewalks, carports, & roadways – update:
 - Juan and Kathy are coordinating plans for moss removal in public areas. They will move forward with JC Landscaping to take care of the moss in these areas.

APPROVED MINUTES

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- Water to be turned on to the outside areas, irrigation will not be turned on until the weather dries out and warms up. Juan and Kathy are going to check the irrigation for sprinklers that need to be adjusted away from sidewalks and buildings.

6. New Business: None

7. Architectural Committee:

- Organize Pool Committee:
 - In order to open the pool Memorial Day weekend the pool committee needs to be organized.
 - Possible members: Dave & Nancy, Teresa (#72), Janet Caldwell
 - Janet Caldwell will work to recruit a pool committee
 - The gate still needs to be fixed so it doesn't lock people in the pool enclosure.
 - Other repairs to the pool need to be budgeted and scheduled, hopefully to be done this fall.

7. Announcements: None

8. Adjournment: Karen adjourned the meeting at 7:26 p.m. into executive session.

(Transcribed by Pamela Richardson)