

**OAK PARK TOWN-HOMES ASSOCIATION**

Board of Directors Meeting

May 9, 2022

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Secretary: Eva Valencia

Todd Richardson, Board Member

Billy Benner, Sterling Management Group

Tania, #51

**1. Call to Order:**

- Karen called the meeting to order at 6:04 pm.

**Approval of Minutes from April 2022:**

- Minutes were not transcribed from April meeting.

**Discussion:** Left as unfinished business until minute taking resolved.

**Approval of Financial Reports for April 2022:**

**\*\*\* FINANCIAL REPORT \*\*\***

**Discussion:**

- There was some discussion about missing EWEB bills.
- EWEB billing and Sterling payments are mistimed making it look as if we are overdue.
- The board would like to see the EWEB bills each month to verify the charges.
- Billy will check on these things and get back to the board. He will scan the monthly EWEB bill and include it in the board emails with the other financial information.

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

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

- None

#### **4. Minute Transcriber options**

- Billy has been looking for a hiring options for a transcriber that is affordable.
- Onsite meetings for transcribing are \$200/hour, virtual meetings are \$150/hour, prerecorded meetings are \$125/hour.
- Todd said Pamela Richardson will transcribe minutes at \$30/hour

**Motion:** Kathy moved to hire Pamela Richardson to transcribe board meeting minutes at \$30/hour. Eva seconded. All in favor.

#### **5. Moss Treatment (Juan)**

- Kathy reported that she has talked to Juan about this at least 3 times and he keeps saying he can do it.
- Juan needs to measure square footage to determine how much treatment to prepare.
- Areas to be treated include under carports, driveways, parking area around the pool.
- Eva talked about her driveway and cul-de-sac being covered with heavy moss that is very slick when it is wet.
- Karen sees the moss at #74 and wants it treated.
- There was some discussion about the extent of the treatment that is needed.
- Asphalt cannot be pressure washed because it wears it down. Instead, moss treatment is needed in the asphalt areas.
- Kathy and Juan are going to walk the property to find the areas and take measurements. Kathy will report back to the board by email their findings and what Juan thinks the cost will be.
- Once Juan knows what he needs to do, ask him for a schedule to do different sections. Homeowners will be notified and asked to move their cars for the work on specific days.
- Todd suggested letting Juan decide on the timing and duration of the project to allow for planning with homeowners for parking during the project.

#### **6. Pool Committee**

- Janet Caldwell is working on the pool committee.
- So far the committee is: Janet, Cindy, Trish, David, Nancy
- Janet suggested a letter be sent out asking for volunteers for the pool committee. Eva wants the letter to specify that at this point there are not enough people to do the testing in order to open the pool. If there are not enough volunteers someone will have to be hired which will cost extra money.
- Todd volunteered to be a tester for one day a week if there aren't enough people who volunteer for the pool committee.
- Martin has trained people in the past to do the pool testing. He will be asked do the same once this committee is organized.
- Eva and Kathy will work together through the summer to print out the pool testing reports. These need to be prepared for each visit from the pool inspector.

**\*APPROVED MINUTES\***

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- Instead of a letter, Billy will send an email and text will be sent to homeowners regarding the needs for the pool committee.
- Karen wants to clarify just what the pool committee is responsible for. The list includes things such as: set up, signage, daily testing, take down
- Kathy is going to share the pool committee expectations with Janet.

**7. Sterling Report by Billy Benner**

- Billy checked with Monica from American Family Insurance to follow up with quotes for adjusted insurance rates with different earthquake deductibles. Monica did not have those rates ready and will work to get them to Billy who will share them with the board.
- For siding replacement repairs, McKenzie Commercial is booked for the end of May – projected to be done by early June.
- The painting with Carlson Strand Painting will be done in July.
- Eva requested Sterling Management to prepare a list of what buildings will be done what days in order to give homeowners advanced notice about what and when this is happening. An email should be sent in advance to let people know they need to move things off their patios to allow for pressure washing and painting. This wasn't done last year and it caused some problems with homeowners.
- Update on external lights:
  - Builders Electric is requesting a full day to trouble shoot.
  - They can get power to the junction box but they are suspecting the circuit or wiring is bad somewhere along the line from the box on Norckenzie by the entrance sign. This would explain why the power is out in Eva's cul-de-sac.
  - Their billing has gone up to \$125/hour which would cost around \$1000 for them to spend a whole day trouble shooting.

**Motion:** Eva moved to approve spending for a day of trouble shooting to continue efforts to repair the electrical problem. Kathy seconded. All in favor.

**8. Announcements:** None

Before adjourning the meeting, Tania agreed to serve on the pool committee.

**9. Adjournment:** Karen adjourned the meeting at 6:43 p.m. into executive session.

(Transcribed by Pamela Richardson)