

OAK PARK TOWN-HOMES ASSOCIATION

Board of Directors Meeting

June 13, 2022

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Todd Richardson, Board Member

Billy Benner, Sterling Management Group

Homeowners present:

Les Phillipop – Unit #61

Janet C. - Unit #25

1. Call to Order:

- Karen called the meeting to order at 6:03 pm.

Approval of Minutes from April and May 2022:

Motion: Kathy moved to approve both month's minutes. Todd seconded. All in favor.

Approval of Financial reports for May 2022:

Discussion: Karen reviews financials monthly with David. Notes from David's email:

- The only thing out of the ordinary for this month's financials is the \$6,000 for maintenance that was put towards lighting and electrical issues. This puts us \$4,600 over the budgeted amount for maintenance for this year.
- In addition, David is concerned about the missing line item for natural gas and that there has been nothing paid for natural gas yet this year. Natural gas is used for heating the pool and is a small expense, yet it should not be missing from our budget report. Karen asked Billy to check on the natural gas bill.
 - Billy found the current Northwest Natural Gas bill. We have a large credit of \$489.20 so there are not current bills to pay.
- David and Nancy met with a vendor about modifying the pool gates to make them more secure. It will not be a large expense to make the necessary modifications.
- The next big expense we are anticipating is the removal of the trees by #45 garage.

Motion: Kathy moved to approve financials for May 2022. Todd seconded the motion. All in favor.

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

- Janet C. (#25) – There is no recycling option for those living on the Bond Street side of the complex. Why not?

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- Kathy asked Billy to check with Sanipac and see what options we have that would differentiate the recycling bin from the trash bin.
- Janet asked if we could have smaller recycling bins for different materials instead of a large metal recycling bin to make it clearer where items should be placed. The entire complex should have access to recycling.
- Karen clarified that a year or two ago Sanipac stopped accepting cardboard and other recycling. She has heard that they are beginning to accept plastic recycling again, but is not sure about cardboard. She is concerned that we will need more space too add recycling to the dumpster areas, both trash dumpsters in each area are filled weekly.
- Kathy thinks that cardboard has been accepted for recycling by Sanipac. There are different ideas about what is accepted and what is not. There was some further discussion about what can be recycled and the need to find out the costs associated with added recycling for the units that use the dumpsters.
- Janet added a note of thanks to Juan and his crew for the great job of cleaning the roofs and gutters.
 - Juan's roof/gutter cleaning schedule needed some adjustment for staffing and weather reasons.
 - Billy will send out an email to remind homeowners of the roof cleaning schedule.
- Todd Richardson (#37) – His daughter is a NASA Solar System Ambassador and would like to come do a star gazing party for the townhouse community. The board gave permission to schedule an event later in the summer.
 - Janet mentioned the desire for more activities that will work to help us get to know each other in this community.
 - When the event is scheduled Billy will send out an email to let everyone know they are invited.

3. Sterling Report by Billy Benner

- Final cost for the light repair:
 - Builders Electric initial amount was \$2506.00 to diagnose and then there was another \$460.00 to continue work. Once they found the problem the final repairs cost an addition \$2539.93. The total cost was \$5505.93. They came again for battery repairs for the pool costing \$236.90.
 - The battery repair for the pool was part of the filtration system that had a corroded outlet that needed to be replaced. The battery for the electronic doorknob keypad needed to be replaced.
 - It seems as though all of the lights are now working.
- Siding repairs:
 - Repair dates have changed several times with McKenzie Commercial. The current plan is to unload materials on Friday (6/17) and start work on Monday (6/20). Billy will let the affected homeowners know the work is beginning Monday and will take about a month to complete. Completion date is estimated to be July 14th.

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- Carlson & Strand is doing the painting. They will schedule to paint in July once the siding repairs are completed.
 - Karen mentioned the challenge we've had in the past to get the correct paint color to the painters. Billy will be sure they get the correct information.
- Trees at Unit #45:
 - Billy reached out to tree removal companies for bids. Ax and Saw (referred by Kathy), & Sperry Tree Care.
 - Karen expressed concern about notifying the homeowner when bids will be done on the trees near their unit. Billy doesn't see the need to inform the homeowner since the trees are in the common area.
 - Todd questioned if there is any other way to solve the problem with the trees that would allow them to stand. The consensus is there are no other options aside from removing the trees to stop the root damage from continuing.
 - Cindy (#45) asked Billy if Juan could shorten her downspout to restrict water flow to a certain tree that is fed water from the downspout. Juan agreed to do this at no cost but there is a concern that shortening the downspout could impact the soil around the home foundation.
 - Karen doesn't think the board should approve shortening the downspout out of concern for the foundation.
 - Todd and Les will visit with Cindy to discuss her concerns about the downspout and see what she is asking to have done.
- Pool Key requests:
 - Unit #67 had a pool key for his renters, he lost the key and is requesting a new key.
 - **Motion:** Todd moved to approve a new pool key for the \$25.00 fee. Kathy seconded. All in favor.
 - Billy will reach out to Bennett Management, who manage the owner's property, have the owner sign a new key form with the tenant's information.
- Pool Heater:
 - Martin & Billy did an inspection of the pool heater. Martin anticipates the pool heater will need to be replaced in the next year or two.
 - Martin will put a bid together for replacing the pool heater.
 - Karen would like the bid quickly so it can be planned into the budget.
 - Martin also mentioned mildew and mold in the pool chemical room. Billy's not sure it is mold, maybe just splattered chemicals.
 - There was an inspection report a year or two ago that stated there needed to be some ventilation in the chemical room.
- Pool Inspection Report:
 - The biggest concern Kathy sees in the current inspection report is the uplifted concrete on one end of the pool. The inspector wants to know if the board is planning to address the problem.

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- There cannot be a variation in decking of more than 1/4” and there is a separation of 1” on the northeast corner of the pool deck.
 - Les mentioned that it would not be difficult for a contractor to level the difference out to eliminate the tripping hazard.
 - Karen wants this added to a to do list to be completed before next summer, 2023.
 - Billy has a contact at Empire Concrete Cutting he will ask him to come give some suggestions for fixing this problem.
- The pool report does specify that ventilation must be added to the room where the chemicals are stored. Currently this issue is a violation.
 - Martin suggested added a vent into the wall between the studs.
 - Billy will look into the report to see if just adding a vent will address the issue or if it needs to have a fan installed.
- **New Business:**
 - Les asked if there will be bark mulch for the community again this year. Karen said not this year – it’s usually provided every other year.
 - Les expressed concern about contracting with McKenzie Commercial for repair work on the site. He said they are a more expensive company to work with.
 - Karen has a long history with McKenzie Commercial and is happy with the quality of work they have done for the community. She feels they are worth the higher cost.
 - Les asked about siding repair and painting on his unit to clarify the schedule.
- **Announcements:**
 - None.
- Karen called the meeting adjourned.

Transcribed by Pamela Richardson