

**OAK PARK TOWN-HOMES ASSOCIATION**

Board of Directors Meeting

July 6, 2022

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Billy Benner, Sterling Management Group

Stacie, Sterling Accountant

Homeowners present:

Janet C. Unit #25

Mike S. Unit #11

**1. Call to Order:**

- Karen called the meeting to order at 6:00

**Approval of Minutes from June 2022:**

**Motion:** Kathy moved to approve the June 2022 minutes. All in favor.

**Approval of Financial reports for June 2022:**

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

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

- Janet C. (#25) – Thank you for getting recycling bins to the north side of the complex. She clarified with Billy that both bins are for mixed recycling. Billy clarified that there is no extra charge for the bins. Aileen (neighbor to Janet) will monitor the bins to keep an eye on activity there.
  - Kathy suggested making a note to hang on the bins to clarify what can be placed in them – cardboard, paper, & tin. Janet will make the note. No plastic & no lids.
  - There were only recycling bins placed on the north side of the complex. Karen asked why we didn't get recycling for the other trash area as well.
  - Kathy suggested moving one of the bins from the north side to the center to see how recycling goes with one bin at each dumpster.
  - Billy can order two more recycling bins if the board wants two at each trash dumpster.
  - Karen needed clarification about what can go in the recycling bins – mixed recycling in recycle bins, trash in dumpsters. Glass goes in separate glass recycle bin.

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- Kathy thanks Janet and Aileen for spearheading recycling in our townhouse community and for Billy following through with SaniPac.
- Karen wants two bins at each dumpster. Billy will order two more recycle bins.
- Next month we will assess how the recycling is going.

**3. Pool Committee Report**

- Janet reports that there have been a lot of small issues with the pool testing. (Chemical imbalance, gate left open, heater broken) Martin has been willing to come help when there have been problems. There are enough testers to check the pool each day.
- Eva spoke with Martin this morning about the broken heater.
  - Last year the pump and the filter were replaced, not the heater.
  - Martin repaired the heater last fall and can do another temporary repair today.
  - Martin told Billy the heater needs to be replaced, the repairs are all just temporary.
  - Martin found the price to replace the heater will be \$5500.
  - As far as Eva can remember, the heater has not been replaced in the 26 years she has lived at Oakpark.
  - Not only is the heater past due for replacement, it is no longer up to code.
  - The heater is located outside and exposed to the elements so it is corroding.
  - The vents for the pump also get clogged from being outside creating problems and work, including insects, spiders, dirt, & leaves.
  - The pump needs to be enclosed and weather proofed for longevity.
  - In the past the heater has had problems if the power goes off in the winter. If there is no power the water in the pipes can freeze and burst.
  - Martin feels the time and money put into heater repairs are not worth it. He suggests we invest in a new pool heater. Supply issues also influence the rate at which repairs and replacements can be made.
  - There was some clarification that the heater has failed and is no longer working.

**Motion:** Kathy moved to order a new heater for the pool. Eva seconded the motion. All in favor. \$5500.00 for new heater, installed.

- Billy will talk to Martin to move forward with the heater replacement.

**4. Moss Removal Feedback**

- Karen is grateful Juan killed the moss but is concerned about the residue of dead moss left behind that needs to be cleaned up. She's also concerned that the moss removal treatment may have killed the grass near her unit.
  - Billy had a similar complaint from another homeowner who had grass dying that looked as if it had been sprayed with weed killer. Juan said they used weed & feed that should not have killed the grass.
  - Kathy thinks we shouldn't bother paying Juan to power wash the moss and just let it disintegrate on its own. Eva pointed out we cannot pressure wash the asphalt. Each person can sweep or hose off the dead moss around their units if they are concerned with it.

## **5. Plan for Roof Replacement (based on assessment)**

- Karen has been reviewing the assessment and is happy to see the majority of the roofs are in good shape. Some roofs will need attention in the next 5 years or so.
  - The biggest problems are the shingles and the mansards.
  - Karen would like to implement a plan to begin preparing for roof replacements that will need to happen in the future. We need to know how much replacement costs will be for flat and traditional roofs in order to begin planning a budget.
- Eva would like to know if the membrane roofs and the mansards need to be replaced at the same time. Making a roof repair plan should include prioritizing projects as well as knowing if doing repairs is better than just replacing the entire mansard.
- Most of the peaked roofs are all in good shape with a 20-25 year life left on them. The focus should be on the flat roofed buildings.
- Karen would like to establish a roof committee to begin overseeing the planning for the roof maintenance/replacement project.
  - The committee would gather information about costs, timelines, priority
  - Kathy likes this idea, hopes we can find people who are not board members to be on this committee.
  - Karen would like to know if Father & Son's Roofing would have an employee on a committee to oversee roofing needs at OakPark.
  - Eva likes this idea but would like a detailed priority timeline for the projects needing to be done first. Karen reminded her that we have the information, it just needs to be organized for easier use.
  - There is a need to see what roofing companies work on flat roofs. Karen can reach out to McKenzie Commercial for a list of companies we could contact.
  - The roofing discussion ended with an agreement that there are more expertise needed to answer the questions about roofing issues. Karen thinks the board should ask the owners if any of them are interested in helping on a roofing committee.
  - Sterling could send out a request on behalf of the board with this request. Kathy would like the request to be signed and endorsed by the board.
  - Mike S. suggested just sending out an email with the committee request to owners.
  - Eva stressed the importance of informing potential committee members that this will be a long term committee with ongoing work to assess and see through roofing projects. It is time to begin planning for this work.
  - Karen proposes spending the next year working with the committee to plan for work to begin when the painting projects are done.
  - Billy expressed concern about the long term commitment for the roofing committee.
  - Karen's vision for the committee is to create a plan of action, not to see the entire program through, which would take several years.
- Billy says the roofing company hired would be able to create the plan for moving forward with projects. These companies would do all this work and there would be no need for a committee. His concern is the change in costs over time and how that will affect the project down the road. He recommends getting bids from different companies, have them set up an outline of how they would do all the roofing over time and submit a proposal with their plan of action.

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- Eva will look over the roofing document and try to organize it into a prioritized list and make a rough estimate for how many buildings need to be done each year. There are 43 units with flat roofs that will need to be scheduled.
- Karen emphasized that the majority of the work will not be necessary for the next 10-15 years. We should focus bids on units that will need work in this time frame, including opinions on replacing the shingles on the flat roofs with something else.
- The board decided to ask Father & Son's Roofing to put more details into their assessment specifically making a "Phase One Plan" for the things that need priority attention.
  - In addition to Father & Son's Roofing, reach out to other companies who deal with flat roofs to get bids & plans for moving forward with these same projects.
- Mike S. reminded the board that roofing supplies, including tar, are tied to gas prices and will be higher right now in the current economic climate.
- Billy said Evergreen and Twin Rivers also work with flat, membrane roofs. He is aware of the increase in prices for this product and service.
- Priority will be given to the few roofs of immediate (5 year) concern. Eva would like to explore options for replacing the shingles on the flat roofs as the next project after those.
- A decision was made to hold off on establishing a roofing committee and instead reach out for an updated estimate and plan of action from Father & Son's.

## 6. Sterling Report

- Spreadsheet revisal – Sterling Accountant (Stacie)
  - The spreadsheet is full of problems, wrong formulas, etc. Stacie sent the board new forms to consider for use that would be more user friendly. One form is a summary, the other is more detailed.
  - With the new spreadsheets, Sterling can give a more specific report. The current spreadsheet combines things that need to be itemized separately.
  - Kathy is glad to make the change to the new forms that will simplify the financials. The current spreadsheet is too confusing.
  - Stacie asked just what the board is wanting to see when they look at their financial reports.
    - Kathy wants to know where we are over budget.
    - Eva likes to see what has been budgeted for the year for each area in order to track how the spending is going.
    - Karen wants to have further discussion about the budget spreadsheet with David included because he is overseeing the budgeting for the community.
      - Billy will set up a meeting with David, Stacie to discuss simplifying the spreadsheet.
  - Janet C. is confused about why this is even a problem, but it stems from past incorrect spreadsheets, formulas, and recording practices.
- McKenzie Commercial – siding
  - Their work was postponed because their carpenter was ill. They were done except for unit 59 with ivy. The owner at 59 has removed the ivy now.
  - They said they would be finished by the 20<sup>th</sup> at the latest.

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- Carlson & Strand – painting
  - Planning to start pressure washing and painting the units whose siding repairs are completed. They will send Billy an updated schedule and are planning to start working this week.
- Arnold and Gallagher - tree issues
  - Billy is waiting for a statement and final invoice.
- Monica – American Family Insurance
  - The documents she prepared didn't have very much information in them. This is the information Billy gathered:
    - Increasing earthquake deductible to 10% would lower yearly premiums by \$601.
    - Increasing earthquake deductible to 15% would lower yearly premiums by \$1842.
    - Billy doesn't think it's worth it to make these changes since we are currently locked in at 5% which is a grandfathered option, no longer available.
    - Even if we increased the deductible to 15% the bill is still \$17,679.00. It's not worth adjusting for such a small savings.
  - The current policy will move to the new system for the 2023 renewal and new pricing and coverage will need to be reviewed at that time.
- Architecture Forms
  - Kevin #27 is moving forward with a project without board approval. He indicated a plan to move forward regardless of approval. Billy made sure he had the correct forms and information and told him the board could move forward with legal action resulting in him having to remove or replace the work. Kevin's contractor Tim and Billy spoke. Tim agreed to submit forms for permission for the project.
    - Kathy wonders if Tim is licensed and bonded. Billy doesn't know but the forms should have this information.
    - Billy made sure he had the website with access to architectural forms he needed for the correct information for the project.
    - Kevin doesn't have a computer or use email, but Billy has sent him information to keep a record of Sterling's efforts to inform him of the correct information. This gives an electronic paper trail for proof of what has been discussed.
    - Eva suggested sending a paper letter and remembering the need to accommodate Kevin's needs resulting from his inability to access and use a computer – the American Disabilities Act.
    - Billy offered extra help with paperwork and forms as needed. Kevin has someone else who helps him occasionally who can lend a hand with these things.
- Empire Cleaning
  - They have been notified we are no longer working with them.
  - The bathrooms were out of toilet paper and soap, Rory took care of that.
  - There was some discussion to clarify how the bathroom supplies are being paid for.
    - The board is paying for cleaning supplies, but toilet paper and soap need to be paid for by the board as well.

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- Kathy is going to talk to Rory about how much they are spending each month on bathroom supplies and give the receipts to the board for reimbursement.
- Trees at #52 & #53
  - Kathy's unit has dead trees near her and her neighbor's unit that are not on our property but are possibly a liability if they fell on these units. This will be discussed at a future meeting.
- #72 lights adjusted
  - Billy sent them emails asking them to adjust their lights to point them down. He drove by at night recently to check and they seemed to be pointing down. He hasn't received further complaints about them.
  - Kathy asked Billy to email Pat in #3 to see if the problem has been resolved for her. The lights had been shining into her bedroom at night.

**7. Unfinished Business**

- Pool heater issue was addressed earlier in the meeting.

**8. New Business**

- None

**9. Announcements**

- None

10. Karen called the meeting adjourned.

Transcribed by Pamela Richardson