

OAK PARK TOWN-HOMES ASSOCIATION

Board of Directors Meeting

August 8, 2022

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Billy Benner, Sterling Management Group

Homeowners Present:

David & Nancy Atkins

1. Call to Order:

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

Approval of Minutes from July 2022:

Motion: Eva moved to approve the July 2022 minutes. Kathy seconded the approval. All in favor.

Approval of Financial reports for July 2022:

- David & Billy will continue to work on reorganizing the financial reports.
- The board is behind David and supports his suggestions for improvements in this area.

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

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

- David brought up concern about garbage collection when people leave extra bags at the side of their containers and what cost that is adding to our garbage fees.
 - Kathy said that the driver is taking note of those units who are leaving extra garbage outside their bins, or have their bins overfilled. Then the unit gets charged extra. The HOA is not paying those extra fees.
 - Eva is wondering how they are billing the units for those extra fees. No one really knows how that billing is happening.
 - David reminded the board that Sanipac doesn't have individual accounts for unit owners since their services are charged to the HOA collectively. How can they bill individual units without that information?
 - Eva was under the impression that Sanipac charged Sterling for the overfilled bins, then Sterling would charge homeowners based on the driver's notes.

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- We need clarification about how Sanipac is billing for extra pickups and remind homeowners of their responsibilities for trash pick up and payment.
- Billy will have the accounting department look into these charges.
- Karen emphasized the need to give these extra charges to unit owners through Sterling for billing.

3. McKenzie Commercial Siding

- Siding Warping Unit #62, Dry rot Unit #35
 - These are homeowner concerns that need a bid for repairs. Billy hasn't gotten bids for these repairs yet and he will follow up with McKenzie Commercial to see if it is covered by their warranty.
 - The issue at #35 is probably caused by the sprinklers.
 - Kathy already talked to Juan about adjusting the sprinkler but it hasn't been done yet.
 - The issue at #62 was possibly repaired by McKenzie Commercial in the past.
 - This may or may not be under warranty.
 - Other concerns about McKenzie Commercial are:
 - Karen has recently learned the McKenzie Commercial has only been inspecting the lower sections of the siding and not the upper sections on the second floors.
 - Billy thought the second levels were included in the bid but they were not. McKenzie Commercial said they would pressure wash the second levels, but this is not acceptable.
 - We need to specify that they need to do both levels with their work.
 - Billy got a bid for repairs for the second level repairs and it is substantial. He thinks it would make the most sense to do all of the dry rot repair now so that it can all be painted at the same time.
 - Karen expressed concern about all the years of neglect of the second levels that have not had dry rot repairs. She is concerned about being able to pay for all of the needed siding repairs.
 - Billy explained that McKenzie Commercial is more expensive because they are a unionized company, there are other siding companies that would be less expensive.
 - Karen would like to get other bids for this project.
 - David thinks these repairs will take more than one year to complete. The cost is too formidable to deal with quickly, it would need to be spread out over several years in order to absorb the cost. There may be a bit of money in this year's budget to begin this project.
 - Eva thinks we should move ahead with siding repairs (costing around \$10,000) on the units that are being painted this summer. Then in future years work on siding repairs for both levels on the units that are scheduled for painting those years.
 - Billy thinks that if we are doing these units this year we should also do units #62 and #35 repairs at the same time.
 - Kathy will be sure Juan makes the adjustments needed to the sprinkler head at #35.
 - Kathy summarized the discussion and decisions about McKenzie Commercial:
 - Billy will get bids for siding repairs to units #62 & #35, he will combine that bid with the new invoices for second story siding repairs for the units being painted this

summer. In the future all siding inspection bids must specify to include the second level.

Motion: Kathy moved to approve getting these bids and moving forward with work done by McKenzie Commercial Siding. All in favor.

4. Single Assessment

- Billy received the shingle assessment from Father & Sons roofing to do repairs.
- David organized and categorized the roof assessment from last November into a list of repairs by priority.
- There was some discussion about the mansards, membranes, shingles, etc. and other questions in the report from last November.
- Eva wants to know if the shingle and mansard repairs need to be done at the same time as the membranes.
 - Billy said that those repairs do need to be done at the same time.
 - David points out that that issue negates the lifetime warranty on the membrane roof if the mansards do not also have that warranty.
- Karen pointed out that the only thing missing from David's report is the pricing that was gathered from the most current assessment.
 - Karen would like to consolidate both reports into one in order to see pricing with repairs/priority in the same list.
- David can consolidate those reports to make a more comprehensive, useful summary.
- For all flat roofs to be redone at this point would be about \$120,000. This does not include peaked roofs.
- Next year is the final year for painting, then we can start on rotating roof work according to priority needs.
- Kathy is wondering how the mansards relate to the roofs. Eva remembers that the mansards were applied improperly resulting in eventually leaking, mold, & dry rot.
- Karen is still curious if we could consider a different product for the mansards.

5. Dead Grass

- Kathy & Juan were going to do a walk around and assess dead grass – this didn't ever happen.
- Karen would like to hire a sprinkler/irrigation company to come do work here. This could help with protection of the buildings from improper water placement as well as improve the aesthetics of the property. The irrigation issues may be too much for Juan to continue to work on.
- This would be an additional expense for the budget.
- David wonders how much Tim knows about the irrigation system. Kathy, Tim, & Juan all know about the same amount, but they are not experts.
 - David wonders if Tim would be willing to look at the system and see about making adjustments. He would be at an advantage since he lives on site and could be helpful.
- Kathy thinks that she and Tim may be able to work together to make some sprinkler adjustments.

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- Karen asked Kathy if she will talk to Tim and see if he is willing to take a look at things with her to try and assess where adjustments need to be made.

6. Sterling Report

- Billy ordered two more recycle bins from Sanipac, as of the evening meeting those 2 extra bins had not been delivered yet.
- Sanipac will take any cardboard 4'x4'. Anything larger than that needs to be cut or folded to a smaller size. If it is left outside the bin they will still take it.
 - Billy will send a notice out to owners about these recycling details.
- Carlson & Strand Painting are doing a great job.
 - They are waiting to know if we want them to paint repairs that will be done on the second levels. They have extra paint and are happy to do it.
 - Yes, we want them to come back and paint the repaired sections.
 - Karen is wondering why there was an extra \$400.00 charged for each of the two garage doors that had been replaced and needed paint, as opposed to the other garage doors that didn't need a color change, but still got a fresh coat of paint.
 - David reminded the board that those two doors were not included in the original bid. Those doors had been replaced after they were painted last year and then needed the new paint this year.
- Roof Membrane #6, roof leak #38
 - There is some confusion about the leak at #38. It needs to be looked at to see what the problem is.
 - Billy suggests we have Father & Son's come look at these two issues. He will get pricing from them for repairs.
- Pool Inspection with Jeff– Several items of concern:
 - Pool could be shut down because there is not another lever on the other door.
 - Door mechanism needs to be replaced on the door by the clubhouse bathroom.
 - There was some discussion about moving the fence. This is not an immediate need.
 - David suggested we make the same change we made on the other gate. So there will not be a key needed to get out.
 - Billy will work to get this done.
 - A monitoring system needs to be installed that will monitor every four hours. This will bring things up to code.
 - Eva said we already have an adequate monitoring system, but the current system does not actually monitor chlorine. The new system monitors the chlorine level every four hours.
 - Without the new monitoring system the HOA is liable if someone gets sick from the pool and blames an improper balance of chemicals.
 - Martin is looking into systems that can monitor chlorine in addition to the monitoring system we already have so we don't have to replace the whole system right now.
 - The current monitoring system has its limitations.
 - Karen suggested we could check with the Hayward pool systems to see if they already have a chlorine monitoring upgrade.
 - Another violation is the ventilation in the pump room.

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- David put a vent in the door of the chemical room, but not the pump room. David will add vents into the door for the pump room and hopefully that will solve the problem.
- Violation in the gap between the bottom of the fence and the ground.
 - There needs to be bark or pavers placed in that space so nothing can squeeze in that space.
 - Eva said Martin put pavers in that space to fill it up. She will check to make sure it's been filled.
- The pool deck needs to be leveled.
 - Billy got a bid from Empire Concrete Cutting of \$1200 - \$1400 to grind down the deck. Billy isn't sure if that includes doing anything with the plastic area for the filter, he will check on that.
 - Silicone areas need to be filled and repaired in several areas around the pool.
 - Karen is wondering if these repairs should be made in dry or wet weather. Cutting concrete can work better in wet in order to dampen the concrete dust. The caulking and seal should be done in dry weather.
 - David thinks this repair should be done after the pool closes this fall.
 - Karen suggests putting it on the calendar so we can address it at the end of September.
 - Billy will also get a bid for the cracked area in order to have it repaired at the same time as the other concrete repairs.
- Deck at #27
 - The issue is he needs to stain his deck with the appropriate stain. The name of the required stain has changed.
 - We need to be sure the same stain is used across the park. The paint currently listed on the deck specs needs to be updated. Karen says we need to update the information on the website.
 - Kathy knows that the owner at #27 has not used pressure treated wood for his new deck. Billy will check in with the contractor to be sure the stringers on the deck are pressure treated.
 - Billy will be sure the contractor follows the deck specs on the website.
 - The old stain is listed as Sekkins Cedar #77, transparent. The new stain is PPG something – Eva can't remember the new stain. Tim has been using Penofin stain and sealer.
 - The board needs to make a decision about what stain to use so that it is consistent across the park. Once we have the correct stain information Pamela will update the deck specs on the website.
 - The deck at #27 is not resolved and not approved.
 - Karen made the point that many homeowners may be completely unaware of the HOA requirements for paint/stain colors and other requirements. There are no newsletters or other types of communication that would make people aware of this information and that leads to the confusion.
- Roof & Gutters
 - Eva would like a schedule for Juan for finishing roofs and gutters. Juan said it is all done.
 - They will be cleaned twice a year.
 - Karen is wondering if they spray roofs for moss. Juan was not asked to do moss treatment on shingled roofs.

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- Billy will ask Juan if he can plan to do moss treatment on roofs in the future.

7. Unfinished Business

- Kathy sent an email about the privacy fence that needs repair. Tim went to look at it and see what he needs to do for repairs. He is willing to do the repairs. The board approves this repair.
- Kathy & Eva are going to catalog what old fences remain on the property so their replacement can be put into next year's budget.
- Todd sent a reminder about the star gazing party on August 16th. Billy will send out an email to homeowners to invite them.

8. New Business

- None

9. Announcements

- None

10. Karen called the meeting adjourned at 7:43 pm

Transcribed by Pamela Richardson