

OAK PARK TOWN-HOMES ASSOCIATION

Board of Directors Meeting

September 12, 2022

Board Members/Sterling Management Representative present:

Kathy Giesen, Vice President

Eva Valencia, Secretary

Todd Richardson, Board Member

Billy Benner, Sterling Management Group

David & Nancy, homeowners

1. Call to Order:

- Kathy called the meeting to order at 5:58.

Approval of Minutes from August 2022:

Motion: Eva moved to approve the June 2022 minutes. Todd seconded. All in favor.

Approval of Financial reports for August 2022:

Eva expressed appreciation for David's work with the financials.

Motion: Eva moved to approve August 2022 financials. Todd seconded the approval. All in favor.

2. Homeowner's Forum (3 minutes Per Property Owner)

- No Homeowner's business this month.

3. Landscaping

- Blowing Entrances: Complaint from unit 21
 - Juan told Billy he could clean the areas the homeowner was unhappy about, but he doesn't think they are a result of leaf blowing.
 - Unit 21 does not want their entrance cleaned with a leaf blower.
 - Eva doesn't think someone should clean the entrance at 21.
 - Todd suggested putting up a note at unit 21 to remind the workers to not clean with a leaf blower at that specific entrance.
 - Juan will hose the area off and then avoid blowing through it in the future.
 - Eva will leave a note for the homeowner letting him know the cleaning will be done.
 - If there are other problems with this issue at unit 21 Eva will talk with the homeowner.

APPROVED MINUTES

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- Sprinklers/Dead grass/Irrigation companies
 - Billy has lined up a couple of companies to come look at the sprinkler system and give bids to see about making adjustments, if we want to move ahead with a company outside of Juan's work.
 - Kathy knows Juan has the skills to make these adjustments, but he doesn't have the time to do it.
 - Do we want to spend the money necessary to keep the grass green through the summer?
 - Eva proposed waiting until spring to discuss this further. There is no money in the budget for this extra expense at this time.
 - Billy thinks it would be worth getting bids to know the potential cost for these repairs in order to budget for them. It will be expensive, considering the size of the property.
 - Billy would ask them to make suggestions for improvements: burying piping that is exposed, these need to be addressed eventually anyway.
 - Billy will arrange for bids for this work, including one from Juan.

4. Pool Closure

- Martin ordered a new pool filter that will be delivered this week and installed in the next few days, or by next week.
- Nancy recommends closing the pool for the season to keep the strain & expense off of the heater and the new filter as the weather is cooling.
- The pool deck concrete repairs need to be done.
 - Empire Concrete bid came in at \$1600.00
 - Martin recommends replacing the drain box at the same time as the concrete repairs. This will add to the cost up front but save money in the future.
- Eva pointed out that there are several other pool repairs that need to be made: there is another area of concrete that is crumbling and needs repair. The caulking needs to be replaced. There are disintegrating wood spacers in the planter section near the pool that need to be replaced. There are more pavers to be laid. The vents in the pump room doors need to be installed. The pump room wall is stained from chemicals that needs to be repaired.
- In addition there is a need to address the chlorine need for every 4 hours application. There are new pump systems available that can do the chemicals/ph continually. The cost for the new system is \$3200 plus installation.
- The current Hayward system isn't installed correctly. It is measuring the water from the filter instead of from the pool. Eva would like the Hayward people to come do the assessment and installation.
- David reminded the board that there were \$8,000 allocated for pool repairs.
 - That has been spent with the pool expenses and repairs so far this year.
 - The list of repairs mentioned in this meeting need to come out of next year's budget. It could cost more than \$8,000 from next year's budget.
- The board would like Martin to oversee the work that needs to be done at the pool. Billy will talk to him and get things going for bids/planning.
- The pool is going to be closed from this point forward for the season.

5. Sterling Report

- McKenzie Commercial
 - They've finished their 2nd story repair work
 - Billy is working with them for bids on units #35 & #62 but he hasn't gotten to it yet.
- Carlson & Strand painting
 - We are on an on-call list for them to come complete the painting.
 - Eva reminded us that we need bids for them to do next year's painting.
 - Bids should include both levels of each building.
- Rood membrane #6
 - Father & Sons Roofing did the repairs and did a great job. They kept the work at their \$330 bid.
- Deck at #27, contractor is moving forward with work following approval.
- Sanipac – bulk/overflow items
 - They have not been making note of units with overflow items but they will begin doing so.
 - The HOA has been paying the over charges but those will now be transferred to the homeowners who have overflow.
 - Billy will send out an email to homeowners to let them know that there will be extra charges starting for any homeowner who has overflow.
- Billy reached out to unit #73 about their light that is pointed at the wrong angle. They will adjust it.

6. Unfinished Business

- There was a review of Cindy's concern about the trees that are being removed at her unit.
 - The bid for the project is \$7000, we need to get it scheduled with Ax & Saw.
 - There is a company who might take the wood away and that would lower the bid by removing the hauling and clean up. The stumps can be removed after the fact.

7. New Business

- Roof's
 - Eva would like the membranes repaired now on the units in need of repair.
 - There are 10 units that need membrane patching, caulking, etc.
 - Kathy would like another estimate aside from Father & Sons. Nancy recommended getting a bid from All Seasons Roofing whom she has worked with before.
 - In addition, we need an estimate for just membrane repairs from Father & Sons.
 - Billy will reach out for bids.
- Todd suggested starting a monthly newsletter/flyer to put on each homeowners door. There is information people are missing because they don't pay attention to the emails.
 - Nancy suggested giving people the option to opt out of paper copies for newsletters. There can be a paper option and an electronic option.
 - The board will pay attention to those units where fliers are not picked up.
 - Billy mentioned that many homeowners have blocked the sterling email & phone number.

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8. Announcements

- Kathy expressed appreciation for all of the people living here who are doing a great job at taking care of things around the community.

9. Kathy called the meeting adjourned at 6:58.

Transcribed by Pamela Richardson