

**OAK PARK TOWN-HOMES ASSOCIATION**

Board of Directors Meeting

October 10, 2022

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Eva Valencia, Secretary

Todd Richardson, Board Member

Billy Benner, Sterling Management Group

Home Owners:

Patricia – Unit #3

**1. Call to Order:** Karen called the meeting to order at 6:01 pm.

**Approval of Minutes from September 2022:**

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

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

- Eva is having trouble printing out and completely understanding the financial reports in the new format. But, Eva trusts David's comments on the financials and supports his opinions on them.

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

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

- None

**3. Tree Removal**

- There was some discussion to review the bids and information about removing the trees that are undermining Cindy's garage.
  - The bids came in a couple of months ago. If we wait to remove the trees next year the costs will fluctuate some.
    - The current bid is \$7000.00 including the crane rental @ \$220.00/hour for six hours (est.)
  - This year's budget doesn't have the money to cover the cost for removing the trees.

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- Eva suggests removing the trees soon, paying for it from the reserve funds, and repaying the reserves as required by the by-laws. Eva is concerned that continuing to wait will create additional problems for the HOA as well as for the homeowner.
- Cindy sent out an email that suggests salvaging her garage parts and moving her garage to the guest parking area. The space of her current garage could become guest parking.
  - Karen is opposed to this idea. It will cost more to construct a new garage than it will to remove the tree.
  - Eva pointed out that a change like this will affect the tax status of Cindy's property. This solution is not realistic.
- Billy will check with Ax & Saw to see what month they recommend tree removal to happen. He doesn't think the month will matter.
- Kathy thinks the trees should be removed as soon as possible in the new year.
- Billy will let Cindy know, in writing, that the option to move the garage is not financially feasible.

**4. Membrane Roof Repairs**

- Billy has received the bid for the membrane roof repairs from Father & Sons Roofing. He needs to know how the board wants to move forward and which units should be singled out for repairs.
  - Total for all membrane repairs is \$6275. This includes various repairs on: buildings 1-3, 37-39, 74, 40-42, 45-47, 48-49, 51-52, 55-56, 57-58, 59-6.
    - Membrane damage on units 48-49 is a result of homeowner installation of a satellite dish. Board members propose having unit 49 owners pay the cost of these repairs and remove their satellite dish.
  - The board thinks this work should be done this year, using the reserve funds that will then be replaced through next year's budget as required by the by-laws.
    - These repairs are necessary to avoid water damage resulting from damaged membranes.

**Motion:** Todd motioned to move forward with membrane roof repairs. Eva seconded.

**5. Ivy Clean up**

- Karen thanked Eva & Kathy for their inspection of the property to assess what needs there are for landscape adjustments and clean up.
- Tim sent Karen a message stating that Juan doesn't do things unless he has written or verbal communication directly to him.
- Karen is wondering why some of the common area trees and bushes haven't been trimmed this year. She also wonders if Juan has the man-power to keep up with the landscaping needs in this community.
- Kathy and Eva mentioned that Juan is not comfortable working near the units of homeowners who may not want him there. There have been people who have been abusive to the landscapers in the past.

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- Eva shared a comment from David Atkins that suggests leaf blowing should be bi-weekly until the leaf fall gets heavy, trimming should be done for growth that is in contact with structures, including areas that are harboring rats, and ivy on buildings and trees needs to be removed.
- Todd suggested having Billy send out an email to homeowners reminding them that outdoor landscaping is common area and will be maintained by the landscaping crew. If homeowners have a problem with this they should discuss it with Sterling Management, not with the grounds crew.
  - Billy will send a paper letter out. He has heard from many homeowners that they would prefer a paper notice instead of an electronic notice.
  - Todd suggested adding something to this notice that will let homeowners express how they would like to receive communication from Sterling: email, text, paper, etc. in order to best reach homeowners with information.
- Eva suggested having a meeting with Billy, Juan, and other board members to discuss the list of projects that need to be done and establish a priority list.
  - Karen suggested just sending Juan the pictures that had been taken. She thinks he needs to hire more help if he doesn't have enough people to take care of the needs of the community.
  - Kathy thinks Juan can do the work if he knows exactly what the expectations are. She thinks he needs to be given the chance to do the work, they are really good landscapers.
  - Billy agrees that Juan does better when he is physically shown the work that needs to be done. This will be more effective than sending him the pictures.
  - Billy says that homeowners in the past have given Juan directions about the space near their units. That has led to some of the current problems.
- Billy will talk to Juan about doing this additional clean up. He will give Juan the pictures to use for reference for the work.
- Billy was told that the ivy clean up had been dealt with. If you want more ivy removed he will take it back further. There are also blackberries that need to be removed.

## **6. Sterling Report**

- Roof Clean Up Schedule. Billy is still waiting to get this set with Juan.
  - Billy will follow up with Juan about cleaning the roofs as well as flushing the gutters.
  - Eva requested Juan inform Sterling if he sees gutters that need repairs.
  - Eva would like dates for roof/gutter clean up to inform homeowners in advance. She would also like an itemized list of the completed work when it is finished.
- Bids
  - Siding & paint bids are still out. Carlson & Strand are coming to bid and Billy will reach out to other painters as well.
  - Billy is willing to get bids for new landscapers if the board is unhappy with Juan. Billy feels if we were to switch landscapers there would be a sizable price increase.
  - Billy is still working to find irrigation companies to come bid for repairing the irrigation system.
    - Kathy doesn't want a bid on replacing the irrigation system, just adjusting the system.
    - Billy reminded the board that the current irrigation system is not up to code. Many companies will not work on them because they would have to replace the system to bring it up to code.

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- Maybe a smaller company would come do the work the board is interested in.
- Kathy is wondering if Juan can do the irrigation adjustments. Billy doesn't think he has the knowledge base to make the necessary repairs.
- Billy said Reece Irrigation may be an option, he will keep working to find someone to come take a look at the project. Brad Stangeland is a landscape architect who may be able to help Billy find a company that will work.
- Pool Repairs
  - Martin said the upgrade for the Hayward system will bring the pool up to code. It will be about \$3700 installed.
  - Martin suggested having Emerald Pool do the skimmer drain if/when the pool deck repairs happen.
    - The bid to grind and repair the concrete was \$1600 from Empire Concrete. This bid doesn't include removing the skimmer box which will be an additional cost.
    - There are other concrete repairs/caulking repairs Eva would like to see done.
  - Eva encouraged getting these costs firmed up in order to add them to next year's budget.

**7. Budget**

- Karen reminded the board it is time to put the 2022 budget together. She would like to form a committee to begin this process.
  - David is not available for several months but Kathy thinks he would be willing to work on the budget if Karen asks him to.
  - Kathy would like the board to come up with a list of things that need to be put into the budget for next year. (Roofs, landscaping, siding, paint, pool, trees, etc.)
    - Billy will get his list of bids for projects for next year to the budget committee.
  - Billy will see if there is someone from Sterling Management who can help with the budget committee.
    - Sterling will check with utilities for possible increases coming next year.
  - Karen will talk to David about building the budget. If he is willing to do so she will have him let the board know what he needs from them to move forward with it.

**8. Unfinished Business**

- None

**9. New Business**

- None

**10. Announcements**

- None

**11.** Karen called the meeting adjourned at 6:43 pm after a very concise, effective board meeting.

Transcribed by Pamela Richardson