

OAK PARK TOWN-HOMES ASSOCIATION

Board of Directors Meeting

January 9, 2023

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

David & Nancy Atkins, homeowners

Pat, homeowner

1. Call to Order:

- Kathy called the meeting to order at 6:02.

Approval of Minutes from November 2022:

Motion: Eva moved to approve the November 2022 minutes. All in favor.

Approval of Financial reports for November/December 2022:

- Most of the board members have not yet had a chance to review the December financials. November and December financial reports will be reviewed at the February meeting.

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

- Kathy's neighbor, Diana #52, is looking for suggestions for a handy man. She has a few projects around the house that she is looking to get done.
 - David suggested Tim to help out. Eva suggested she call a plumber.
 - Billy suggested that Sterling maintenance could help her with her projects and bill her for them. General maintenance is \$55.00/hour plus parts and materials.

3. Appoint Board Member Positions for 2023

- Todd Richardson will be president.
- Kathy Giesen will be vice-president.
- David Atkins will be treasurer.
- Nancy Atkins will be a member-at-large.
- Karen Romero will be a member-at-large.
- Eva Valencia will be a member-at-large.

- Pamela Richardson will be secretary.

Motion: Karen moved to approve the new Board Member Positions for 2023. Eva seconded. All in favor.

4. Lighting Issues (52 Garage, 49 Back/Front, 46 Garage)

- Builders Electric was working to resolve the problems. They found some broken wires and planned a couple more hours of work to finish the repairs.
- Kathy explained her interaction with the electricians who initially thought the problem was just burned-out bulbs. Kathy was frustrated that they seemed to simplify the problem and will charge the board for the bulbs, which did not need to be changed. Also, they were supposed to call Billy when they were headed to start their work and they did not.
 - Billy ended up coming over to allow them access to the breakers.
 - Kathy would like Billy to examine the bill carefully to see what they will charge us for.
- Eva hopes that when there are more electrical problems in the future, we should continue to work with Builders Electric since they know our system. But that we should request someone to come who is familiar with the problems the system has had in the past.
- Todd asked what is causing the wires to break. Billy explained that the age of the system, improper wiring at installation, shifting foundations, weather, etc. has taken a toll on the set up. In addition, some of the boxes are filling with water and shorting the system.
 - There are small and large fixes, but they will all need attention over time.

5. Roof Leak #37

- Father & Son's roofing won't be able to check it until Friday. Billy has also reached out to Armadillo Roofing to see if they can come and look at the problem.
 - Todd explained where the leak is – on the second-floor water is going behind the siding and coming into the unit at the top of the sliding door.
 - Kathy asked if Billy could look back at the history of #37 roof repairs. There have been problems with roof leaks in this unit in the past.
- Billy will continue to work with his resources to get someone out to check the roof and assess the problems/damages.

6. Recreation Room

- Todd expressed concerns about the rec room. He feels the \$30 charge to use it is too expensive and he wonders when the carpets were last cleaned.
 - Karen said there used to be annual carpet cleaning done by Brothers Carpet Cleaning, but the rec room hasn't been used since before the Covid-19 pandemic began.

- Eva said the carpet is the original carpet from 1996. Todd thinks we should consider replacing the carpet.
- Billy suggested several options that would work to replace the carpet for a reasonable cost.
- Karen said we should plan for that as a budget item in the future.
- Many other aspects of the rec room need attention to make it more useable for the tenants.
- Billy said the glue-down vinyl plank flooring is very cost-efficient, very durable, and very easy to clean. If one plank gets damaged, it's easy to replace just that one piece instead of needing to lift several pieces. It's also a benefit to have hard floors near the swimming pool.
- Karen also suggested using carpet squares.
- Kathy said that Janet Caldwell in unit 25 called her saying that a renter wanted to rent the rec room for an event, and she was turned down. The renter was told that only an owner could rent the rec room, not a renter. This is the policy
- Kathy also said that Rory, who cleans the rec room and club house, is the one who changed the code to 1500.
 - The code needed to be changed after people had gotten into the club house without permission and had been using the space. It needs to be made more secure. 1500 is too obvious, it needs to be changed again.
 - Karen said the dumpster code is also 1500. She agrees the code needs to be changed.
 - Rory is checking the club house each morning before he goes to work to be sure no one is in there.
 - Eva suggested to have Rory choose a new code and let the board know. The board will pass it on to owners and the vendors who need access.
 - Karen said that the entry code is posted on the door near the pool, inside the pool gate, to allow members to access the bathrooms in the club house. Maybe the code should not be so accessible.
 - Kathy said the code has to be posted for people who are using the pool. Karen said the owners should just know the code so it doesn't need to be visually posted.
 - Kathy suggested changing the code every summer.
 - Kathy wants the board to choose the code and let Rory know.
 - Kathy stated that Rory and his wife are both musicians and they play music in the rec room. They donated a sofa and a coffee table to the room in the club house where the ping pong table used to be.
 - David asked if the code for the equipment room for the pool was still the same as the previous restroom code. Kathy & Eva both said it is/should be.
- Billy stated that he had received the health certificate for the pool, and he needs to know where it should be posted. It just needs to be somewhere visual.
 - Karen asked if we can just put it in the pool maintenance room. David said there had been previous certificates in there.

- Billy will get it posted.

7. Gutter/Roof Cleanings

- Units 44/45, 51/52 are impacted, including build up on garage roofs.
- Billy heard from Juan who was going to look at them tomorrow.
- Billy had a landscaper go today to give a bid. He said the ones that needed to be cleaned could be done for \$2400.00. This includes gutters and flat roofs that need to be cleaned.
- The mess isn't surprising with the bad winter we've been having.
- Nancy mentioned that the space between their garage and their kitchen is filled with leaves.
 - Kathy mentioned that the landscapers are not supposed to go into anyone's closed areas without owner permission.
 - Nancy asked Kathy to give the landscapers permission to deal with the leaves in their closed area. Kathy will.
- Kathy would like to wait for Juan to look at and decide which roofs need to be cleaned. Eva, Todd, & Karen agree.

8. Sterling Report

- Painting/Siding
 - Carlson & Strand and To the T will work together to coordinate siding and painting in early spring. There is not a date set yet.
- Tree Removal
 - Billy is waiting for the board to set a time frame for tree removal and he will get it scheduled.
 - Karen would like it done during the first quarter of the year. Eva agrees, Billy will work on scheduling.
 - Nancy is wondering if the stumps could be turned into benches after the trees are removed. Karen wants the stumps and roots removed to prevent any continuing damage to the structure they are impacting.
 - Billy was told by Axe & Saw that coastal redwoods will not continue to grow after they are cut down. Stump grinding will be an additional fee; maybe around \$2000 just to deal with the stumps.
 - Todd asked how much of a stump they leave. Billy said 6"-8" above ground.
 - Karen is wondering if having the stumps removed would lessen the pressure on the structure by the roots of the trees.
 - Billy said grinding the stumps will not affect the roots. All it will do is level the ground in that area.
 - Nancy and Eva both expressed concerns about leaving the stumps because of the negative aesthetic it will add to that area. The board

agrees to go forward with stump removal and do the job correctly and completely.

- Kathy asked Billy to just get the removal scheduled so homeowners can plan for the inconvenience it is going to cause. He will get it scheduled.
- Irrigation Assessment
 - Rexus was planning to come do an irrigation assessment, it hasn't happened yet but he is going to do it this week.
 - Billy said that grinding out the redwood stumps may hit some irrigation lines that will need to be repaired/rebuilt.
 - Most irrigation companies want to know what the budget is they will have to work with before they start to plan what work they can do. Billy asked the board to plan for a budget allocation for irrigation so he can move forward with the assessments.
 - Karen asked David for a reminder if there had been money set aside for an irrigation budget. David said we had planned \$8000 to begin working on irrigation fixes.
 - Billy will let them know to start their work and plan on that \$8000 and see how far that will take them in their repairs.
 - The irrigation lines were never drained for the winter after Juan shut off the water. This should be handled better next year.

9. New Business

- Kathy asked about rats in the community. She is concerned about #15 and #16 and the rat population there.
 - Billy said there have been rat boxes put at the unit where there were rats getting into the walls. But he does not think there are boxes at every unit; they only service units where there are complaints.
 - Eva said there is a rat box by the rec room but she doesn't know how often they check and re-bait them. Billy said they should be checked more often every month. Billy said they are trap boxes, not poison boxes.
 - Billy said rats are a big issue in Eugene in general right now.
 - Billy said treatment for rats at individual units is a homeowner expense.

10. Adjournment

- Karen called the meeting adjourned. Thank you, Karen, for your work as HOA president!

Transcribed by Pamela Richardson