

OAK PARK TOWN-HOMES ASSOCIATION
Board of Directors Meeting
February 13, 2023

Board Members/Sterling Management Representative Present:

- Todd Richardson, President
- Kathy Giesen, Vice President
- David Atkins, Treasurer
- Nancy Atkins, Member at Large
- Eva Valencia, Member at Large
- Billy Benner, Sterling Management Group
- Christy, Sterling Management Group

Homeowners Present:

- Jessica Machado, Unit #71
 - Krista Shore & Ryan Downer, Unit #69
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1. Call to Order

- **Call to Order:** Todd called the meeting to order at 6:00 p.m.

Approval of Minutes from January 2023:

- **Motion:** Nancy moved to approve the January 2023 minutes. Kathy seconded. All in favor.

Approval of Financial Reports for January 2023:

- **Motion:** David moved to approve January 2023 financials. Eva seconded. All in favor.

Financial Discussion:

- David noted that December's utilities bill was not paid until January, resulting in a \$42 late fee and skewing the budget due to double billing in January.
 - **Action:** Billy will discuss the matter with the accounting team to find a long-term solution.
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2. Homeowner's Forum (3 Minutes Per Property Owner):

- **Eva:** Pleased with the landscapers' progress on maintenance tasks but reported a dangerous root left behind after shrub removal at Unit #8.

- **Action:** Billy will get a cost estimate to remove the root alongside the redwood stump grinding project.
 - **Jessica (#71):** Expressed concerns about privacy loss due to drastic pruning near her unit.
 - Todd clarified homeowners could request specific preservation, with maintenance responsibility shifting to them.
 - **Owner:** Requested to install a fence for their dog, which does not comply with HOA bylaws.
 - **Action:** Kathy and landscaping staff will review her area for alternatives, and owner will submit a trellis design for review by the Architectural Committee.
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3. Sterling Management Report:

- **Leak at Unit #37:** Resolved, but metal trim replacement may be needed in the future.
- **Membrane Plywood Repairs at Unit #51:** Scheduled within the next two weeks.
- **Tree at Unit #73:** Board confirmed no trimming is necessary.

Stump Grinding for Redwood Trees:

- The Board agreed to proceed with grinding and disposing of wood chips, which adds \$700-\$800 to the cost.
- **Action:** Billy will confirm scheduling and details for the project.

Irrigation Repairs:

- \$8,000 was budgeted, but valve repairs alone may cost \$11,000.
- **Action:** Billy will resend the irrigation analysis report and clarify the costs of valve-only replacements. The Board will finalize decisions promptly to lock in pricing.

Lighting Repairs:

- Builder's Electric repairs are ongoing; Eva emphasized planning for future light failures due to aging wiring.
 - **Action:** Kathy will review the bill once received.
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4. Adjournment

- Todd adjourned the meeting at 6:40 p.m.
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Transcribed by Pamela Richardson
Approved Minutes

