

APPROVED
OAK PARK TOWN-HOMES ASSOCIATION
Board of Directors Meeting Minutes
June 12, 2023

Board Members/Sterling Management Representative Present:

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

Homeowners Present:

- Karen Romero, Homeowner #9
 - Jon Nuxoll, Homeowner #64
 - Judy Sinnott, Homeowner #65
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1. Call to Order:

Todd Richardson called the meeting to order at **6:02 PM**.

2. Approval of Minutes from May 2023:

- Motion:** Eva moved to approve the May 2023 minutes.
 - Seconded:** David
 - Vote:** All in favor.
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3. Approval of Financial Reports for May 2023:

- Motion:** David moved to approve the May 2023 financial reports.
- Seconded:** Eva
- Vote:** All in favor.

Note: David requested clarification regarding the \$5,000 charge for gutter cleaning by Juan. Billy explained that Juan will clean gutters twice a year, in the spring and fall. This expense is included in the budget but was categorized differently and can be re-categorized for clarity.

4. Homeowner's Forum (3 minutes per Property Owner)

Jon Nuxoll:

- Jon requested reimbursement for a hose to water the grass strip behind the mailboxes. He estimated the need for a 40' hose. Billy mentioned a 50' hose could be purchased for \$20-\$30 at Home Depot. The board approved this request with a \$50 budget for Jon to purchase the hose and supplies. Jon will submit a receipt for reimbursement.
- Jon will water the area early mornings or evenings and will be assisted by Judy on days he is unavailable.

Karen Romero:

- Karen inquired about the irrigation system and whether it would be discussed at the meeting. Billy confirmed additional bids for irrigation will be reviewed on Wednesday. Water will be shut off on June 15, 2023, and the issue with gate valves impacting water flow will be addressed by a plumber.
- Karen asked about the missing exterior light at unit #11. Billy will send a link to solar-powered lights for replacement.
- Karen asked whether fresh bark would be applied this summer. The board decided not to lay new bark this year and will revisit the matter next year.
- Karen asked about repainting the speed bumps. Billy is seeking bids for contractor services for this project.
- Karen reported seeing a rat on her deck and asked if others have had similar issues. Billy confirmed that another homeowner, unit #73, reported seeing rats as well.

Judy Sinnott:

- Judy raised concerns about the large rhododendron by the mailboxes, suspecting it is sick. She asked if the landscaping team would address this. Eva suggested that the plant might just need water and Juan could check the irrigation.
- Jon will also water this plant as part of his maintenance of the surrounding area. Eva clarified that the plant Jon is concerned about near his unit is an azalea, not a rhododendron, and it just needs some trimming.

5. Paint Preparation & Maintenance

- **Small Trees (Units 27-33) & Stump Grinding:**
The area has been overgrown and requires cleaning. Ivy is growing on the new fence and near the electrical box. The two oak tree stumps, which are sprouting new shoots, need to be ground down. One homeowner in this area prefers leaving the oak sprouts for privacy, but Eva recommended grinding the stumps and planting two rhododendrons instead.
 - Billy will instruct Juan specifically on what needs to be done. A walkthrough with Billy, Juan, Eva, and Todd will take place on Tuesday afternoon to clarify the tasks.
- **Other Paint Prep Tasks:**
 - Rhododendron trimming is required at units 74/37, 39/40.
 - Azalea trimming is needed at units 63/64.
- **Painting of Final Buildings:**
The final buildings will be painted in July.

6. Striping, Speed Bumps, and Parking Lot Maintenance

- **Parking Lot Painting:**
Billy's team can handle the painting and striping for the parking lot in the next week or two, which would be more cost-effective than hiring a contractor. The work will include repainting the speed bumps, parking spaces around the pool, and the handicap spot.
 - Karen asked about painting the individual space markers that have worn off. Billy noted that letter stencils would need to be ordered for this task.

- **Motion:** Todd moved for approval to have Billy's team perform the parking lot painting.
 - **Seconded:** Eva
 - **Vote:** All in favor.
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7. Gate Valves

- **Water Shutoff:**

Water will be shut off on Thursday, June 15th, to address gate valve issues affecting sprinkler flow. The contractor/plumber will assess the system during the shutoff. Billy will send out an email regarding the water shutoff, and Eva will distribute fliers to notify homeowners. Jon suggested posting a notice on the bulletin board and mailboxes.
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8. Pothole at Unit #49

- Billy will check with Tim to see if the pothole has been repaired.
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9. Pool

- **Chemical Monitoring System:**

Eva spoke with Martin, who is still waiting for the delivery of the new chemical monitoring system. Hopefully, it will arrive before the annual pool inspection. In the meantime, pool levels have been stable, and the pool committee has been managing the testing effectively.
 - **Keypad for Chemical Room:**

The keypad to the pump area was not working but is currently functional. Billy will check the battery and repair it if necessary, though Eva noted that access to the chemical room can still be managed manually.
 - **Gate Repair:**

Todd's fix for the north gate is working, and it will be budgeted for a metal replacement next year.
 - **Concrete Planters:**

Eva raised concerns about the splitting concrete planters at the east end of the pool area, which pose a hazard. The board approved Tim's repair of the planters.
 - **Garbage Can:**

Eva asked about the responsibility for emptying the pool's garbage can. She has been doing it but does not want to continue. Billy confirmed that the clubhouse cleaning team used to take care of it and will follow up with them.
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10. Sterling Management Report

- **Painting and Siding Repairs:**

Billy is coordinating with Carlson & Strand for the building painting, scheduled for July. Caleb at To the Tee will perform the siding repairs a week before painting.

 - Eva sent a photo of a damaged siding area at unit #74, which will be repaired.
 - Eva also inquired about the door to the storage shed at unit #74. Todd will address this directly with the homeowner.

□ **Carport Roofs:**

Billy has contacted Armadillo multiple times regarding carport roof repairs, but no specific date has been set. Billy will continue following up and explore alternate contractors if necessary.

11. Adjournment

Todd Richardson called the meeting adjourned at **6:49 PM**.

Minutes Transcribed by:

Pamela Richardson