

APPROVED
OAK PARK TOWN-HOMES ASSOCIATION
Board of Directors Meeting Minutes
Date: May 8, 2023

Board Members/Sterling Management Representative Present:

- Todd Richardson, President
 - Pamela Richardson, Secretary
 - David Atkins, Treasurer
 - Nancy Atkins, Member at Large
 - Eva Valencia, Member at Large
 - Billy Benner, Sterling Management Group
 - Karen Romero, Homeowner
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1. Call to Order

Todd Richardson called the meeting to order at 6:00 PM.

2. Approval of Minutes from April 2023

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

- Motion:** Eva moved to approve the April 2023 financial reports.
 - Seconded:** Nancy Atkins.
 - Vote:** All in favor.
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4. Homeowner's Forum

(3 minutes per Property Owner)

- Karen Romero** asked if bark could be brought in to freshen up the exterior of the property. She noted that it had been two years since it was last done and she liked the appearance with fresh bark.
 - Eva Valencia** agreed that it looks nice but explained it is not in the budget for this year. Eva also mentioned that there is a wooded area in the back of the property that isn't usually maintained, which also needs attention and fresh bark.
 - The Board agreed to discuss including bark in the budget for next year. Todd and Eva will inspect the space of concern to evaluate any necessary improvements.
 - Billy Benner** will reach out to Rexus and Lane Forest for bids. He also mentioned that Juan is willing to haul bark, but it might be easier to have it blown into the necessary areas.
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5. Interest Reserves

- **David Atkins** reported that he spoke with Thomas at US Bank and suggested moving 70% of the current reserve balance into a money market account to earn the promotional interest rate. After four months, the Board could reevaluate and consider moving the funds into CDs to maintain higher interest rates.
 - David noted this could generate approximately \$2,000-\$2,500 in interest annually.
 - **Billy Benner** explained that Umpqua Bank, now merged with Columbia Bank, cannot match the 3.5% rate but is offering a rate increase to 2.5% regardless of the balance.
 - The Board agreed to keep the funds at Umpqua Bank, taking advantage of the increased rate.
 - **Eva Valencia** asked if a portion of the reserve could be moved into a short-term CD while the rest remains in the money market account. David confirmed that this would be possible.
 - **Karen Romero** offered that using a ladder approach with short-term CDs would be a good option.
 - **Motion:** David moved to establish a ladder of short-term CDs, three CDs of \$20,000 each, from the reserve funds, with the remainder staying in the money market account.
 - **Seconded:** Eva Valencia.
 - **Vote:** All in favor.
 - **Action:** David Atkins, as HOA Treasurer, will manage the CD ladder, with assistance from Karen if needed. Billy will provide the contact information for Umpqua Bank.
 - **Additional Discussion:** Kathy emailed her support for the proposed financial strategy.
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6. Pool

- **Chemical Decking/Grinding:**
 - Martin has ordered a new monitoring system for the pool chemicals, which is expected to arrive soon. Once installed, a few minor areas will be replaced, and silicone caulking will be reapplied where needed.
 - **Billy Benner** confirmed that the pool decking and grinding were completed, and he was satisfied with the work.
- **Pool Opening:**
 - **Billy Benner** suggested sending out an announcement with the planned opening date.
 - **Nancy Atkins** noted that the pool cannot be opened until the new monitoring system is installed. However, **Billy** believes Memorial Weekend is a reasonable target date.
 - **David Atkins** and **Nancy Atkins** have formed a pool committee to prepare for opening. Tim will retrieve the pool furniture and will call on other committee members as needed.

- There was a discussion about ensuring all pool committee members have a key to the chemical room.
- **Eva Valencia** proposed notifying the pool committee about the plans for the pool opening. She also expressed hope that the pool could open on Memorial Weekend, but noted it could be adjusted if the pool is not ready by then.
- **Nancy Atkins** suggested sending a reminder email to residents with the restroom code for pool season.
- **Billy Benner** will send this email and include the pool rules.

7. Sterling Report

- **Spring Cleanup:**
 - A 30-yard dumpster will be set up by the pool for community cleanup.
 - **Billy Benner** confirmed the dumpster will be delivered on May 18th and removed on May 24th.
 - **Billy** suggested using cones to block off one of the guest parking spaces near the pool for the dumpster.
- **Irrigation & Water Issues:**
 - **Juan** was unaware of a backflow crack that has not yet been repaired. There is also a gate valve that spins but doesn't allow water through, affecting several units.
 - **Billy Benner** reached out to Rexus regarding this issue but has not received a response yet. **Eva Valencia** requested that Rexus address the broken valve as soon as possible.
 - **Cindy** requested a walk-through with some Board members, including **Billy** and **Tim**, to address concerns at her unit, particularly an exterior spigot that is not working, which is connected to the broken gate valve. **Todd Richardson** offered to join the walk-through at Cindy's unit.
- **Carpport Roof Repairs:**
 - **Karen Romero** reported that her carport roof has not been repaired. Kathy sent photos of the roof to **Billy**, and Karen emphasized the need to ensure the repair is included in the list for Armadillo.
 - **Billy Benner** has not received a response from Armadillo regarding the carport repairs.
 - **Father & Son Roofing** has not yet completed the contracted roof repairs for unit #51.
 - **Juan's team** has completed gutter and roof cleaning.
 - **One Owner** reported a clogged gutter and asked if the Board would cover the cost of a new downspout.
 - **Juan** confirmed that the gutter pieces were worn out due to prior damage but would attempt to reattach the downspout if possible. **Eva Valencia** agreed that if the downspout is not functional, it should be replaced.
 - **Billy Benner** laminated "Trash Only" signs for the dumpster areas and provided them to Kathy to post.

8. Adjournment

Todd Richardson adjourned the meeting at 6:45 PM.

Transcribed by: Pamela Richardson