

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

February 8, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Brandon Crohare, Treasurer

Cathy Joseph – Sterling Management Group

I. Call to Order

Donna called the meeting to order at 7:10 p.m.

It was moved by Brandon, seconded by Karen, to approve the January 11 Board minutes. The vote was unanimous (3-0).

February 2016 Financials:

Operating	\$3,797.08
General Reserve	\$111,367.48
Delinquencies	\$5,522.25

Brandon noted that the above includes \$1,000 in recent delinquencies from January 2016 (primarily three units).

It was moved by Karen, seconded by Brandon, to approve the February 2016 Financials. The vote was unanimous (3-0).

II. Homeowners' Forum

No homeowners were present.

III. Unfinished Business

1. **Evergreen contract signed** and roof replacement for units #23-26 scheduled for 4/11/16.
2. **Recycling areas secured and signs posted.** Karen commented that the large No Trespassing sign outside of her unit is a bit much. Donna asked if it could be relocated. Brandon commented that the recycling area issues will probably never be solved and that in his opinion, the Board spends too much time every month discussing it. Cathy noted that she had sent an e-mail reminder about garbage enclosure rules and had received some thank yous. Donna suggested that a letter be sent to owners/property managers of all rentals when tenants move in and out which includes the rules for the garbage/recycle areas. Brandon made some suggestions for the general format of the welcome packet.
3. **Website updates** – None.

4. **Unit profiles** - Cathy would like a list of the newest website registrants. From now on, Brandon will send Cathy all new resident information when they register. Karen asked that a revision date be added to any list that is updated. Cathy will update the resident directory and add a revision date.
5. **Painting has been scheduled** for units #7-12, clubhouse and maintenance shops for May with a 10% down payment to Fitzpatrick made in January. Still haven't heard from Kelli from Fitzpatrick (color and design consultant) about meeting with Karen. Cathy will coordinate this with Kelli and will have her call Karen. Karen asked about the status of the carport upgrades (some posts are gouged and there are gaps in roof seams). A dry rot repair plan is needed prior to painting, and need to take it one section at a time.
6. **Repair fascia** at garage roof line of unit #47. Waiting for owner to return.
7. **Develop plan to address concerns** of Piper Lane resident Lloyd George regarding the hedge, fence and tree removal. Board and Sterling will evaluate with a walk-around scheduled for 2/14/16.

The Board then discussed how to remove the graffiti from metal signs (for example, by unit #4). Cathy will give the graffiti removal product that Karen bought to Kelly at Sterling and will ask him to try it. It was noted that a generic Sterling e-mail address should be put on all signs, not an e-mail that includes someone's name.
8. **Feedback on homeowner mailing** that included statements. Cathy didn't receive much feedback (a fairly smooth process).
9. **Landmark Irrigation progress report.** Karen stated that the project is going very well and Karen has asked them for an update. Cable installation for zones 1, 2 and 4 is complete. The original bid was for three timers (one for each zone), but it was discovered that zones 1 and 4 can share one timer (which saves money). Builders Electric will tie in the timers to two units (#4 and #65), and the owners have agreed to do that. The electrician will coordinate this with the homeowners and it will be done the end of this week or next week.

Karen read the completion plan that Landmark sent to her. Front sprinklers should be easy to do but Landmark will let the Board know and give them a price. A corrected schematic is needed for Landmark because of possible confusion about the various sections on the work orders. Karen wondered what can be done with the converted timer batteries. It was noted that the boxes are necessary but they may need to be fixed. Karen will ask Landmark to revise the completion plan.
10. **Need bids for rust treatment and painting of mailboxes.** A bid request has been made to Next Generation Painting because Kelly at Sterling doesn't have the time to do it himself. The Board will do a walk-around to view the mailboxes.
11. **Pool chemical monitoring system update.** Nothing new to report. A commitment (or not) from Martin is still needed as the Board needs to make a decision next month. Emerald Pool & Patio staff are busy and sometimes it takes a while for them to schedule work.
12. **Homeowners contacting vendors directly instead of going through Sterling.** Ongoing.

IV. Sterling Management Report

- The “Reserved” signs are done and look great, but the paint is smeared on one of them.
- The fence behind unit #67 has been repaired.
- The homeowners insurance rep would like to attend the March meeting to talk about the April renewal.
- Tree pruning by Wright Tree Service - Kathy Giesen met with EWEB (who contracts with Wright) and they recommended taking half of the tree down and offered a voucher for \$50 for every two trees cut down. Ben from Highland met with Kathy and suggested that EWEB do the work and then he will do the maintenance from there on out. Cathy from Sterling gave the Board Highland’s bid for the birch trees and the holly, and she will verify the details.

V. New Business

1. **Plan to replace/repair sidewalks.** Board/Sterling will evaluate on 2/14/16.
2. **Three bids for dry rot repair prior to painting** (Dorman Construction). Recheck room, maintenance buildings, units #7-12 and carports (removing AC units in #7-12). Unit #11 (Amy – tenant) does not have an AC unit. Cathy at Sterling will get bids after the 2/14 walk-around. Dorman Construction did an excellent job last year. Interior repairs will be included but resident will paint after their repair (this is a one-time agreement). Brandon moved to remove two AC units from units #7-12 with the Board covering the cost of insulation, dry wall and texture on the inside (one-time agreement) if they choose to remove it before painting. Karen seconded the motion. The motion passed unanimously (3-0).
3. **Schedule NLS** to evaluate building clearance well in advance of the May painting.
4. **Remove AC units** from units #7-12 (see #2 above). Board/Sterling will evaluate on 2/14 walk-around.
A discussion followed regarding painting of the rec room and maintenance building.
5. **Unit #62 requests stump removal** at back patio of unit (has requested it for several years). Board/Sterling will evaluate on 2/14 walk-around.
6. **Bid from Devine** for replacement of gutters on units #23-26.
7. **Unit #52 requests an AC form**, deck specs and prospective vendors to replace two decks.
8. **Overflowing gutter** on back of units #46-47. Repaired.
9. **Moss treatment on roofs/mansards.** Board/Sterling will evaluate on 2/14 walk-around.
10. **Three bids were received for backflow testing** in 2016. Landmark gave Karen a bid. Test dates can be changed to March. \$30 cost per assembly before 3/1 if done by Landmark. Karen will contact Landmark and cc: Cathy at Sterling. It was moved by Brandon, seconded by Karen to approve Landmark’s bids. The motion passed unanimously (3-0.)

The Board thanked Cathy from Sterling for the great job she is doing despite being very busy last month. Cathy stated that the dues revision notification went pretty well.

Karen will recap all the items to be covered in the walk-through and will send a list to the Board and Cathy from Sterling.

Karen wondered about how to word the new sign for the rec room/clubhouse. The Board decided to call it the rec room and have the sign say same.

Donna adjourned the meeting at 8:29 p.m.

(Vicki Maxon, Recorder)