

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

March 12, 2018

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President/Treasurer

Karen Romero, Vice President

Tommi Drake, Secretary

Craig Stebbins, Member at Large

Erik Schirmer, Member at Large

Samantha Williamson/Kimberly Carey, Sterling Management Group

Martin from Thomas Pool Service in attendance

1. Call to Order:

Donna called the meeting to order at 6:09 p.m.

Approval of February 2018 meeting minutes:

Discussion: None

Motion: Karen moved to approve February 2018 minutes. Craig seconded. All in favor.

Approval of February 2018 financials:

February 2018 Financials:

Operating	\$ 27,048.24
General Reserves	\$ 82,320.88
Delinquencies	\$ 6,4863.92

Discussion: Donna stated that the delinquencies are decreasing and we are starting to get payments coming in.

Tommi asked why we can't be using some of the monies in the reserve account towards the reserve items. Donna stated she would like to have money in the reserve account if an emergency arises. Donna also stated that banks also look at the amount in reserves when lending for home loans as well.

Motion: Tommi moved to approve February 2018 financials. Karen seconded. All in favor

Website update: Eric stated that he is behind on the website and he will get it all caught up this month.

2. Martin from Thomas Pool Service: Martin stated that he spoke with the state representative regarding correct readings. 3-5 ORP levels are ideal which shows as 600 parts per thousand the state wants to see 750 part per thousand. The state representative stated as long as he is keeping a log book as well as the one that is onsite and the computer generated log it should be fine.

Martin stated he spoke with the Hayward representative who said the readings could be thrown off by a stray ground current i.e. part of the electrical current may be passing back thru via the ground. People with electrical devices may also be causing issues with readings. This is a really hard issue to find. Martin stated the only way to get additional reading to override this issue is have another ORP reader.

Donna asked Martin to explore the wall option ORP reader to see if the manual water reading is different than the Hayward reading. Martin will get Sam at Sterling the price for this.

Martin discussed the pool light by the drain that is out will be a difficult issue to fix as the line in the conduit is out and it will be costly to have an electrician re do the electrical line. The board asked if there was a wireless light that could be installed. Craig found one that Hayward offers and Martin is going to look into that option and provide Sam at Sterling with a price. If a wireless light can be installed then the tripping hazard of the conduit line at the junction box the State is concerned about can be removed.

When the weather gets warmer Martin will dive down and check the installation date of the drain. He said they are certified for 5 years. Donna is also going to check her records for the last time it was done.

Martin discussed that the Hayward system is not a bad system it was just installed backwards which is why the readings are wrong. It's reading the levels after the chemicals have been dumped into the pool instead of taking the reading before the addition. He will look into the cost of installing a new chlorinator and provide Sam at Sterling with that cost.

Martin stated he installed an additional filter at the pump.

Karen asked if the Hayward system has been running through the winter. Martin said that it has the problem is that it shuts off when the levels get off. There is no permanent damage being done when the system shuts off. It would just be costly for him to go there every time the alarm goes off before shutting down to change the readings when the pool is not in use.

Martin said that it is time to get a new kit that is state certified and he will get one.

Martin stated that any concrete work that is done to the decking around the pool won't cause the pool to have to be drained and if any debris gets into the pool it will not cause damage to the pump it will just have to be cleaned out and he expects that. Sam at Sterling is meeting with American Concrete onsite to come up with different options of grinding down the lift in the decking around the pool where the wood pieces are rotting and having caulking put in place of the wood.

Donna requested that Sterling order new pool rules and no lifeguard on duty signs for the pool.

Donna wants to make sure that everything is done and the pool opens on time this year.

3. Homeowners Forum: Homeowners present – #05 & #06

Brought concerns of the fence at #24 – Board responded with we are currently working on that issue

4. Sterling Report:

- Unit 72 has shingles that have come off her north side upper story mansard roof and she would like someone to assess.
Donna stated that if it's just a cosmetic issue with the shingles falling off and there is no damage being done the board is not going to have the shingles replaced.

- Unit #54 called and reported that she has a water stain on her entry way ceiling and was also told that her roof was being replaced at the time she bought her unit.
Donna stated that this unit is a 2 story flat unit and that there could be a plumbing leak coming from whatever is upstairs above her entry way either the laundry room or bathroom. The board would like the homeowner to check for plumbing leaks first as this is the homeowner's responsibility. Donna stated that all the flat roofs were replaced in 2004 and they are 25 year roofs so the mansard above her entry way couldn't be leaking.

- New homeowner in unit 11 – I've talked with him a few times as well as mailed out a welcome packet.

- Violations: #58 (parking) went out on the 5th
#57 & 60 (parking) went out on the 6th

#45 (parking went out on the 7th

#60 (parking) 2nd violation went out on the 8th

#24 (fence/dog feces) went out on the 9th – 2nd violation

Donna would like to see the violation letters prior to them being sent out to homeowners. The board would like to see all the violation letters that have been sent out so far.

Donna requested Sterling to contact the City regarding the parking issues along Bond Street.

Tommi will provide Eugene Parking standards to the board.

- I will meet with Jeff at American Concrete onsite regarding the pool and he will have his recommendations for the wood pieces as well as the grinding of the lip.
Donna requested that I keep the board updated with the meeting, recommendations from the vendor and a bid.

5. Unfinished Business:

A. Landscape Maintenance: Craig said that JC Landscaping was going to start on March 13th and they were going to work on removing all the leaves and moss from the perimeter flower beds surrounding the property and adding iron supplements to the soil. Their recommendation was to have bark blown in afterwards. Craig received a bid from Rexus to blow 1 ½" thick bark in the perimeter flower beds for \$1745.00. He will provide the board with the cost of having 3" of bark blown in via email in the morning for approval.

B. Maintenance

i. Roof leak at #74 – we have done our due diligence of trying to suffice the homeowner. Homeowner hasn't called back to complain about any leaks. Evergreen has a record of attempts to try and coordinate with the homeowner to get inside her unit to confirm if there is actually a leak or not.

ii. Painting bids: Update

Craig provided a bid from The Painting Guy for \$18,540.00. Karen stated she is not okay with the bid as it has items that are not included on the bid that are supposed to be. Donna stated that she wants all items included in writing on the bid.

Craig will have the bid revised and email to the board.

iii. Concrete grinding around pool bids - update

Sam will meet with Jeff at American Concrete onsite regarding the pool and he will have his recommendations for the wood pieces as well as the grinding of the lip.

Donna requested that I keep the board updated with the meeting, recommendations from the vendor and a bid.

C. Clubhouse Rental: Examples of the card lock system – Tabling until next month’s board meeting.

5. New Business:

A. Maintenance:

- i. Parking resolution and tags –** The board is going to re-look at the parking rules and tags the board will have a parking resolution meeting.

Towing of cars was discussed and with the new state laws regarding towing the HOA has to have a towing vendor with proper signage before towing can occur.

Bond Street parking was discussed. Donna wants Sterling to contact the City of Eugene regarding this issue and find out what their recommendations are.

Craig suggested that a 3 ft. fence be installed that would be within City code to do and would deter parking and tearing up of the grass. He will work on getting a bid to install a fence.

- ii. Renting out parking spaces –** Donna stated there is not enough spaces to do this or anyone to monitor she just wants all homeowners and tenants to be respectable of everyone else.

- iii. Transfer of \$10,000 to reserves**

Motion: Erik moved to approve the transfer of \$10,000 to reserves from operating. Craig seconded. All in favor.

iv. Ongoing issues with violations – units 1, 24, 57 and 60

#01 – The moss and gutter issue has been resolved.

#24 – wait 30 days from the last letter issued to follow up with owner regarding the fence. The dog feces issue has been resolved.

#36 – board wants a violation issued for the wire dog fence as well as the patio cleaned up.

#60 – before moving forward with the 2 violations that have been issued Donna wants to review the letters that were sent out before deciding the next step.

V. Architectural Committee:

- i. **#36 heat pump request** – after further review and discussion it was determined that the heat pump is already existing the owner is requesting to have Comfort Flow install an exhaust fan.

Motion: Tommi moved to approve the architectural request to have Comfort Flow install an exhaust fan to the already existing heat pump. Erik seconded. All in favor.

Donna signed the approved architectural request and Sam at Sterling will send to the owner and let them know we also have paint for them.

VI. Announcements: None

Adjournment:

Donna adjourned the meeting at 8:11 p.m.

(Transcribed by Samantha Williamson)