

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

April 10, 2017

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Vice President

JoAnn Newton-Hester, Secretary

Tommi Drake, Member at Large

Tammi Allen – Sterling Management Group

I. Call to Order:

Donna called the meeting to order at 7:03 p.m.

Approval of March 2017 meeting minutes:

Discussion:

Tommi asked for clarification on liability of officers on the HOA insurance policy. Donna stated that she said she would provide her a copy of what Monica handed out at the meeting. Tommi asked for clarification on why gutters were being replaced as well as the roof on some units. Donna stated that the gutters have been assessed at the same time the roofs were and the units that needed new gutters are the ones that are being replaced after the roofs are completed. Tommi asked why the amount of the bid changed for Fitzpatrick. Tammi explained that Donna requested Cathy to reach out to Fitzpatrick and see if they could offer a better deal and Fitzpatrick sent in a revised bid. Tommi asked if the group rate for garbage would be paid thru the dues. Donna stated that it would be probably be a utility pass thru.

Motion: Joann moved to approve March 2017 minutes. Karen seconded. All in favor.

Approval of March 2017 financials:

March 2017 Financials:

Operating	\$23,173.32
General Reserves	\$105,363.74
Delinquencies	\$3,995.41

Discussion: None

Motion: Karen moved to approve March 2017 financials. Tommi seconded. All in favor.

II. Homeowners Forum: 05, 15/41, 39, 53 and 65

Donna thanked everyone for helping clean-up all the debris. She stated that it saved the New Oak Park \$500.00.

Homeowner #15/41 – Asked if the flat roofs are going to be replaced in the near future. Donna stated they are only 19 years old and they are good for 30 years. Donna stated the board will start the rotation on flat roofs once the pitched roofs are complete. Homeowner stated New Oak Park should look into scuppers on the flat roofs. Donna requested homeowner to provide the board with a sample and information on the scuppers.

Homeowner #05 – Stated she was concerned because the vendor going around doing a bid for dry rot didn't have a ladder with him and he was focused on assessing the bottom of the siding and not looking above the decks. Homeowner also let the board know that the privacy fence between units #04 & 05 has dry rot.

III. Unfinished Business:

A. Landscape Maintenance:

- 1) **Drainage improvements:** Donna stated that units 28, 42, and 67-70 are complete. Units 28 and 42 got river rock applied to deter the water from pooling towards the units. Units 67-70 have an extension added to their downspout that will be tied into an underground drainage that will run all the way out to the street.

- 2) **2017 Priorities and scheduling:** Donna stated there are not really any big priorities to be scheduled. However; the HOA could look at bark, aeration and re-seeding the grass areas.

Bids requested by Donna:

Bid for curb repairs throughout the association.

Bid for pressure washing the curbs as well as painting them. Donna will provide Tammi with the vendor that gave a credit towards curb painting.

Bid for restriping of the parking lots.

Bid for repaving the streets.

3. Irrigation System: Karen asked when the irrigation will be turned on. Donna requested Tammi to reach out to ValleyScapes and request a date of when the irrigation will be turned on. Tammi will notify all homeowners once she is provided with a timeline.

4. Bids needed for backflow valves: Tammi stated that she touched bases with Landmark and they are so booked up that they are not taking on any more jobs for this year. Landmark will not be out to do a bid.

Tammi stated that she reached out to EWEB as well and they have not got back to her yet.

Donna stated this is still a work in progress.

5. Garbage/recycling rates: Tammi stated that Sanipac gave a group rate for 43 35 gallon trash carts hauled weekly at \$13.25 each for a total of \$569.75 a month.

The group rate for 43 21 gallon trash carts hauled weekly would be \$8.95 each for a total of \$384.85 a month.

Donna stated we will make a decision at next month's board meeting after review and feedback is given.

B) Maintenance:

1) Street/pole light upgrades – retro fit: Donna asked if anyone had any thoughts about the new light fixture up by the map. Donna stated she thinks that the light needs to be bigger.

Kathy asked why the light fixtures need to be replaced. Donna stated because the current ones are so outdated they no longer can be repaired.

Everyone attending agreed that the sample installed is too small.

Donna stated she looks forward to more feedback from everyone.

2. 2017 Capital Improvement Project Planning:

a. Roof replacement – Units 30-36: Scheduled for mid-June

b. Dry rot repair – Units 1-6, 29 (siding), 56 (window frame), 49 (post): Tammi stated that Fitzpatrick looked at units 1-6, 29, 49 and 56 the estimate given over the phone was for \$5,000 and does not include units 5 and 26 until further assessments have been done. Tammi stated Fitzpatrick will provide a hard copy of the bid this week.

Donna stated she want to further investigate into other contractors for the dry rot repairs.

c. Painting – Fitzgerald scheduling after dry rot: Donna stated that 13 and 14 carports the fascia and posts need painted as well.

Donna stated that when notifying the homeowners about the painting going on to also remind them this would be a great time to replace their outside light fixtures that are attached to their unit with the ones that have been approved and included on the website.

Tommi requested that a picture and description of the light fixtures also be sent out with the memo as well. Donna agreed.

C) Website:

1) Calendar and updates: Tammi stated that she noticed the website is very hard to navigate. Everyone in attendance agrees. Tammi requested the approval from the board to re-vamp the website. Donna gave Tammi the approval to redo the website as well as getting it up to date.

Correction needing made on the website regarding deck specs. – it was brought to the boards attention that Home Depot no longer carries the stain for the decks due to pricing. Donna stated that the deck specs needed updating as well as an updated copy added to the website.

IV. New Business:

A. Pool Opening: Pool will be opening May 31, 2017.

Tommi asked for clarification on what kind of pool volunteers were needed. Donna stated the board needs volunteers to do the logging of the chemical testing.

Donna stated that Emerald Valley Pool needs to come do training on the chemical testing. Karen requested they also bring a hard copy of the training materials along with written instructions to have on hand. Donna wants this scheduled two weeks prior to the pool opening.

Tammi stated that most of the chemical testing can be done electronically but there has to be someone available to do a manual testing and log the results once a day.

Donna will review the memo going out to homeowners regarding pool opening and volunteers.

V. Architectural Committee:

A) Recent Requests:

a) Air conditioning units: The Association doesn't want these types of units installed due to visibility from the street and the appearance of the property.

b) Ductless heat pumps: This is the Associations preference for the type of unit to be installed. This is also on the website as well.

Donna stated this item is still undetermined at this time. Karen asked why a declaration can't be done on this topic. Donna stated this needs to be researched on whether the board can do this without having majority vote from the homeowners.

VI. Announcements:

Tammi asked if the AC request from unit #51 has been submitted yet for plants. Donna said no and requested Tammi to scan and email the request to the board.

Tammi asked what the restrictions are on for sale signs. Donna stated if they have a garage unit that the sign can be installed on the garage door. If it's a unit without a garage then the sign has to be put in the window.

Donna stated we still have parking issues on Bond. Donna asked what everyone's thoughts are about installing more signage. Homeowner of #15/41 suggested getting a price comparison of boulders versus signage. Donna agreed and stated we will revisit this.

Donna suggested that spring clean-up and bark spreading be done this year. Tammi stated the spring clean-up is scheduled for May. Donna said we need to get a memo out to the homeowners about this.

Donna adjourned the meeting at 8:45 p.m.

(Transcribed by Samantha Williamson)