

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

July 11, 2016

Board Members/Sterling Management Representative present:

Donna Leudesdorf, President

Karen Romero, Secretary

Cathy Joseph – Sterling Management Group

Homeowners present:

Kathy Giesen, Tim Hargreaves and Bill Blodgett

I. Call to Order

Donna called the meeting to order at 7:08 p.m.

One correction was requested. It was then moved by Karen, seconded by Donna, to approve the June Board minutes. The vote was unanimous (2-0).

June 2016 Financials:

Operating	\$ 5,647.16
General Reserve	\$117,410.06
Delinquencies	\$ 777.95

It was moved by Karen, seconded by Donna, to approve the June 2016 Financials. The vote was unanimous (2-0).

II. Homeowners' Forum

Bill Blodgett thanked Tim Hargreaves for his great work on the recreation building. Kathy Giesen noted that #12's deck has now been painted. It was suggested that owners should view their decks on either August 14 or September 28. Tim noted that the renter next to him has a rotting deck, just one example of several. A letter will be sent to the owner to notify them.

Bill suggested that a portion of the maintenance fee be applied toward new shrubs (he repeated his previous example in Denver) with a minor charge for bark mulch, and then interest will come in and the property can be re-paved next year.

Regarding the hole in Bill's roof, a carpenter needs to install a wider fascia board (this is not something Evergreen should do). Foliage drips water onto that area, and this is being worked on. Cathy at Sterling read Evergreen Roofing's reply to the above issue. Grace Roofing has submitted a \$500 bid.

Bill also noted that water is now building up in the dry area, but it hasn't been re-seeded, though the moss has been killed. We need to let people know not to walk in that area.

Kathy noted that her downspout is still backed up, especially with the recent rain. The Board discussed options for repair. Kelly at Sterling will attempt to repair it (#53). It was moved by Karen, seconded by Donna to approve this repair. The motion passed 2-0.

Representing Joanne (unit #49), Kathy noted that one of the posts that supports the covered walkway between the garage and the house is rotting. The Board will look at it and request bids.

III. Unfinished Business

A. Landscape Maintenance

Representing Mark (unit #69), Kathy said that green algae has formed in the over-watered area and smells horrible. Even though the water was off for two weeks, nothing turned brown and it is still wet. Tim said there were three major sprinkler head breaks and also one pipe that has been broken for years (in the area where the stump was ground down). Tim further explained the issues and areas that are affected and what the cause. Jarle from NLS is going to meet Tim on Tuesday, July 12 at the sprinkler control board to show him how to adjust the sprinklers. Kathy added that Mark would also like to know the status of his sidewalk issue.

All the leaking valves have now been repaired.

Tim offered to look at the EWEB water bills and contact the City about an adjustment in the sewer/storm water charges due to the leaking valves. Cathy at Sterling will forward Tim the April, May and June bills. Donna read some examples of recent water bills that were very high because of the leaks.

Kathy asked the Board to take a look at the area at the west end of Bond Lane (units #13 and #14), which have been raked and weeded.

Review of Landscape Proposals:

Kathy and Tim would like to do a walk-around with Valley Scapes. Cathy at Sterling will set that up. Kathy would prefer to do it next week, preferably in the morning, as she will be gone the rest of this week.

Karen commented that both Valley Scapes and Thompson used “as appropriate” and “as needed” a lot and that they need to be more specific, and the wording in the irrigation system section is too generic, i.e., “throughout the season.” We need to require weekly or monthly documentation of what has already been done and what still needs to be done.

Karen favors the ProGrass proposal because of their level of detail. Cathy at Sterling noted that ProGrass made a point of wanting to walk around the property before they wrote their proposal.

Donna would like to have the irrigation company be separate from the landscape company.

Cathy at Sterling also noted that ProGrass had told her that what needs to be done currently and the level of maintenance necessary from here on out can't be done at the current price, i.e., the cost will increase.

Karen would like to eliminate Thompson from consideration because their bid price is so high. Kathy Giesen suggested that the Board offer them a counter proposal.

B. Maintenance (Update/Status of Pending/Completed Projects)

1. **Painting Project.** Karen stated that some of the painting got missed but it is minor, and that Fitzpatrick did a good job overall. She reported that one of their workers is obnoxious, very vocal, and doesn't get along with his co-workers, but she has not reported it, and that she even overheard one of his co-workers telling him to "mellow out." She also said that there was very poor oversight, as there is no lead person to communicate with. Cathy at Sterling will write a letter to report this, as we would like to hire them again next year if we can take care of the above issues.
2. **Piper Lane Fence.** Lloyd has agreed to pay for removal of the two trees and for the stump grinding, and has agreed to split the fee to build the fence. He also noted that he wants the laurel to be allowed to grow upward. He told Cathy at Sterling that he will contact her when his ability to pay for this improves.
3. **Clubhouse Re-Roof.** So far, so good, however the clubhouse eyebrows and flat places have rotted. A discussion was held about the re-roof plan and the timeline for sheet metal, flashing, etc.
4. **Pool Maintenance/Repair.** The sand filter leaked, and is too old to find a part for, so the entire filter had to be replaced and a new pipe installed, and unfortunately this resulted in the pool being closed for the entire 4th of July weekend. Pool maintenance duties have now been transferred to Emerald Pool & Patio beginning at twice a week on Monday and Friday, but the goal is just once per week (Monday). The Board will determine whether once a week will be enough. Comcast wi-fi installation is in process. Tim Hargreaves is still the lead person for chemical monitoring using a smart phone. Once the wi-fi is up and running, the Board will again ask for volunteers to assist with chemical monitoring.
5. **Power Washing.** Cathy at Sterling reported that they have a power washer and maintenance man who charges \$40 per hour. In a week or so he can block out time to power wash 1-2 patios or decks at a time on his off days from Sterling, and he will coordinate the sign-up and contact process. Donna would like a walk-around to look at a few patios that are in bad shape. The owners will then be notified that they either need to power wash them themselves or the Board will schedule it and they will be billed for it. Cathy at Sterling will send out an e-mail blast and develop a flyer describing the power washing services that will inform interested residents to contact Sterling to

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schedule. It was moved by Karen, seconded by Donna, to approve the above (motion passed 2-0).

6. **#47 Fascia Board Repair** (see Homeowners Forum, Blodgett). It was moved by Karen, seconded by Donna, to approve the \$500 bid from Grace Roofing (motion passed 2-0).
7. **Pool Fence Repair.** The Board received three bids: Island Fencing (\$450), Davis Construction (\$695) and Banyon (\$2,500). Cathy at Sterling will contact Davis Construction for more detail because of the loose posts and deteriorating concrete, and reinforcement being needed.

C. Website Management

The new webmaster is ComSource at \$75/hour.

IV. New Business

- Kathy asked about status of clean-up of the garbage near #36 and #37, including fireworks debris, a big pot, and the hammock that was stolen from Joanne.
- The mailboxes will be painted in August.
- An owner has installed a fence in their common area. Cathy at Sterling will contact them.
- Cat litter has once again been dumped in the trash enclosure near #30.
- Cathy at Sterling has consulted with the HOA's insurance agent regarding Jesse Wendell's window repair. No further action required at this time.
- A vehicle that has been parked by the pool for quite some time needs a parking warning notice put on it. This will be done after tonight's meeting.

Donna adjourned the meeting at 8:41 p.m.

(Vicki Maxon, Recorder)