

OAK PARK TOWNHOMES ASSOCIATION
Board of Directors Meeting
November 12, 2018

Board Members/Sterling Management Representative present:
Donna Leudesdorf, President/Treasurer
Karen Romero, Vice President
Tommi Drake, Secretary
Samantha Williamson, Sterling Management Group

1. Call to Order:

Donna called the meeting to order at 6:04 p.m.

Approval of October 2018 meeting minutes:

Discussion: None

Motion: Karen moved to approve October 2018 minutes. Tommi seconded. All in favor.

Approval of October 2018 financials:

October 2018 Financials:	
Operating	\$ 14,091.94
General Reserves	\$61,681.83
Delinquencies	\$1,760.72

Discussion: None

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

Approval of Transfer of Funds for Capital Repayment for November 2018:

Discussion: Not optional again this month.

2. Home Owner's Forum: Homeowners present – 30, 39, 46, 15&41

#30 – Homeowner is rebuilding his deck and asked the board for contractors and was given the name of Superior Decks. When he contacted them for a bid they gave one and he asked which decks they did so he could observe their work they told him that they haven't done any of the decks there.

Donna suggested Banyan Construction. Sam at Sterling is going to check the CCB website to ensure that his license is still active. If it is Sam will give homeowner Banyan's contact information.

Karen suggested that Sam at Sterling looks at the ACC request that unit 29 submitted for their deck to see who the contractor was.

His other concern is that all the decks are different styles through the HOA.

Donna asked if anyone was willing to review the deck specs to see if they need to be re-written. Malcolm volunteered to review them.

3. Sterling Report:

1) Privacy fences are done finally.

2) Angell Flight called on Thursday and said they will be out either Friday 11/09/2018 or Monday 11/12/2018. They had Carlson and Strand go paint the door today.

3) I have contacted 4 different companies regarding the dry rot. They either tell me the job is too big or that they just don't want to bid on the job.

Donna stated that this could be put to rest that they all agreed on McKenzie Commercial to do the next phase of dry rot repairs.

4) Having similar issues with painting companies, they keep telling me that they don't want to bid on jobs they are never going to get.

Donna stated that this also could be put to rest as they all agreed that Carlson and Strand would paint the next phase.

5) I received the bid from Hammer Landscape that also does gutter and roof cleaning that I forwarded on to the board. I am still waiting on answers to my questions from him. I also forwarded the bid I received from McKenzie Builders Group as well.

Sam at Sterling suggested that she contacts Sean with Hammer Landscape to see if he would offer a discount since the gutter and roof cleaning gets done 3 times a year.

6) I still don't have an increase amount for pool maintenance from Martin yet.

7) Juan still hasn't gotten back to me on the fertilizer and seed amounts or a bid to re-landscape where the stump was removed. I have sent him a lot of reminders.

4. Unfinished Business:

A. Fine Schedule and Fine Amounts: Donna stated that the collection resolution fine amount needs to be reasonable but yet incentive enough for homeowners to pay their dues on time.

Donna asked Tommi if she would volunteer to rewrite the fee schedule and parking rules with fines included. Tommi agreed she would look at them.

B. Parking Rules to Reflect Fines: Donna stated the parking rules need to be re-written to reflect the fines. Fines need to be consistent for all and must have consistent enforcement.

Donna suggested that an updated owner profile that includes vehicle information be mailed out with the annual packets.

Tommi volunteered to look at the fee schedule and the parking rules about fines, dog waste, dog misbehavior and covering water faucets. All fees must be evenly assessed across the owners.

5. New Business: None

6. Annual Meeting:

- **Date: December 10, 2018 at 6:00 pm**
- **Agenda: Wasn't discussed**
- **Packet Mailing: Annual packets will be sent out by Sterling by November 26, 2018. Sterling will also send out a "save the date" email/text message blast.**

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

adjourned the meeting 6:49 p.m. for budget meeting.

Final Budget Meeting: David, Tommi, Donna, Karen, Malcolm and Luther

1. Committee needs a clearer cost for garbage cans and dumpsters from Sanipac. Prices were raised last October so the cost was passed to owners. Sam at Sterling will contact Jill at Sanipac and look at the contract. Sam felt the price was locked in place.
2. Late fees added to budget - \$300
3. Reserves stay the same
4. Costs about the same but need to reduce a bit for unforeseen items and/or raise the dues.
5. Irrigation and fences not being charged in right places – Sam at Sterling will check.
6. Insurance is \$1075 or \$12,900 a year currently there will be approximately \$500 increase for 2019 due to Lane County Building Cost Index and the Coverage of the buildings increased.
7. Fencing needs to be added in and/or taken out of maintenance.
8. Tree trimming needs to be added for next year at \$2500.
9. Units 17, 18, 21, 22 and 24 homeowners need to be advised that the next phase of painting is going to occur and if their deck repairs are not done before the painting date the owners will be charged for the repair costs from McKenzie Commercial. Sam at Sterling will advise the homeowners.

Adjournment:

Adjourned the meeting at 7:27 pm

(Transcribed by Samantha Williamson)