

OAK PARK TOWNHOMES ASSOCIATION

Board of Directors Meeting

May 10, 2021

Board Members/Sterling Management Representative present:

Karen Romero, President

Eva Valencia, Secretary

Todd Richardson, Board Member

Samantha Linam, Sterling Management Group

All in attendance via Zoom due to COVID-19

1. Call to Order:

Karen called the meeting to order at 6:21 p.m.

Approval of April 2021 meeting minutes:

Discussion: None

Motion: Eva moved to approve April 2021 minutes. Todd seconded. All in favor.

Approval of April 2021 financials:

April 2021 Financials:

Operating	\$45,539.07
<u>General Reserve</u>	<u>\$82,055.80</u>
Total	\$127,594.87
Delinquencies	\$305.14

Discussion: Karen asked what the \$651.00 professional fees were for. Sam stated these are legal fees for collections.

Karen asked if the water reimbursement has been deposited into the reserve account yet. Sam stated we haven't received the check yet, but I sent an email to accounting that when it arrives to deposit into the reserves.

Motion: Bob moved to approve April 2021 financial. Eva Seconded. All in favor

3. Homeowners' Forum (3 minute per Property Owner): #25

#25 – Did not have anything to add to the homeowner's forum, homeowner just wanted to attend to get updates on agenda items.

4. Sterling Report:

1. Carlson and Strand cannot get the painting scheduled until mid-July.
2. There have been 6 homeowners that said they will volunteer to be on the pool committee. Janet Caldwell in unit #25, Tim Hargreaves in unit #39, David and Nancy Atkins in unit #46, Cindy Conley in unit #45, Trisha Berg in unit #72 and Tania Gutierrez in unit #51.

Todd asked if the pool maintenance guy is legally bound to his own rules for opening pools during Covid. Sam state that I believe he is, but I will have to clarify with him on that.

5. Unfinished Business:

- A. #45 Garage Issue – update:** Eva stated that Kathy and she met with Jeff from American Concrete to look over the work that was done. Jeff stated he thought the garage needed more grinding to be level. Eva stated that she went back when the crew was back doing more grinding and that the garage slab looked good. Eva stated that Overhead Door will need to come out and re-align the garage door. Jeff with American Concrete was concerned that the chain was too tight when using the garage door opener and that it might break eventually. The chain appeared fine if the garage door was manually used. Jeff put a spacer on the bottom of the garage door until Overhead Door comes out to do their alignment. Jeff explained everything to the homeowner and the homeowner stated that she would not park in her garage until the door is fixed. Overhead Door is scheduled for Thursday and put this job on the cancellation list.
- B. Website documents – update:** Todd stated he thinks he has everything on the website that was on the original one. Todd stated that Erik has taken the old site down.

Todd stated the new website is: www.oakparktownhouses-eugene.com

Karen stated she would like to see Kyle's review regarding Oak Park added to the website.

Karen thanked Todd and Pamela for putting in a bunch of time to get the website up and running.

Todd stated that we will talk in house about adding additional information on hot tubs, garage sales etc.

C. Pool: #25 stated that she is hopeful and staying positive that the pool will get to open this year. Homeowner suggested that even if the pool gets opened later than the original opening date maybe there can be talk about leaving the pool opened past the original shut down time.

D. Perimeter fences: Eva stated that Kathy hired Tim to replace the perimeter fence by Kathy's unit and the fence looks great.

E. Dry rot repairs – update: Sam state that it sounds from the email response from Ron at McKenzie Commercial that all the dry rot repairs are complete, and they will return after the units have been pressured washed for painting to assess them to make sure no rot was missed.

Karen asked Sam with Sterling if she would do a walk about with Ron at McKenzie Commercial to check their work before paying the invoice. Sam stated yes and that there should be another board member present as well.

Eva stated she will not be available until June. Todd stated I am sure we can figure something out.

F. Painting schedule – update: Sam stated the painting will start in mid-July.

Karen stated that she wants to make sure the painters remember to replace the unit numbers with the new ones in the maintenance room after the painting is complete.

G. Sprinkler/irrigation – update: Karen stated that the irrigation is on.

H. Chimney repair schedule – update: Eva stated she added this to the agenda because these repairs were budgeted, and they should be done sooner rather than later.

Karen asked about the budget. Sam from Sterling went over the operating budget and income statement excel worksheet.

Eva would like to get this scheduled soon. Todd agrees.

Sam from Sterling and Eva will work together on what chimneys are left on the bid to be repaired so Sam from Sterling can move forward to schedule the work.

I. Pressure washing bid approval – update:

Motion: Eva moved to approve JC Landscaping’s bid for pressure washing the sidewalks in the amount of \$5,000. Todd seconded. All in favor.

Todd asked when the last time it was that landscaping bids were obtained. Todd stated that landscaping is a big chunk of the budget.

Eva and Karen both stated that they don’t want to lose JC Landscaping they have been the best and this is the nicest the property has ever looked.

Homeowner in #25 stated the edging looks great they did a good job. Homeowner asked if bark was on the budget. Eva stated it’s really expensive to have bark blown in but in the past, we have had bark brought in and left in a pile for homeowners to grab and spread. Homeowner asked if she could put bark down around her unit herself.

Karen stated she would like to have bark brought in again.

Karen requested Sam from Sterling to obtain price on bark from Rexius and Lane Forest.

6. New Business:

A. Hot tubs: Eva stated this just needs to be added to the website regarding the rules for hot tubs and individual above ground pools. They have never been allowed.

B. Removal of dead birch trees on Norkenzie: Eva stated that she put this on the agenda. Karen would like these removed before bark in brought in.

Karen stated that we can discuss what to replaces these trees with at a late time.

Eva volunteered to walk down with Todd to show him which trees.

Board requested Sam with Sterling to contact Happy Little Tree Care to have this job be put on their schedule.

V. Architectural Committee: None

VI. Announcements: None

Adjournment:

Karen adjourned the meeting at 7:05 p.m. into executive session.

(Transcribed by Samantha Linam)