

Oak Park Townhomes Association

Board Meeting Minutes

7/20/26

Via Zoom

1. Call to Order – Regular Session

The meeting was called to order at 6:05pm by Kendall at Sterling Management.

Roll Call

Board Members Present:

Paul Avallone – President

Mike Shuttleworth – Treasurer

Orlando Nesta – Secretary

Greg Nelson -Vice President

Homeowners Present:

Kathy Giesen

Les Phillippo

Also Present:

Kendall Williams– Sterling Management Group

Approval of Minutes – May 2026

Kendall called for approval of the May 2026 minutes as there was no June meeting.

Decision: Motion carried out unanimously; minutes approved.

Treasurer Report/Approval of Financials – May and June 2026

Account Balances:

Operating Account: \$132,857.08

Reserve Account: \$126,674.12

Treasurer Mike Shuttleworth motioned to approve financials, all in favor.

Kendall reported that the bank was able to backdate interest for the reserve account, and \$3,325 was deposited into that account.

2. Homeowners Forum

Kathy reported schedule and service changes with JC Landscaping. Kendall will reach out to Juan for updates and put in work orders to address missed mowing and roof/gutter cleaning. Sprinkler issues were reported for Kendall to address with Juan.

Les requested an update on his leak. Paul advised that the Board determined the HOA will not cover the repairs, as the contractor identified the issue being the deck ledger, which is the homeowner's responsibility. Les requested the HOA's agent information for a claim. Les reported that his siding is in need of caulking and extra work, Kendall requested him to email her items so she can schedule a contractor out for an inspection.

Paul reported that the Cal Young Association meeting is this week and a member of the city is presenting a paving plan.

3. Pool Updates

Paul reported that pool season is going great with the volunteers and homeowners are respecting the pool area, and Martin is maintaining all items well this season.

Kendall reported the HOA passed the Lane County Health inspection but received violations. Kendall will work with the Board to address them after pool season. Paul noted Martin may assist with maintenance to bring Oak Park into compliance.

4. Wildfire Remediation Report

Paul met with the fire department and did a thorough walkthrough of the HOA to notate fire hazards with the landscaping. Main areas were between Oak Park and The Farm HOA, and the report requests 10ft of clearance between trees and buildings and trimming plants away from buildings. Kendall will do a walkthrough with Juan with the list and get estimates from Gillaspie for tree trimming.

5. Trees

Homeowner behind #52 on Piper Lane has not responded to the HOA regarding their dead trees. Gillaspie also sent them a letter with no response. Paul will work with his rep Hannah from the fire department to get this tree addressed through a citation.

Tree behind #51 was removed and stump grinding is completed by Gillaspie.

Kendall requested approval for tree trimming at #41-43 and #4, board approved.

6. Project Updates

Tim has completed all fences, and final billing is completed. Kendall will request a receipt from Tim for board approval to reimburse extra dumping charges.

Homeowner had concern with fencing along Norkenzie, board will review when more information is received.

Bark was last installed 2021 and Kendall asked for a quote from Lane Forest and Rexus for bark blown in.

Deck Specification Form update requests have been made by Kendall to Tim. The board will review and approve the new form when received.

Siding inspection is needed on #4 and #61. Kendall is working on getting this scheduled.

Kathy will email a request for reimbursement for bark install in the HOA garden area.

7. Fire Extinguisher Testing

The board approved having Omlid & Swinney recharge the clubhouse fire extinguisher to remain in compliance with insurance.

Adjournment

Kendall adjourned the meeting at 6:47pm

Minutes transcribed by: Kendall Williams – Sterling Management Group