

**\*Approved\***

## **Oak Park Townhomes Association**

BOARD MEETING AGENDA-Monthly

9/18/2024

6:00 pm

Zoom

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Agenda prepared by OPA Board of Directors, Sterling Management

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### **1. Call to Order Regular Session**

- **Call to Order** – Karen Romero called the September 18, 2024 meeting to order at 6:00pm.
- **Roll Call – The following are present:**
  - Karen Romero, President
  - Mike Shuttleworth, Treasurer (Unit 11)
  - Lisa Berkley (Unit 46)
  - Mike Berkley (Unit 46)
  - Kathy Giesen (Unit 53)
  - Lisa Connole (Unit 73)
  - Kendall Williams, Sterling Management Group
- **Approval of Minutes from August 2024**

**Motion:** Kathy Giesen moved to approve the August 2024 minutes, Lisa Berkley seconded the motion, and the Board approved the minutes.
- **Treasurer's Report – Mike Shuttleworth**

Trust Account	\$74,786.40
Money Market	\$128,414.90
Total	\$203,201.30
Delinquencies	\$0.73 - \$384.80 for a total of less than \$3,563.28

*(Unit 20 has made a large payment that was received in September so not reflected on these reports)*

There have been some questions about payments to EWEB. Depending on when the bills arrive, they can be paid twice in a month. Otherwise, Mike noticed no other issues in the financials for the month of August.

Karen suggested taking a close look at EWEB when setting the 2025 budget, because it frequently falls as it did this month with two payments going out in the same month. Mike shared that although that's true, the budget is made for the year so when looking at one month EWEB payments may look off, but over the year they will be accurate.

- **Approval of Financials from August 2024**

**Motion:** Mike Berkley moved to approve the August 2024 financials, Kathy Giesen seconded the motion, and the Board approved the financials.

### **2. Homeowners' Forum (3 minutes Per Property Owner)**

- Property Owners are welcome and encouraged to attend.

- The carports and parking spaces are being painted tomorrow – one owner asked if she could still come and go using the parking lot if she avoided the painted areas. Kendall shared that she absolutely could if she avoids the parking spaces.
- Lisa Connole asked about the back patio area on Unit 73. She has planted flowers in the ground between her patio and the laurels and wants to know if they need to be in pots instead. Kathy looked at the photos and walked back to look at the flowers. She shared that until the HOA decides what to do with the laurels, she would suggest not pulling them out of the ground. If they decide to remove the laurels, then Lisa can pull the flowers and put them in pots.

Lisa also asked about the trellis at the neighbor's house. She wondered how much space is needed for landscape crews and the company that sprays for bugs. Mike shared that it's important for there to be enough space in case of a fire for emergency crews to get around the buildings. The Board will address the issue with the homeowners.

Karen asked Lisa if the gate in the back of the Unit is locked, expressing her concern if there was an emergency. Kathy also shared her concern about access from the outside of the Unit, and said she thinks it may need to be addressed when they decide what to do with the laurels. Lisa said that the gate was there when her Mom moved in, it's not something her Mom had put in. The Board will need to do some research to make the best recommendation for the community.

- Lisa Berkley said that the privacy fence behind Unit 20 needs to be repaired. She asked if should put a work order in for it to be repaired; Kathy said yes, put the work order in and it will be taken care of.

Lisa also noticed that on Bond Street there is a truck that has been consistently parked right next to the "No Parking Sign". Karen shared that the signs are meant to be a deterrent, but legally they cannot enforce it because it's technically City property.

### **3. Roof Discussion on Unit 72**

- Karen shared that the Board has approved the repair for Unit 72, but wanted to make sure they didn't need to do anything else to ensure the work is completed. Kendall said that the work has been scheduled with Ironhead Roofing for October 14<sup>th</sup>, and if they have an earlier cancellation they'll be bumped up. The owner is aware that the repair has been scheduled, Kendall will remain in regular communication with them to ensure completion of the project.
- Roof on Unit 1 – Kendall sent some questions to the Board regarding Unit 1 which is being prepared to be listed for sale. Interior water damage and discoloration from previous mildew or mold, corner of primary bedroom closet, they believe it's a past roof issue, not testing wet so it's not an active leak. They're wondering if it's HOA responsibility if it's caused by an exterior roof leak even though it's on the interior of the unit.

Kendall looked through communication with the owner and previous work completed. She found that in January 2023 there was a membrane repair over the garage but doesn't think that would impact an issue upstairs in the Unit. Kathy shared that she's been on the Board for a long time and doesn't ever remember an issue with Unit 1. Kendall shared that because the issue is on the interior, she believes it is homeowner responsibility and will communicate that with the realtor.

The realtor also noted some rotting/damage in the siding around the exterior doorstep. Kendall asked for photos and looked at the history, she doesn't see any damage reported previously, but they did state that there are sprinklers that directly hit the siding. Kendall submitted a work order for Juan to look at the sprinklers and make the necessary adjustments the next time he's on site. Lastly, they expressed a concern for loose roof shingles. Kendall let them know that the shingles are being addressed throughout

the HOA. Depending on the photos Kendall receives, the HOA should expect to see some estimates for work to repair the damage.

- Unit 60 – Patio disposal; Kendall needs photos of the patio in its current state to ensure the owner hasn't cleaned it up before sending Maintenance there. She also needs an itemized list of the items that need disposed of so Kendall can include that in the work order. Kathy shared that she thinks it should all be disposed of so Kendall will let Maintenance know. Kendall will let the Board know when it's scheduled.

#### **4. Pool Committee Report**

- Karen wanted to check in with the pool committee to see if there are any things that should be improved upon next summer. Pool Committee doesn't know of any issues. They did mention that Martin was very on top of ensuring all materials were always stocked.

#### **5. Downspout Repairs**

- Karen recently had an issue with a plugged downspout that she noticed on a day when it was raining hard and flooded into her entryway. Kendall responded quickly and got Karen's downspout cleaned out, but Karen wants to be sure it's communicated with any company that does roof work to ensure that the final step is clearing out downspouts when work is completed on the roofs to clear any debris.

#### **6. 2025 Budget Plans**

- Mike has begun thinking about the budget and created a list of items that will need to be considered including:
  - Tree removal bid
  - Reserve vs. Maintenance Budget (how to best utilize funds)
  - 3-4 Flat Roof Replacements
  - 10% Miscellaneous Budget Item (to tackle the little things that come up)
  - Insurance (anticipating another increase this year)
  - Reserve Account/Reserve Study (look into law to learn how funds can be utilized/exactly what the account is meant to cover)
- Mike would like to look at extending the October Board meeting to work through the budget with the Board members. He'll also be in touch with Mike Berkley to have an extra set of eyes on a draft budget before sharing with the Board. Kendall will ensure the 2025 Budget will be on next month's meeting agenda.
- Karen shared that in years past there has been a Budget Committee made up of 2-3 Board members and additional community members. Mike Shuttleworth and Mike Berkley have volunteered. Mike asked Kendall to have Ironhead Roofing and Father and Son Roofing bid a flat roof so the Board can better budget for the coming year.
- The budget must be completed and ready to go out to homeowners at least 30 days prior to year-end. Mike would like to have the budget completed 30 days prior to the Annual Meeting.

#### **7. Annual Meeting**

- After Board discussion, the Annual Meeting will be held on December 18<sup>th</sup>.

#### **8. Adjournment:** The meeting was adjourned at 6:56pm.