

# Oak Park Townhomes Association

## BOARD MEETING MINUTES

2/2025

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** – The February 2025 meeting was called to order at 6:03pm.
- ☐ **Roll Call – The following are present:**
  - Karen Romero, President
  - Mike Shuttleworth, Treasurer
  - Paul Avallone
  - #41
  - Judy Sinnot
  - Rory Randall
  - Diana Strand
  - Kathy Giesen
  - Billy Benner, Sterling Management Group
- ☐ **Approval of Minutes for January 2025**

**Motion:** Paul Avallone moved to approve the January 2025 minutes, Diana Strand seconded the motion, and the Board approved the minutes.
- ☐ **Approval of Financials of January 2025**

**Motion:** Mike Shuttleworth moved to approve the January 2025 financials, Rory Randall 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.
- ☐ **Judy Sinnot** – Judy shared that she's eager to hear plans for tree trimming and the upcoming garage sale. The items are on the meeting agenda and will be discussed shortly.
- ☐ **Diana Strand** – Diana has a bad leak coming from the roof in her garage. She sent some pictures to Billy and Juan; it looks like there are two "pockets" that may be holding water. She shared that this has been an issue for years that is continually getting worse. Diana also has water coming into her big garage door curbside. Juan was going to come by to look but didn't make it. Billy will reach out to Juan to look at Diana's garage and Paul's backflow leak.

### 3. Board Roles

- ☐ **Member-At-Large – Paul Avallone**

Board Members unanimously voted to include Paul Avallone as the Member-At-Large on the Board of Directors.

Paul was formerly a Maintenance Manager for the Army for about twenty years. He's familiar with contracts and happy to help review any new or existing contracts. He was on the Pool Committee last

year and plans to participate again this year, he'd also like to participate on the architectural committee if his help is needed.

Paul shared that he thinks it would be helpful to have a Board member or members who are willing to meet with any contractors while they're still on the property to ensure the work that was set out to be completed, is done so to the Board's satisfaction. Karen asked Paul if he was willing to help with this task and he agreed. Kathy has been helping with this for years and will continue to do so when she is able.

#### **4. Tree Trimming**

- ☐ Mike sent an email with maps and bids to Board Members. Billy shared that the bids are not easily comparable because each company focused on slightly different items. Below are items that were similar between bids, but there wasn't much overlap.

Advanced Tree Care - tree clearance between 30/36 \$400, space for building clearance \$900

Gillespie Tree Service – tree clearance between 30/36 \$112, space for building clearance \$882

- ☐ Billy's opinion is that Gillespie did a much more thorough job with their bid. Gillespie pointed out there are quite a few fir trees with dead limbs that will require someone to climb them to remove the dead limbs. There's also a tree near Mike's unit that's uprooting the sidewalk; Gillespie told him that there's a way they can remove the limb without damaging the tree. He also suggested trimming the laurels and the trees along Bond Street and ultimately treating the trees with ivy, so they aren't suffocated in the future. Mike agreed with Billy that Gillespie seems like the best/most comprehensive bid. He was told Gillespie had time the second week of April to do the work and would return in the summer after everything blooms. From there they suggested maintenance every other year moving forward.

Karen made a motion to move forward with Gillespie's bid and the Board approved. Mike reminded the group that they did budget for tree trimming and Gillespie's bid is within the budget.

#### **5. Insurance – American Family is dropping HOA Insurance Coverage across Oregon**

Billy has three different agents working on the Insurance policy but has been told by each of them that they won't be able to offer a quote until March. They are all aware that the current policy runs through April of this year. The agent's Billy has spoken to have reassured him that they're confident Oak Park will be able to be insured. One agent is a referral from Monica, one is with State Farm, and there is a third Billy has reached out to as well.

Mike requested Board Members make themselves available in March so they can review and respond to quotes quickly.

#### **6. Backflow Leak at Unit 45**

Paul has a backflow leak at his unit. He has asked Juan to take a look and make the repair, but Juan hasn't had the time yet. Billy will reach out to Juan to make sure the work is completed. Kathy shared that Juan did repair it but noticed there is a sign that says "still leaks"; he may not know that it is still leaking. Billy will reach out.

#### **7. Community Garage Sale**

Rory asked Karen if there would be interest in holding a Community Garage Sale. Karen shared that in the last ten years they haven't held one due to parking and privacy concerns. Rory shared that he understands the importance of the privacy of other tenants, but if the Board wanted to move forward, he would be happy to organize it. Paul suggested keeping the sale within the community, not advertising it to the public.

Karen suggested re-addressing the Community Garage Sale later in the year when the weather improves.

#### **8. Exterior Lighting**

Mike has been researching improved lighting options for exterior lights. He believes there are about 37 light posts in the complex. He found a great option at Jerry's for \$9-\$10/piece, that would need to be ordered. The lights are more efficient and brighter, and he's happy to install them if the Board would like to move forward.

Karen made a motion to move forward with the exterior light replacement and the Board approved. Mike will send Billy the exact light and Billy will research the most cost-effective option.

Kathy asked about the lighting near the mailboxes. Mike has done some research, and it looks like the current lamp post may need to be replaced to create more of a spotlight. Billy suggested looking into solar lights that could be stuck above the mailboxes, the problem is that we don't always get enough sunlight to turn all of the solar lights on. Karen shared that at her daughter's community, they built a small structure above the mailboxes ensuring they're well-lit, protected from the weather, and offering more safety due to better lighting. Karen will have her daughter take pictures and Karen will send them to Billy so he can gather bids.

**9. Adjournment:** The meeting was adjourned at 6:42pm.

#### **Executive Session**

Transcribed by Sam Miles