

Oak Park Townhomes Association
BOARD MEETING AGENDA – 2024 Annual Meeting
Wednesday, December 18th, 2024
6:00pm
In-Person and on Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – Karen called the 2024 Annual Meeting to order at 6:05pm.

- **Roll Call** - The following are present:

Karen Romero, President, Unit 9
Kathy Giesen, Vice President, Unit 53
Mike Shuttleworth, Treasurer, Unit 11
Diana Strand, Unit
Pamela Vigil, Unit 2
Rachel Hansen, Unit 37
Judith Connoles, Unit 73
The Berkley's, Unit 46
Rory Randall, Unit 66
Billy Benner, Sterling Management Group
Britt Benner, Sterling Management Group

- 2. Proof of Notice** – Homeowners were sent a copy of the Annual Meeting Agenda and corresponding information prior to the meeting.

3. Approval of Minutes

- **Approval of Minutes from November 2024 Meeting**
 - i. Minutes from the November 2024 meeting are not yet ready for approval.
- **Approval of Minutes from 2023 Annual Meeting**
 - i. Minutes from the 2023 Annual Meeting Minutes were approved immediately following the 2023 meeting.

4. Treasurer's Report – Mike Shuttleworth

| | |
|-----------------------------------|---------------------------------|
| Operating Account | \$88,083.81 |
| Money Market (long-term projects) | \$132,566.35 |
| Total | \$220,650.16 |
| Delinquencies | \$935.00 (most from last month) |

- **State of the Association** – Mike shared that in terms of financials, the association is doing well. Projects completed this year have included flat roof repairs, removal of dead trees, new pool furniture, pest maintenance in common areas and surrounding landscape, and a new furnace in the Clubhouse. Next year, big projects on the horizon that impact the budget include beginning some flat roof replacements, tree trimming to remove limbs that hang above buildings to eliminate debris falling on roofs,

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improvements to the irrigation system, and improved or more efficient outdoor lighting. The Board will work with Sterling Management and EWEB to find out if there are rebates to upgrade lighting to all LEDs.

- **Approval of Financials from November 2024**

Motion: Mike Shuttleworth moved to approve the November 2024 financials, Kathy Giesen seconded the motion, and the Board approved the financials.

5. Ballot Results – Oak Park Board of Directors

- No ballots were received prior to the meeting. There are three vacant Board positions that need to be filled. Billy asked those on Zoom if they were interested.

Judith Connoles expressed her willingness to participate on the Board, but after further discussion of what participating on the Board requires, Judith respectfully declined the opportunity.

Michael shared that per the Bylaws, there should be five Board members, requiring three Board members present at meetings to make a quorum.

Mike Shuttleworth asked if Mike and Lisa Berkley would be willing to stay on the Board in a temporary manner. Mike Berkley shared that they are committed through the year and hoped that would allow enough time to fill their Board positions.

Pamela Vigil shared that her brother is currently living in her Unit, but she may be available in the future when her other commitments calm down.

Rory Randall volunteered to participate on the Board.

The Board unanimously approved the addition of Rory Randall to the Board of Directors.

6. 2024 in Review

- Most items completed this year were maintenance projects as opposed to brand new projects. The parking lots were re-stripped and new pool furniture was purchased, which has greatly improved the appearance of the community.
- This year the HOA saw a significant increase in the insurance premium.
- The Oak Park community is lucky to have a health reserve account and Board of Directors who are planning for future maintenance projects that will need to be completed in the coming years (like the flat roof replacements).
- Karen encouraged homeowners to participate on committees whenever possible.

7. 2025 Proposed Budget

- Mike Shuttleworth shared the proposed budget for 2025 and highlighted some anticipated increases (EWEB 15%, Natural Gas 6%, Water 8%, and Insurance 20%)

He explained that the proposed income versus expenses for 2025 is negative, but there will be a carryover of income from 2024 to 2025 which will account for the loss. The Board does not want to increase dues this year because last year's increase was significant due to the insurance increase.

Major Upcoming Projects Include: Tree trimming, irrigation, and flat roof replacements (flat roof replacement fees to be covered by reserve account)

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Mike Berkley asked if the Board wanted to consider increasing the budget for legal fees due to a letter that was recently received from a homeowner who is concerned about some things and ultimately referred to legal ramifications. He also noted that the Board has discussed looking at the CCNR's to make necessary updates. Billy and Britt shared that increased legal fees could potentially be covered by insurance once the \$1,000 deductible is reached or homeowners could be assessed at the end of the year for fees incurred. Britt explained that for a legal firm to review a section of the CCNR's for changes, it would likely cost \$1,200-\$3000.

Motion: Mike Shuttleworth made a motion to approve the 2025 Proposed Budget with an amendment to add \$5,000 to line item 7110 (Legal Fees). A second was received and the 2025 Budget was approved.

8. Homeowner's Forum (3 minutes per property owner)

- **Judith Connoles (Unit 73)** – Judith has concerns about the tree in front of her unit losing branches on the flat roof frequently. Karen explained that this is one of the improvements to be made with tree trimming in the coming year.
- **Janet (Unit 25)** – Janet said the landscapers and groundskeepers are doing a wonderful job. She thanked them for the work they completed this year. Janet asked the percentage of renters vs. owners – Billy will check on the number, but it can be challenging to report an exact number because homeowners aren't always on top of informing Sterling Management of renters. Rentals can't be short-term, but there is no limit on the number of renters in the association.
- **(Unit 6)** – She thanked the board for their hard work over the years, and thanked Rory for stepping up to participate. She shared that she appreciates budgeting for bigger costs that will come up over the years to avoid large assessments to pay for big projects.
- A suggestion was made to form a Homeowner Committee to review the CCNR's prior to sending them to an attorney. Michael Berkley would be willing to participate on the committee. Judith Connoles also volunteered to participate on the committee. Sterling Management has a list of the homeowners who volunteered to participate.
- **Diana Strand (Unit 52)** – **Diana said that the** walkway that goes through the wooded area to Bond Street is very dark and slick. It begins at Unit 45 and runs to Bond. Kathy shared that there was a light installed at one point, and that it could have been turned off or burnt out. Karen shared that the lighting near the mailboxes is also very poor. Upgraded LED lighting may help alleviate many of these concerns.

9. Adjournment – Karen called the meeting adjourned at 7:20pm.

Transcribed by Sam Miles