

**\*APPROVED\***

## **Oak Park Townhomes Association**

BOARD MEETING AGENDA-Monthly

1/2025

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 January 2025 meeting was called to order at 6:02pm.
- **Roll Call – The following are present:**
  - Karen Romero, President
  - Mike Shuttleworth, Treasurer
  - Rory Randall
  - Lisa Berkley
  - Diana Strand
  - Billy Benner, Sterling Management Group
- **Approval of Minutes for November 2024 and the 2024 Annual Meeting**

**Motion:** Mike Shuttleworth moved to approve the November 2024 minutes and the 2024 Annual meeting minutes, Diana Strand seconded the motion, and the Board approved the minutes.
- **Treasurer's Report – Mike Shuttleworth**

Operating Account	\$86, 562.01
Reserve Account	\$133, 784.80

The major expense in December was \$9,100 for a new heating unit in the Clubhouse, otherwise spending was down.

In 2024, \$3,465.79 was earned in interest.

- **Approval of Financials from December 2024**

**Motion:** Diana Strand moved to approve the December 2024 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.
- **Lisa Berkley** – Lisa shared that a recent windstorm caused a branch to fall on their patio and break a few slats. She wanted the Board to be aware. Billy shared that shingle repair for roofs will be scheduled for this year, and Mike reminded the group that major tree trimming is one of the agenda items for the January meeting.

- **Trisha Berg** – Trisha's roof (Unit 72) had been leaking, but in the last month or so has stopped, she wanted the Board to be aware. Billy shared that no additional work had been done, but roofs were cleaned and there's a possibility a clog was cleared.

### 3. Board Roles

- President – Karen Romero
- Vice President – Rory Randall
- Secretary – Diana Strand
- Treasurer – Michael Shuttleworth
- Member-At-Large – *still needed*

### 4. Committee Needs

- Architectural Review
- Bylaw Review
- Pool Committee

### 5. Major Tree Trimming

Billy asked the Board how they would like him to approach obtaining bids and moving forward with the necessary trimming. Mike shared that when creating the 2025 budget, he used a bid from Gillespie. Mike suggested when obtaining additional bids, they commit to walking around with the individual to point out the work that needs to be completed so the bids can be properly compared.

Billy shared that bids can be collected from different companies with varying certifications which would dictate cost. Gillespie is certified and specializes in trees/plants, while others may be certified as horticulturalists and could be less expensive. Mike volunteered to meet with people as they come to walk the property.

### 6. Exterior Lighting

Billy explained that there are at least three lights not functioning near the Clubhouse. They appear to be standard lights and are easy to fix, but if the Board would like to update the fixtures, or if there are additional issues, the cost would be significantly more expensive. He shared that the area where these lights have been an issue in the past. Rory pulled one of the lights to test it and the light works fine, so he assumes it's a power issue. He did go to the breaker box and everything seemed to be working properly. Billy can get the electricians back to the property to find the issue, but it can be costly. Once the issue is found, Mike shared that he has no problem replacing the bulbs if/when they're needed.

Diana asked if the light was fixed between Unit 15 and 45. Mike looked at it and it appeared that the light may be connected to the unit's power. Billy will notify the homeowner when Mike is ready to go back.

### 7. Flat Roof Repairs

Units 52, 56, and the Clubhouse were all addressed by Juan. Part of the roof was repaired at Diana's. Diana would like to wait to see if things dry out a bit, but she will be in touch with Billy if it appears there is still a leak.

Shingle repair will also come this year, and the Board has elected to do the whole property to make it more cost effective. Billy reminded the group that the shingle repair is cosmetic but has not caused an issue at this point. Karen and Mike shared that they would like to see a few bids prior to moving forward.

Karen asked if the roof was cleaned up on Unit 58. Billy will check to see if the work has been completed.

### 8. Shut-off Valve Replacement at Unit 62

Billy has not been able to connect with the homeowner in Unit 62, but he was informed that in 2012 the HOA replaced or installed several shut off valves for individual units. Due to that, the valve will need to be replaced individually but will require a portion of the HOA's water to be shut off while the work is being completed. Billy will get in touch with the Homeowner to ensure the valve is replaced.

Mike shared the gutters on his Unit need to be cleaned. Billy will follow up with the company that cleaned the gutters and downspouts because both are included in the bid. Billy did clean one out recently but will follow up.

**9. Adjournment:** The meeting was adjourned at 6:35pm.

**Executive Session**

Transcribed by Sam Miles