

*****APPROVED*****

Oak Park Townhomes Association

BOARD MEETING MINUTES

3/2025

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – The March 2025 meeting was called to order at 6:00pm.
- **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Paul Avallone, Board Member
 - Rory Randall, Board Member
 - Diana Strand, Board Member
 - #41
 - Ben B.
 - Kendall, Sterling Management Group
- **Approval of Minutes for February 2025**

Motion: Rory Randall moved to approve the February 2025 minutes, Mike Shuttleworth seconded the motion, and the Board approved the minutes.
- **Approval of Financials of February 2025**

Motion: Rory Randall moved to approve the February 2025 financials, Diana Strand seconded the motion, and the Board approved the financials.

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

- None

3. April Reminder – Tree Trimming

Tree trimming is scheduled for the first two weeks of April.

While on the topic, Karen asked Diana to share more about the state of her roof, knowing there have been more issues. Diana shared that Juan patched the roof one more time. He was careful to take pictures and speak to Billy but believes that the roof is beyond patches at this point. Diana explained that the downspout in front of her house runs down to the ground, but there is a small “hill” which forces the water back inside the garage. This, coupled with spots of rotting roof as identified by Juan on the right side of her garage, are causing excess water and mold. She has purchased an item suggested to her that will hook to the downspout and ideally push the water beyond the “hill”. Juan’s patch on the roof also seems to be holding. Karen confirmed with Mike that the trees surrounding her garage were on the list to be trimmed, and Mike assured her that the trees with dead limbs around Diana’s unit are on the list. Mike did suggest getting a contractor to look at Diana’s unit as soon as possible. Kendall will contact Billy and get in touch with the best contractor for the job.

4. Insurance

Kendall shared that there are no quotes yet regarding Insurance, but they have been working with Monica at American Family to get in touch with carriers who will offer quotes. Kendall hopes to have a quote from State Farm within a week or so, and Billy is waiting for a couple of others. Sterling Management will share the quotes they receive with the Board as soon as possible and are operating with the April 10th deadline in mind.

Karen shared that she has an acquaintance who primarily handles commercial insurance. Karen has spoken with her, and she is also searching for an insurance carrier that will be able to provide a quote for Oak Park. If Karen receives information before the deadline, she'll pass it along to Kendall for review.

5. Community Garage Sale (open to Oak Park Community Members only)

The Community Garage sale was brought up last month. After a brief discussion, the Board decided that the sale is not in the best interest of the community.

6. New Blower for Pool Area Maintenance (per Martin)

Martin has helped maintain the pool area for years and has requested to purchase a new blower because his is no longer functioning properly. He would like to purchase the blower and have the HOA reimburse him. The Board moved and approved the purchase of a new blower for the pool. Kendall will reach out to Martin to make sure Sterling gets what they need to properly reimburse Martin for the purchase of the new blower.

7. Oak Park Sign Refresh

Paul has pointed out that the Oak Park sign could use a refresh. Karen agreed and stressed the importance of maintaining the landscaping around the sign to ensure it's visible. Paul suggested asking for community volunteers to take on the project. Paul will be searching for volunteers and will coordinate the completion of the work. Mike suggested there may be leftover paint in storage. Rory has access to the storage room and will let Paul know if he finds the paint.

8. Adjournment: The meeting was adjourned at 6:31pm.

Executive Session

Transcribed by Sam Miles