

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

11/2024

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – Karen Romero called the November 2024 meeting to order.
- **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Kathy Giesen
 - Lisa Berkley
 - Mike Berkley
 - Diana Strand
 - Unit 41
 - Kendall Williams, Sterling Management Group
- **Approval of Minutes from October 2024**

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

Dues Collected	\$22,908.92
Trust Account	\$84,597.14 (+\$4,000 from previous month)
Money Market	\$131,192.57
Delinquencies	\$1,298.69 (7 delinquent accounts)

Mike shared that there were no concerns when reviewing the financials, everything follows what he would expect. Karen asked Mike about Interest on their various accounts, and he shared that the Interest rate is about 2% and is reflected on the financial statements each month.
- **Approval of Financials from October 2024**

Motion: Mike Berkley moved to approve the October 2024 financials, Lisa Berkley 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.
- **Diana Strand – Unit 52**

Diana noticed a leak in her garage after the bad weather the previous night. Tim got on the roof and cleared the debris, but she requested that her unit would be added to the list for the roofing company. Kendall will make sure Diana's Unit is on the list.

3. Annual Meeting Reminder – December 18th

- Karen reviewed the packet for the Annual Meeting with Board members and reminded the group that it should be sent out to homeowners as soon as possible.
 - Cover Letter for Packet
 - Agenda (Sterling Management will provide)
 - 2025 Budget & Treasurers Letter to Homeowners
 - Minutes from 2023 Annual Meeting (these minutes were approved shortly after last year's meeting and sent out to homeowners so they will not be included in the Annual Meeting packet)
 - Annual Election of the Board of Directors for 2025 (Current Members, Members At Large to be elected at the meeting)
 - Ballot for Proxys to attend the Annual Meeting
- Kendall will include a reminder in the Annual Packet that the vacant Board positions are crucial to be filled.

4. Updates from Sterling Management

- **Driveway - Unit 57**
Completed last Friday, invoice for payment was received today. Kendall has communicated with the homeowner throughout the process but will follow-up to ensure everything has been completed properly. Sterling Management's Maintenance Supervisor will be on-site in a couple days and will review the completed job before payment is issued.
- **Roof - Unit 72**
Bids from Ironhead Roofing and Father & Son have been received and sent to the Board for review. The difference between bids is about \$5,000. Kendall will review the bids with her Maintenance Supervisor as well because there are differences between each bid. Both vendors confirmed that the work will need to be completed on all roofs connected (Units 71, 72, 73). Mike Shuttleworth shared that he feels that there is money in the budget for the work to be completed this year.
- **Roof Membrane - Unit 38 (Diana's Unit will be reviewed as well to see if her leak is similar to the job on Unit 38)**
Father & Son provided two options to repair the membrane on the roof. Each bid is a little different regarding the scope of work. When Kendall sent the bids out to the Board, Diana had asked if Father & Son would move to option two if option one didn't work, Kendall will speak with Father & Son to learn more and report back to the Board.
Kendall will reach out to JC Landscape to collect a bid to clear all gutters on the property.
- **Clubhouse Furnace**
Kendall sent the Board the bid she received from Priority One to replace the Clubhouse furnace. Board members shared that the bid is comparable to work they've had completed in their individual units. Karen asked if there is any heat in the clubhouse where they intend to hold the Annual Meeting, and asked Kendall to ask Priority One how quickly they could complete the work if approved.

Motion: Mike Shuttleworth made a motion to approve the bid from Priority One to replace the furnace in the Clubhouse, Diana Strand seconded the motion, and the Board approved.

Kendall will reach out to Priority One to see how quickly the work can be scheduled and report back to the Board.

APPROVED MINUTES

5. Landscape Plants for the side of Unit 45

There has been an empty space for a couple years on the side of Unit 45. Paul and Connie's daughter (homeowners in Unit 45) is a landscape architect and has drawn a plan for this space. Her original plan was very elaborate and has since been simplified. She has suggested six plants for a cost of \$165 total. Donna receives wholesale pricing at her nursery so she would make the order for the discounted pricing. Juan has already repaired the water in the area to ensure the plants will be properly watered.

Motion: Mike Shuttleworth made a motion to approve the purchase of six plants for \$165, Diana Strand seconded the motion, and the Board approved the purchase.

6. Contact Information Update for Kendall's Maternity Leave

An email will go out to everyone with Billy Benner's contact information while Kendall is on maternity leave. Billy will be facilitating the Annual Meeting (both in person and on Zoom).

7. Discussion Regarding Next Year's Budget

Diana Strand asked if the insurance increase will happen again in 2025. They won't know exactly what the increase will be, but Mike has budgeted for a 20% increase which should cover an increase.

Landscaping and irrigation has been budgeted for in next year's budget.

Kathy asked if tree trimming has been budgeted for and if multiple bids have been collected. Mike shared that he utilized a bid from Gillespie for budget purposes because they did great work this year.

Kendall asked the Board if the Fire Lane had been properly marked by the company that did the striping. Board members shared that this has not been updated yet, so Kendall will reach out to the company to ensure it gets completed.

Motion: Diana Strand made a motion to approve the proposed 2025 budget, Kathy Giesen seconded the motion, and the Board approved.

8. Adjournment: The meeting was adjourned at 7:02pm.

Executive Session

Transcribed by Sam Miles