

APPROVED

Oak Park Townhomes Association

BOARD MEETING MINUTES

5/2025

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – The May 2025 meeting was called to order at 6:00pm.
- **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Kathy Giesen
 - Lisa Berkley
 - Joel Hansen
 - Lily Newman
 - Rory Randall, Secretary
 - Diana Strand, Member at Large
 - Kendall, Sterling Management Group
- **Approval of Minutes for April 2025**

Motion: Diana Strand moved to approve the April 2025 minutes, Rory Randall seconded the motion, and the Board approved the minutes.
- **Approval of Financials of April 2025**

Mike shared that there were no significant changes to the financials this month. There was a large expenditure for tree removal which was to be expected. He did ask about the check written for Insurance that hadn't cleared yet. Kendall explained that she's been working with Monica – invoices for insurance now come from three separate areas. Kendall has everything squared away now for the future; the payment will be reflected in next month's financials.

No gain in Reserve Account Balance – Karen asked if the HOA is still earning dividends from Umpqua. Mike explained that they are minimal right now, but this is consistent with all accounts.

Motion: Mike Shuttleworth moved to approve the April 2025 financials, Karen Romero seconded the motion, and the Board approved the financials.

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

- A homeowner has expressed a concern to Sterling Management regarding stray cats and/or outside cats getting into personal property areas. Kendall shared that she believes all cats at Oak Park are meant to be inside cats, she will look into that. She also shared that she believes she knows who that cats belong to so she can address the homeowner individually.

- Another homeowner requested a community reminder regarding Oak Park's parking policy; this homeowner has had issues with their driveway and/or garage being blocked. Kendall will send out a reminder to the community regarding this policy and be sure to address the need for utility and/or emergency vehicles to have full access.
- Unit 43 – Lily shared that her tenant had an accident which has caused the garage door to remain in an open position. The tenant is taking care of getting this fixed, she just wanted the Board to be aware.

3. **Pool Opening – May 24th**

The pool is scheduled to open May 24th. Kendall will ensure that all rental unit tenants are aware that owners will need to provide a key to access the pool. Pool keys are \$25 and are a one-time fee.

4. **Social Committee**

The Drop Box has been installed on the back of the library box. Lisa has posted a letter on the homeowner's doorsteps asking for feedback to get more community events planned. The letters with homeowner responses can be returned to the drop box.

5. **HVAC System in Clubhouse**

Karen shared that the new HVAC system has been installed in the clubhouse, and she wants to be sure there is a plan in place to ensure proper maintenance of the new system. There is an option to pay for this monthly service which would be a cost of \$12/month, opposed to one lump sum. Karen made a motion to move forward with the monthly maintenance plan at \$12/month, Rory seconded the motion, and the Board approved. Kendall will move forward with setting up the maintenance plan.

6. **Tree Removal**

Tree removal for the trees deemed unsafe/dead at Units 51 & 52 is scheduled for June 16th.

7. **Homeowner Concerns**

- **New neighboring development (under construction)** – a homeowner has expressed a concern regarding the new development and continued privacy in Oak Park. Kendall will speak with the neighboring HOA at the Farm to see if she can get a contact for the project (Mike will also see if he can find a contact name/number). Once contacted, Oak Park will gather as much information as possible about the project with an emphasis on keeping the community private and safe.
- **Drainage Issues Near Units 59-64** – the neighboring property management company for The Farm reached out to let Oak Park know that they have noticed some drainage issues near Units 59-64 during construction. Kendall will follow up with this concern.
- **Smoking Policy** – Kendall asked for Board input on an Oak Park smoking policy, wondering if there is a specific written policy or if Oregon Law would apply. Mike shared that Oregon law applies to public buildings, not residential. He shared that it can be a touchy subject because decks are private property thus technically an owner can do what they please. Kendall will send out a reminder to the community to be courteous of other homeowners.
- **Pool Diapers** – Concerns have been raised about children needing diapers wearing appropriate diapers in the pool and being sure specifically that normal diapers are NOT worn in the pool. The Board discussed the need for this to be a clear written rule; Kendall will make sure that if it is not included in the current pool rules, it will be added. Board members should watch their email for a draft that will require approval. Once approved, she'll work with Michael Berkley to update the website. Updated rules will be posted on the community board.

Mike and Rory shared that they believe in the pool area there is a note requiring pool diapers, Rory will double-check. Kendall shared that she does issue a set of pool rules to anyone that purchases a pool key.

- **Dumpster Rental** – some homeowners have asked if the Board plans to rent a dumpster again this year. Karen shared that she would love to see it happen again, it's a service that gets utilized. Kendall will contact Sanipac for a quote and get it to the Board so the dumpster can be scheduled this summer.

8. Sidewalk – In Front of Unit 12

Kendall is waiting for estimates from three concrete vendors for the repair.

9. Garage Roof – Unit 51/52, 71, 72

Kendall is waiting for an estimate from Father & Son Roofing and Ironhead Roofing for Units 51/52.

Unit 72 has had ongoing roof issues. A minor repair was completed, but they were unsure if it was going to alleviate problems during the rainy season. The issues have persisted so Kendall will gather bids for that Unit as well.

Karen asked Mike if the HOA is in a position to take on these repairs. Mike shared that they did budget for roof repairs/replacements and suggested waiting to review both bids before approving the work.

- 10. Structural Change to Mike's Unit** – Mike and his wife have discussed removing the smokestack in their unit and replacing it with a skylight. He said he knows it's been done in other units but wants to be sure he follows the correct process. The Board isn't sure exactly how to proceed, but Kathy suggested Mike work with Kendall to see what procedure has been followed in the past.

Transcribed by Sam Miles