

APPROVED

Oak Park Townhomes Association

BOARD MEETING MINUTES

4/2025

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- ☐ **Call to Order** – The April 2025 meeting was called to order at 6:00pm.
- ☐ **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Paul Avallone
 - Lisa Berkley
 - Michael Berkley
 - Diana Strand
 - Kendall, Sterling Management Group
- ☐ **Approval of Minutes for March 2025**

Motion: Paul Avallone moved to approve the March 2025 minutes, Mike Shuttleworth seconded the motion, and the Board approved the minutes.
- ☐ **Approval of Financials of March 2025**

Motion: Mike Shuttleworth moved to approve the March 2025 financials, Diana Strand seconded the motion, and the Board approved the financials.

Income in March: \$23,247
Balance in Reserves: \$1,063.89
Balance in Checking: \$101,447.49
*2 Delinquencies to be discussed in Executive Session

Mike shared that he believes the HOA is in a good position financially for the year thus far.

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

- ☐ Diana – Unit 52 – curb has been damaged by delivery trucks, Kendall will look into a repair.

3. Mailbox Structure

Karen reminded the group that a mailbox structure would provide shelter from the rain and allow the mailboxes to be better lit. She has sent some photos to the Board members of what her daughter's community has built as an example. She suggested making the structure look like the carports on the property, so it blends well. She also suggested using solar powered lights like those in the carports. She would love to see this structure built when it fits in the budget, she believes this would be a relatively inexpensive project.

Lisa suggested that the Architectural Committee pursue the project, Karen agreed that this would be a great next step.

4. Repairs Needed on Condos with Garages (Mansards)

Karen suggested that either repairs or replacements need to be made to the mansards on the property. She shared that she feels this is a dated look and they potentially could be replaced to look more updated. She would like to see this addressed in the summer months. Mike shared that he believes the flat roof repairs should be prioritized due to their age, but both projects could be reviewed at the same time. Karen agreed that the flat roofs are the priority, but that some of the shingle replacement could happen at a relatively low cost.

5. Roof Replacement

Karen asked the Board about a plan for roof replacement, knowing this will be a project that will need to be tackled sooner than later. Mike shared that they do have a report that was created a few years ago that could be utilized; the report did list the roofs that would likely need to be replaced first.

Diana mentioned that her roof in her garage has continued to be a problem. She has communicated with Kendall who has learned that many contractors are booked at least a month out so she will be coordinating with Sterling to see if their team can find any solutions and better communicate with the contractors.

After Board communication, roof issues will be addressed as they come up, and the Board will work to create an updated plan for those roofs that will need replacement.

6. Pool Committee

A request for Pool Committee volunteers has been sent out to the community and Kendall had a few community members willing to help out. Paul is on the committee and will be doing testing one day a week, he said he believes all days have been covered. Paul shared that pool furniture will be brought out at month end.

7. Tree Trimming

Karen is very pleased with the tree trimming that has been completed thus far. Mike met with the tree trimmer last week and he pointed out that there are two older trees near Diana's yard that need to be removed, he provided an estimate for the work of \$4,500. Mike made a motion to amend the contract to include the removal of these two additional trees, Diana seconded the motion, and the Board approved. Mike suggested tree trimming is budgeted for annually in the future.

The Farm HOA that neighbors Oak Park reached out to Kendall to ask if they planned to do any trimming along the property line where there are some limbs that hang above their units. Mike shared that the tree trimmer's contract is with Oak Park and if The Farm would like him to do any work, a contract would need to be formed with them, so the work is agreed upon and approved.

Kendall will get the removal of the two additional trees scheduled.

Mike shared that the sidewalk at Unit 12 has been damaged due to the roots. Kendall will schedule a contractor to look at the project and take care of the issue.

8. Insurance

Karen recently met with Monica, the insurance agent from American Family. She is drafting a letter to be sent to homeowners regarding the policy change including the impact it will have on personal insurance policies.

Kendall spoke with Monica and will check in with her this week if she hasn't received the letter yet.

9. Billboard Update – Freestanding Bulletin Board Near Mailboxes

The bulletin board was formerly used to post Board agendas, but Karen shared that she believes most homeowners are tech savvy enough to receive the information electronically. Karen would like to see the bulletin board used to share information that could be useful when coming onto the property. Mike suggested posting general information like pool hours, emergency numbers, contact information for Sterling, etc. Karen did

share that she believes someone will need to oversee the bulletin board to ensure it's up to date. Paul Avallone volunteered to keep the bulletin board updated moving forward.

Lisa Connoles jumped on the call to inform the Board that her mother, Judy, is on hospice care now. Judy was concerned that she had volunteered to help the Board with a project and wanted to let them know she would be unable to. Karen explained that Judy did initially volunteer to help out, but after further discussion decided it would be a bigger project than she was able to take on and thus had no responsibility.

Lisa also expressed some concerns about the change in insurance as she's working to keep her mother insured. Mike shared that a letter would be sent out soon that would help provide her personal insurance agent with the appropriate information.

10. Social Committee

Lisa Berkley would like to form a Social Committee that will encourage residents to volunteer to plan, organize, and implement social activities that promote a sense of community and connection. Lisa has many ideas including a community social like a BBQ in the summer, a block party, game night for all ages, stargazing, forming small groups with similar interests, classes, etc. She asked for Board feedback to learn how to pursue these events and suggested she could create a survey to gauge the interests of community members to see what commonalities there are.

Diana shared that she thinks it's a wonderful idea, but in her experience in the community, people don't frequently attend events. She suggested potentially starting with a BBQ/potluck or block party to see if there's interest moving forward. Karen shared that she believes due to the age range of homeowners, people's schedules tend to be fairly busy.

Kendall suggested sending out email/text reminders about events and utilizing the bulletin board to post upcoming events.

Karen reminded the group that any committee meetings in the club house need to be "hosted" by a committee member who is responsible for the space and ensuring everything is taken care of properly.

Lisa will create a survey and update the Board once she has feedback to review.

Mike shared that his wife volunteered to participate on a committee to review the bylaws and wanted to know how to get ahold of the group. Kendall will review the minutes from the Annual Meeting to learn who is involved.

11. Adjournment: The meeting was adjourned at 6:52pm.

Executive Session

Transcribed by Sam Miles