

**\*\*APPROVED\*\***

## **Oak Park Townhomes Association**

### **BOARD MEETING MINUTES**

6/2025

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 June 2025 meeting was called to order at 6:08pm.
- **Roll Call – The following are present:**
  - Karen Romero, President
  - Mike Shuttleworth, Treasurer
  - Paul Avallone
  - Rory Randall
  - Diana Strand
  - Libby DeBont
  - Kendall, Sterling Management Group
- **Approval of Minutes for May 2025**

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

Treasurer Mike Shuttleworth noted that the bill for insurance came in this month and was significant but expected. He also shared that he expects to see some other significant bills that will be discussed in this meeting. The Operating and Reserve accounts follow the year-to-date budget.

|                   |              |
|-------------------|--------------|
| Operating Account | \$102,000.00 |
| Reserve Account   | \$134,000.00 |

**Motion:** Rory Randall moved to approve the May 2025 financials, Paul Avallone seconded the motion, and the Board approved the financials.

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

- Libby DeBont – Libby asked the Board to consider raising the minimum age for pool usage without a supervising adult from 14 to 16. She said that without a lifeguard on duty, there is a major safety concern, and she has noticed unsafe and disruptive behavior frequently. She's had to speak with some children about their poor language and behavior, and to ask them not to do backflips for their safety. She shared that she feels the liability for the HOA is significant and would like to see the pool remain a family friendly environment. She stressed that her goal is not to restrict the children but to keep them safe.

Paul shared that he recently had a similar experience with two young girls at the pool in the evening and was concerned about their safety. He agreed that raising the age to 16 or even 18.

The Board thanked Libby for sharing.

- Jill – Jill jumped on quickly to let the Board know that she volunteered to participate on the committee to review the Bylaws but doesn't know who she should be communicating with. Kendall will look into it and follow-up with Jill.

### **3. Updating Pool Rules**

Karen asked if all homeowners have the code to the restroom area, to ensure proper access and cleanliness in the pool area. Mike suggested sending communication to the community.

The Board discussed Libby's proposal to raise the minimum age to use the pool unsupervised. Ensure proper access.

**Motion:** Karen made a motion to change the pool rules to say, children aged 16 and over may use the pool without direct adult supervision, and children under 16 must be supervised by an adult over the age of 18. Rory seconded the motion, and the Board approved.

Kendall will prepare communication to the homeowners including the code to the restroom and the updated pool rule.

### **4. Parking Rules**

The Board discussed parking rules, specifically the need to move cars every 24 hours in visitor spaces. Michael Berkley noticed that there is a discrepancy between the welcome document and parking resolution stating the frequency visitor cars need to be moved; one says every 24 hours and the other says every 48. There is a sign in front of each visitor space stating the need to move cars every 24 hours, so that is what both documents should say. The Board also discussed who is utilizing these spaces and agreed that it's frequently homeowners. When this happens, a reminder of the parking rules is placed on the vehicle and from time to time the Board has to discuss towing a car. Rory shared that he is close to these spaces and although he believes they are frequently used by homeowners, he doesn't feel that it's a common issue that needs to be addressed at this time.

### **5. Tree Removal**

Kendall shared that tree removal occurred today. She received the invoice and will review it. The contractor also sent an estimate for a couple of other trees that need to be removed due to their health. Kendall sent the estimate to the Board and asked everyone to review it.

### **6. Concrete Work**

An estimate has been collected to fix the sidewalks near units 11 and 12 that are causing a significant tripping hazard. The estimate is \$7,100-\$7,600 and includes three parts. Mike shared that there is money designated for general maintenance in the budget that could be utilized.

**Motion:** Karen made a motion to complete the concrete work near Units 11 and 12 as proposed, Diana Strand seconded the motion, and the Board approved.

### **7. Garage Roofs for Units 52 & 73**

Units 52 & 73 have experienced both significant issues with their roofs leaking and interior damage due to the continuous leaks. The Board discussed completing the project as bid and approved the work on both units. Kendall will reach out to the contractor to ensure the bid they have is precise and won't grow as the work is completed. Diana shared that she had cleaned out her garage and found mold on all of the walls so she encouraged Kendall to be clear with the contractor regarding the final bid amount.

### **8. Insurance Adjuster Report – Kendall provided a report on Fire Extinguishers, moss removal in the parking lot, tree trimming, and updating electrical equipment.**

**Fire Extinguisher** – Omlid and Sweeney charges a flat fee of \$70 for coming onsite, and \$6.25 per extinguisher. There is one extinguisher in the Clubhouse, but Kendall asked if there are others on property and where. Rory will walk the property and let Kendall know, but the Board discussed having an extinguisher in the Clubhouse, kitchen, and chemical room near the pool. The Board discussed the job and approved moving forward. Kendall will get the Board a final quote but will schedule an appointment.

**Moss Removal in the Parking Lot** – Kendall has messaged Juan twice and hasn't heard back. She will call him to get a quote.

**Tree Trimming** – The insurance adjuster has a complete report of all tree trimming that has been completed this year, the invoice for the removal that happened today, and the quote for the recommendation of treating the other trees. Kendall is waiting to hear if the adjuster will accept these documents or need additional information.

**Updating Electrical** – Kendall has reached out to Johnson Electric to do an inspection and will do a walkthrough as soon as tomorrow.

9. **Ongoing HVAC Maintenance** – Kendall shared that the Board can set-up a maintenance program for the new furnace in the Clubhouse. The first year is free, then an ongoing maintenance program is established.

**Motion:** Karen made a motion to move forward with this contract to ensure proper care of the new unit, Rory seconded the motion, and the Board approved.

Rory suggested Kendall get a good idea of what the price will be after the first year so the Board can be sure to work the cost into the budget.

10. **Roof Repair** - Karen asked Mike if he feels comfortable with the roof work approved earlier in this meeting with respect to the Budget. Mike reminded Karen that the plan is to use the Reserve Account that has been earmarked already for the roof repair, so it won't impact the budget. He also shared that by year end, he's confident that the HOA will remain on budget.
11. **Social Committee** – Karen asked if anyone had heard more feedback from Lisa regarding the Social Committee, no Board members had.
12. **Sprinkler System** – Karen shared that she's noticed several areas in the grass that are turning yellow. She asked the Board if they knew if Juan had been working with the sprinklers to ensure they're set up properly. Diana said she saw Juan working on one sprinkler that wasn't functioning properly but didn't know if he got it fixed. Kendall shared that on June 10<sup>th</sup> she received an email from Juan stating that he had checked all of the sprinklers on the property and he had one fix to make but otherwise everything was working. She received a second email on June 17<sup>th</sup> stating that he had walked the property with Kathy and again felt like everything was working properly. Karen asked Kendall to have Juan look at the areas behind Units 6 and 9. Kendall will follow up with Juan.
13. **Bid for Trees at Units 51 & 58** – A bid was received to remove trees at Units 51 & 58 for \$8,500, stating that the work should be completed no later than November this year. Karen asked Mike if they could work this into the budget. Mike shared that they have spent their budgeted amount for tree work for the year but suggested taking the money from somewhere else to make it work. After brief discussion, the Board approved the bid and asked Kendall to schedule the work.

Diana shared that there is a home near her and Karen's house that has three very dead trees, and Gillespie sent a letter to the homeowner to let them know that they are unsafe and need to be removed. Diana asked if the Board knew who would be responsible if they fell and caused damage. The Board was unsure, but Paul suggested contacting the City to see if there's an inspector who may be able assess the situation.

Transcribed by Sam Miles