

*****APPROVED*****

Oak Park Townhomes Association

BOARD MEETING MINUTES

7/2025

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – The July 2025 meeting was called to order at 6:01pm.
- **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Paul Avallone, Board Member
 - Rory Randall, Vice President
 - Kendall, Sterling Management Group
- **Approval of Minutes for June 2025**

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

Treasurer Mike Shuttleworth explained that expenses exceeded dues collected in June, so they had to pull some money from the General Fund.

Operating Account	\$99,339.26
Reserve Account	\$140,529.77

There are currently 6 delinquencies – the largest is from the property owner who passed away. There is another totaling about \$500 (about 2 payments). Kendall has not heard anything from the homeowner but will reach out to discuss payment collection.

Kendall clarified that there was a large insurance payment initially which was a downpayment, and now they are on a monthly payment plan.

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

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

No homeowners had comments.

3. Irrigation Issues

Karen pointed out that there are several areas that aren't getting watered properly. She shared that she vaguely remembers someone who had a tool that could detect issues with groundwater sprinklers and asked Board members if they had the same memory. Mike volunteered to spend some time walking the property to see if the sprinklers are hitting the correct areas, running long enough, and have suitable soil to keep the grass healthy.

Karen has a report that was prepared a few years ago with similar information and she'll get it to Mike for more background. Rory noted that the sprinkler at Bond and Norkenzie isn't rotating properly; Mike will take a look.

4. Pool Committee

Kendall shared a message with the Board from a member of the Pool Committee who was concerned about homeowners putting pool furniture back where it belongs. Karen asked the Board if they had noticed any improvement since the reminder went out. Rory shared that he believes the pool is being picked up a bit more and doesn't see moving the furniture as a significant issue, nor would it be easy to ensure homeowners are always re-setting the furniture to its original location.

Mike reminded the Board that the glass-top tables near the pool will need to be replaced per the report from the inspector. Paul suggested asking homeowners if they'd be interested in purchasing them, and if not, the furniture could be donated. Karen asked if the purchase could be moved to next year's budget. Kendall shared that she doesn't have a date the furniture needs to be dealt with but has a new contact, so she'll reach out. Mike suggested they take care of the problem right away to ensure there are no issues with the inspector. The tables will need umbrella holes in the center like the glass ones. Karen pointed out that the new umbrellas have faded considerably and are now more of a purple color; she suggested following up with the company they purchased from to address the issue and see if they would provide a replacement. Karen and Kendall will discuss reaching out to the company after the meeting.

5. Social Committee

Kendall checked in with Lisa who said that once the heat wave passes, they will be looking to plan some smaller gatherings. Communication will go out to all homeowners once the events are planned.

6. Upcoming Work Reminder

- **Garage Replacements** – TBD, Kendall will update Board and owners once a date is set
- **Concrete Work** – August 18th
 - Mike asked Kendall to try to communicate with the woman in Unit 12 regarding the concrete work; Kendall will do everything she can to find contact information for her. If she can't find a number, she'll post a notice on the front door to ensure they know what's planned.
- **Tree Removal** – August 25th (behind and in front of Unit 58)
- **Parking Lot Moss Removal** – Kendall is working with Kathy and Juan to complete the project. Juan started on the pathway near Bond Street. Initially the insurance company asked for the work to be completed by July 15th, but that was too quick for Juan, so they issued an extension to July 31st. Paul shared that Juan did a fantastic job in the area he's completed thus far. Paul did want to note an area of moss in the pool area; Kendall will be sure it's on his list.

7. Parking Reminder

Kendall shared an update on the parking concerns that had been raised previously. The homeowner that had the issue hopes that it has since been resolved. Kendall noted that there have been a few issues with contractors, and she would like to know if this happens so she can get it taken care of right away. She also shared that homeowners do have the ability to request a tow if someone is in their driveway or blocking their driveway or garage.

Karen asked what the process is to tow a vehicle that is parked out of the appropriate area, and if it was something that could be done immediately or needed a warning. Kendall shared that if the issue is urgent, the homeowner can request an immediate tow. If it's not urgent, the homeowner can contact Sterling Management and Kendall will communicate with the homeowner or company.

Lastly, a homeowner reported vehicles they thought were being stored on the property. The cars in question were cars parked in visitor spaces. Kendall has a record of each homeowner's vehicle and contacted those necessary to remind them that vehicles need to be moved when parked in visitor spaces.

8. 2026 Annual Budget

Karen reminded the Board that beginning in September, there are about two months to determine what needs to be included in next year's budget, including establishing a sub-committee that will need to work through bids for potential upcoming work. These budget items will need to be presented in November to be approved at the Annual Meeting in December.

- Karen noted that she moved in ten years ago when painting was being completed around the community and would like for an expert to look at the property to evaluate whether it needs to be done again or not, and if so, a schedule should be created.
- Roof repairs and replacements will be another significant item on next year's budget, including a thorough inspection of the flat roofs.
- Kendall also mentioned tree maintenance including forming a maintenance schedule with Gillespie Tree Care will be necessary. Rory shared that Gillespie mentioned coming back to the property to make some evaluations, Kendall will follow up on that. That would allow the Board to review a quote for annual maintenance at next month's meeting.

The meeting was adjourned at 6:28pm.

Transcribed by Sam Miles