

Oak Park Townhomes Association

BOARD MEETING MINUTES

8/2025

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – The August 2025 meeting was called to order at 6:03pm.
- **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Paul Avallone, Board Member
 - Kendall, Sterling Management Group
 - Sonya Itchkavich, Homeowner
- **Approval of Minutes for June 2025**

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

Treasurer Mike explained that expenses were back to normal for spending and income. He noted \$6,842.08 outstanding in delinquency with most of it being 1 owner in process of collections. Mike recommended to approve the treasurer report presented by Sterling. Paul seconded and the July financials were approved.

Operating Account	\$100,492.75
Reserve Account	\$141,569.52

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

Paul Avallone spoke on behalf of 2 owners in the back of the property. He explained that Sanipac has issues collecting trash in the back of the property. Owners are offering to bring their garbage containers out to the road so Sanipac does not have to enter that back area and damage the curb again. He explained the owners have not contacted Sanipac but suggested that if owners moved the bins, that Sanipac would not enter that back area.

Karen Romero stated that is a great idea and suggested that Sanipac be contacted about this beforehand, so it is documented with them.

Paul suggested letting those owners know they can bring their containers out of the area on Mondays and shared the location is at the front of the island on the right side where the curb was just fixed.

Kendall notified board members she would contact Sanipac the next morning with this update.

3. Roof Moss Removal & Pressure Washing Update from Landscapers

Karen inquired with Kendall on an update from the landscapers.

Kendall shared that the roof moss removal was done and pressure washing the sidewalks was ongoing. She has inquired with Juan from Jc Landscape on the latest update on completion and will continue to follow up with him and notify the board of completion.

Karen noted that the steps at #74 were done on that Tuesday so they have been on site working. Kendall stated she would do a property walk and send the completed photos to the insurance that requested the completed photos. She shared that they have been notified the project is ongoing and there are no issues on their end with the project not being completed yet.

4. Pool Updates

Karen has been talking to the pool committee and shared the pool closing date is the 7th of September at 1pm. On this day all furniture will be removed and stored away. After the furniture is removed, they were inquiring about pressure washing taking place after closing. Karen was not sure if that is something that has been done before. Her opinion was to let Martin make this decision.

Paul Avallone who is on the pool committee suggested that the pressure washing be done before the pool opens next year instead. Karen shared she also agrees that makes sense.

Kendall will let Martin know of the boards idea to schedule pressure washing at the time of pool opening season next year so he can ensure the pool chemicals are balanced properly after that work is done.

5. Sprinkler System Updates

Karen reported that Kathy had coordinated with Juan to address items requiring attention. Mike noted that a few weeks ago, he had marked areas with sprinkler issues using flags and informed the landscapers. They informed him that Juan was on vacation, prompting Mike to follow up with Kendall for an update.

Kendall explained that she has not yet received a response from Juan. However, she has received several work orders from homeowners regarding unresolved sprinkler issues. She mentioned that she has follow-ups scheduled with Juan this week and plans to walk the property to review the flagged areas and assess the outstanding concerns. Kendall will report back to the Board with any updates.

Mike suggested that some of the flags may have been moved due to mowing activity, though Karen confirmed that several remain in place near their section of the property. Mike inquired about the location of sprinkler heads, and Kendall clarified that Juan typically handles their replacement, so she did not have that information readily available.

Mike expressed concern that it has been nearly a month since the sprinkler issues began, resulting in a lack of proper watering. Kendall will reach out to Juan and his office tomorrow to request updates and push for necessary repairs to begin.

6. Upcoming Work Reminder

- **Garage Replacements** – Kendall shared there is no confirmation on scheduling yet as materials need ordered by Father and Son Roofing. She updated the board that all contracts have been signed, and Sterling has remitted payment for the down payment requirements. As soon as Kendall has a scheduled date from the vendor, she will notify the board and all homeowners.
- **Concrete Work** – Karen shared the concrete work done at units 11 and 12 was very well done although it differs from other pathways. She mentioned that all the lumber framing is still present, and it is not walkable yet. Kendall and Mike commented that contractors should be out to remove the framing when the concrete is all set.
- **Tree Removal** – Karen shared tree removal is scheduled the 25th of August in the backside of #58. Kendall confirmed work is still planned and owners are aware of the work being done.

- **Replacing Lamp Post Lights-** Karen asked Kendall how many bulbs are needed. Kendall confirmed that the bulbs have already been ordered between herself, Billy and Mike. Kendall will notify the board when they arrive so Mike can install around the property as he stated he has volunteered his time. Mike shared the bulbs ordered are LED and brighter than the present ones and have a longer life. Paul offered his time to help install the bulbs and Mike shared Kathy also volunteered.

7. Additional Agenda Item -Women's Sauna

Karen let the board know she has an additional agenda item. She was notified that the women's sauna timer was stuck on. It had been on all night and the bathroom was hot. Karen recommended repairing or replacing the timer as this has happened a long time ago as well. She shared it is a fire hazard. Karen also asked for signs to be posted to ensure the sauna is turned off when done in use as a reminder. Karen asked Kendall to contact an electrician and Mike shared that it is probably best to replace both bathroom saunas timers.

Kendall said she is getting a quote from Bear Mountain Electric who recently completed the GFCI installations at the clubhouse. She stated she will send the pricing to the board when she receives it.

8. Collections

Karen started to ask a follow up question to the collections process that the board has started with a delinquent homeowner.

Kendall shared that this discussion needs to be in an executive session due to the personal information that cannot be shared outside of board members.

Karen asked if board members have approved the motion on this item and Mike said he will follow up.

Paul said he approved via email.

Mike repeated that we should have this discussion in an executive board meeting and will look through his email to review the pending approval on his end and get back to Kendall.

9. Oak Park Entrance Sign

Paul raised a concern about the visibility of the Oak Park front entrance signage, specifically regarding the address display. He noted that the "1500" plaque is currently separate from the main "Oak Park" sign, and proposed relocating the address plaque to the opposite end of the entrance wall on Norkenzie, where it would be more visible and better lit.

To clarify for the board, Paul described the current sign placement, explaining that the address is not clearly visible until one is already entering the community. His intent is to ensure that the address "1500" is more prominently displayed and immediately visible from the street.

Karen suggested the possibility of obtaining new signage, but Paul emphasized that his proposal involves simply relocating the existing "1500" plaque. Mike further explained that the 1500 is a separate sign. Karen expressed no objection to the idea, especially since Paul indicated it would be a straightforward adjustment that he is willing to handle himself.

10. Homeowner Notification Regarding Fence

Kendall pointed out a homeowner had their hand raised in the zoom and the owner continued to communicate through the chat within Zoom. The homeowner was Sonya Itchkavich and they wanted to notify the board of a broken fence at the back of the property that faces the duplex on Bond. They stated the fence is about to fall over. Dogs from that side have come through the leaned fence. The fence is located in the back of the property near Kathy and Paul.

Kendall shared she will take a look at the fence. She said Juan may need to look at it as Sterling is having issues with high prices and waitlisting with fence contractors. Karen shared Tim may be able to complete the repair. Paul seconded that Tim should be able to support the fence, and Kendall thanked Sonya for letting the board know of this repair.

Karen motioned to adjourn the meeting, and Paul seconded. The meeting was adjourned at 6:37pm.

Transcribed by Kendall Williams