

APPROVED

Oak Park Townhomes Association

BOARD MEETING MINUTES

September 2025

Date: September 17th, 2025

Time: 6:00 PM

Location: Zoom

Agenda Prepared by: OPA Board of Directors, Sterling Management

1. Call to Order – Regular Session

The meeting was called to order at 6:04 PM by President Karen Romero.

Roll Call

Board Members Present:

Karen Romero – President

Mike Shuttleworth – Treasurer

Rory Randall – Board Member

Diana Strand – Board Member

Also Present:

Kendall Williams– Sterling Management Group

Kathy Giesen – Homeowner

Lisa Berkley – Homeowner

Approval of Minutes – August 2025

Karen called for approval of the August 2025 minutes.

Motion: Rory Randall moved to approve the August 2025 minutes.

Second: Diana Strand

Decision: Motion carried unanimously; minutes approved.

2. Homeowners' Forum

Karen opened the forum while waiting for Treasurer Mike Shuttleworth to join.

Kathy Giesen inquired about stump removal from recently cut trees and recommended annual bark installation to maintain the property. Karen confirmed bark application is in next year's budget. Kathy suggested applying one inch of bark every other year.

Kathy also noted several lights are out, specifically along Norkenzie and by the pool. Karen shared that LED replacement bulbs have arrived and will be installed by board members Mike and Paul by the end of the month.

Kathy brought up a picket fence near the clubhouse that is broken and laying on the ground. Lisa Berkley confirmed seeing it during a walk. Kendall offered to photograph the area and send it to the board for consideration on replacement.

Kathy requested board approval to post unused glass pool tables on Marketplace, as they are no longer permitted in the pool area. Kendall stated that if she receives photos, she will send a community-wide email offering the tables and umbrella stands free to owners.

Kendall followed up on stump removal to Kathy, stating she will request quotes from the arborist, as this service was likely not included in the original scope of work. Diana Strand confirmed stumps are still behind her unit. Kendall noted stumps can attract pests and are unsightly. Mike added that stump removal was included last year but not this year and the board can revisit this item.

Lisa Berkley requested trimming of bushes and trees around the front signage on Norkenzie, which are encroaching onto the sidewalk. Kendall confirmed a work order is in place and she is waiting on a response from Juan, the landscaper. She added that other trimming is also needed around the parking signage and clubhouse entrance.

Approval of Financials – August 2025

Treasurer Mike Shuttleworth joined the meeting and reported a total of \$24,373.76 collected in dues, a slight increase from the previous month. He stated that one homeowner accounts for most of the delinquent amount, and legal proceedings are underway to recover the funds.

Account Balances:

Operating Account: \$99,202.42

Reserve Account: \$130,993.99

Motion: Diana Strand moved to approve the August 2025 financials.

Second: Mike Shuttleworth

Decision: Motion carried unanimously.

3. Mailbox Pending Repairs with Post Office

Mailbox repairs remain pending for units #1-11. The HOA is on the USPS waitlist to fix the master key slot on the back of the boxes. Kendall continues to leave messages but has not received a response. The board explored installing new mailboxes, but they would still be subject to the key waitlist. In the meantime, affected residents may preview their mail by signing up for Informed Delivery through the post office website. Kendall mentioned she sent this information via email and text blast to all residents also noting that mail is to be picked up at the Willamette post office location.

4. New Community Social Space

A new social space was created by Kathy Giesen, Lisa Berkley, and Tim Hargreaves near units #45 and the walkway behind #13 and #14. Benches made from oak rounds were installed. Kendall shared images of the space during the meeting.

5. Emergency Preparedness Event

An emergency preparedness event will be held Monday night, 10/29 at 7 PM in the clubhouse, hosted by CERT's Andy Davis. Lisa Berkley organized the event and will also provide a neighborhood watch sign-up sheet. Diana Strand expressed interest in joining, pending overall participation.

6. Lamp Post Light Replacement

Mike Shuttleworth and Paul Avallone will install new, brighter LED bulbs in early October. The bulbs have already arrived and will be installed when Mike is back in town.

7. Roof Inspections – Units #1–6

Kendall is coordinating inspections for roofs #1–6 due to tree debris and squirrels dropping nuts, which could cause damage. Father and Son Roofing will complete the inspections. Karen mentioned that the inspection may be completed prior to the roof replacements, as different crews handle each task.

8. Budget Committee Formation

Kendall asked whether there were any volunteers for the 2026 budget committee and offered to send out a community-wide email. Karen recommended contacting David Adkins, who has previously served on the committee.

9. Budget Discussion Items 2026

Karen presented several items for consideration in the 2026 budget:

- Resurfacing of blacktop areas, particularly near the Norkenzie entrance and pool
- Ongoing sprinkler system upgrades
- Community-wide bark installation
- Tree trimming for next season
- Replacement of the sauna timer
- Enforcing dryer vent cleaning to reduce fire hazards

Kendall confirmed the discussion will remain open until the annual meeting. Mike is drafting the proposed budget and will distribute it to the board for review before it goes to homeowners.

Mike asked Kendall about potential fee increases. Kendall is waiting for rate updates from EWEB and Sanipac and will also confirm any increase in Sterling Management fees and contact JC Landscape.

12. Sauna Timer

Karen requested an update on sauna timer replacement quotes. Kendall explained that Bear Mountain Electric quoted \$360 per sauna to begin work but cannot confirm full costs until repairs begin, due to potential rheostat issues.

Rory Randall recommended repairing only the women's sauna for now. Mike agreed, citing uncertainty about usage levels. Kathy noted the sauna is appreciated by residents, especially in winter, and previously had issues two years ago.

Kendall will proceed with the women's sauna repair and update the board if additional parts or labor are needed.

13. Roof Replacement Update

Kendall confirmed that down payments have been submitted to Father and Son Roofing. The HOA is on the vendor's waitlist for scheduling, pending material delivery.

14. Dryer Vent Cleaning

Diana Strand inquired about service providers. Kendall will send a vendor recommendation email to the community. Karen confirmed she used a recommended vendor and was satisfied with the service. Mike asked Karen to share the unit needing the same service so Kendall can coordinate.

15. Sprinkler Repairs

Mike asked for an update on sprinkler flags he previously marked. Kendall confirmed many flags are still in place, particularly near the clubhouse, and are part of outstanding work orders with Juan.

Karen shared that she and Kathy walked the property with Juan and made some improvements to timers and sprinkler heads. Kathy noted that grass conditions have already improved, and Mike's flagged areas were among those addressed.

16. Board Vacancy

Karen announced she will step down from the board at the end of the year. Diana suggested sending a recruitment email to homeowners soon. Kendall is preparing a board member recruitment email to notify residents of the upcoming vacancy.

Karen thanked Kendall for her support, expressing gratitude for her time on the board.

Adjournment

Karen Romero adjourned the meeting at 6:47 PM.

Minutes transcribed by:

Kendall Williams – Sterling Management Group