

**\*APPROVED\***

**Oak Park Townhomes Association**

**BOARD MEETING MINUTES**

**October 2025**

**Date:** October 15<sup>th</sup>, 2025

**Time:** 6:00 PM

**Location:** Zoom

**Agenda Prepared by:** OPA Board of Directors, Sterling Management

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**1. Call to Order – Regular Session**

The meeting was called to order at 6:01 PM by President Karen Romero.

**Roll Call**

Board Members Present:

Karen Romero – President

Mike Shuttleworth – Treasurer

Paul Avallone – Board Member

Diana Strand – Board Member

Homeowners Present:

Kathy Giesen

Lisa Berkley

Also Present:

Kendall Williams – Sterling Management Group

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**Approval of Minutes – September 2025**

Karen called for approval of the September 2025 minutes.

Motion: Paul Avallone

Second: Mike Shuttleworth

Decision: Motion carried unanimously; minutes approved.

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## **Approval of Financials – September 2025**

Treasurer Mike Shuttleworth reported that expenses were slightly higher than usual due to tree removal and necessary concrete work; however, the association remains within budget. Mike requested clarification on a check issued to NATCO Development, and Kendall confirmed it was for the approved concrete work at Unit #12. He also inquired about a check to Sterling Management, which Kendall believes it was reimbursement for EWEB payments made by card due to late invoice receipt and would verify with accounting. Mike noted that utility costs have increased and next year's budget will need to reflect this rise. Mike then noted that delinquency remains higher due to one unit. Kendall noted that there were not updates on the sale of the home just yet but would notify the board when funds will be received. Mike then recommended the approval of the September 2025 financials.

### **Account Balances:**

Operating Account: \$80,085.60

Reserve Account: \$130,993.76

Motion: Mike Shuttleworth

Second: Paul Avallone

Decision: Motion carried unanimously.

## **2. Homeowners' Forum**

Kendall had 2 items from submitted from homeowners.

The first was a homeowner request to have the HOA cover costs to mail minutes to a homeowner without internet access and who has accessibility issues to attending an in-person meeting or reviewing minutes online where posted. Paul Avallone suggested posting minutes in the clubhouse where owners access the bathrooms, and Karen agreed that would work. Homeowner Lisa Berkley mentioned this was a disabled homeowner and mentioned the hardship the owner would face accessing the clubhouse for the minutes. With this information noted, Mike Shuttleworth motioned to approve this homeowner request. Karen seconded. Mike Shuttleworth confirmed this is a one-off situation and Kendall confirmed she would mail minutes moving forward to this owner.

Kendall presented an anonymous request asking that landscapers leave collected leaves in a designated pile for homeowners to use in personal plantings or raised beds. Karen requested clarification on the proposed location and emphasized that the pile should not

be visible. Paul Avallone asked about the level of demand, and Kendall noted this was the only request received. Diana Strand suggested placing leaves in the back area of the property and mentioned she has leaves available for owners. Karen reiterated that any leaf storage must be contained and not create an eyesore and noted that Juan is currently overloaded with existing landscaping priorities. Kathy Giesen suggested that homeowners could retrieve the leaves themselves if they are placed in the back area.

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### **3. Mailboxes Pending Repairs with Post Office**

Karen mentioned there are still pending issues with the post office repairs and both her and Kendall have had communication with the post office. It was reiterated that we are still on the waitlist to have these repairs done by the post office, and the post office has been apologetic. Karen mentioned this could take months up to a year for repairs and asked Kendall for updates. Kendall mentioned that this happened in another HOA's and it has taken months for repairs, and we would still be on the waitlist if the HOA purchased a new mailbox. Kendall reminded owners of the informed delivery where owners can review the mail that is available for pick up at the post office. Kendall confirmed we still have to wait for the post office to rekey the back of the mailbox if the HOA completed their own repairs.

### **4. Social Committee Updates**

Lisa Berkley reported that 11 owners attended the CERT event at the clubhouse. The presenter provided valuable emergency preparedness information and answered numerous questions. Tips included keeping cash on hand—particularly one-dollar bills—and preparing for potential communication disruptions by dividing the community into quadrants and using walkie-talkies. Lisa noted that homeowner Ben Barrett has offered to donate radios. She requested suggestions for identifying point-persons for each quadrant and stated that she and homeowner Connie Avallone will work on organizing these preparedness efforts. Karen asked whether any attendees volunteered; Lisa confirmed that two owners did, though both reside in the same area, so additional volunteers from the front of the community are needed. Lisa also asked for guidance on how best to distribute this information to the community. Paul Avallone reported that he and Connie Avallone tested walkie-talkies in the community and confirmed they have good range if needed. Lisa emphasized the importance of designating point persons for the donated radios and suggested the association could provide "help" signs for owners' windows to indicate assistance is needed during a disaster. She noted that there were valuable handouts from the event and that the presenter is willing to return for another session. Karen thanked Lisa

for the information, noting the meeting was beneficial to the community. Kendall from Sterling stated she can email communications to owners once Lisa provides the materials and the board approves distribution. Lisa mentioned there has not been great turnout with the neighborhood watch program. Lisa proposed a gingerbread house making event and Kendall mentioned she is happy to help with a survey to gauge participation for an event like this. Lisa would also like to host a January game night at the clubhouse and a planting event in the spring for owners to do some planting around the community. Lisa is hopeful for some community engagement and Karen would like to see a neighborhood donation bin at Oak Park. Paul Avallone mentioned the Eugene Rescue Mission as an option.

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## **5. Women's Sauna Timer Replacement Update**

Kendall provided an update that the womens sauna timer was replaced and the labor charge was as expected at \$350 and the part was \$23, making the total \$373. She stated there were no other further electrical issues and everything works and asked homeowner to keep Sterling notified if any issues persist.

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## **6. Trees: Replanting Plans, Homeowners Personal Planting, Stump Removals**

Kendall reported that tree removal has been completed. Homeowner #58 requested follow-up regarding replanting and personal planting through an architectural request, specifically to replace the tree that was removed. Kendall noted prior concerns about potential HOA liability for damages caused by newly planted trees. Mike suggested homeowners not be approved to replant removed trees due to potential risks and future costs and requested a list of recommended replacement trees from a landscaper. Karen agreed that any replanting should be reviewed, citing ongoing maintenance priorities, particularly roof upkeep. Paul Avallone recommended planting only trees that do not exceed 20 feet. Mike noted that the Bylaws do not differentiate between personal and non-personal property regarding tree removal. Kendall advised the homeowner to submit a formal request for ACC review to approve or deny the planting. She added that the homeowner has a pending fence installation request, which may address privacy concerns following tree removal. Kendall emphasized that the association's current focus should remain on tree trimming and removal and suggested finalizing a maintenance plan before addressing replanting. She also mentioned that she requested a quote for stump removal and will provide it to the board for approval and scheduling.

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## **7. Roofs: Replacements Pending, Inspections Scheduled #1-6, #74**

Kendall shared that roof replacements are still pending scheduling with Father and Son, but Oak Park is next on the vendor's schedule. She also shared that inspections on #1-6 was completed already last week and the report was shared via email with the board that noted the roofs were sealed tight and there were no damages reported. Kendall noted that she has not heard back from the realtor that noted there were roof issues when #74 went under inspection during the closing process. Father and Son was asking for the specific issues that were reported before they went out for an inspection. Kendall is working on coordinating the inspection after confirming there are no roof debris present on #74 and will keep the board informed.

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## **8. Light Post Bulb Replacements**

Michael Shuttleworth confirmed he is 90% done with the light post bulb replacements and shared he is replacing all of them, not just ones that are out to help brighten the community. He still has the ones along Norkenzie and noted that some owners did not want new brighter bulbs in some areas as it would shine into their units. Mike mentioned that some bushes need trimmed back to allow clearance with the light posts. Kathy Giesen mentioned she did a walk through with the landscapers and requested bushes be trimmed.

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## **9. Clubhouse/Mechanical Room Fence**

Karen brought the small picket fence located in front of the clubhouse to the boards attention and stated Kendall shared a photo via email with the board to review. Karen asked Kendall and Kathy what the plans with this fence were. Kendall mentioned that there is a large sprinkler in front of it and it seems to not serve a purpose and recommended getting it removed. Kathy shared that many years ago it was installed by a previous board members husband who had a fence company and it was decorative and confirmed she would like it removed. Kendall will reach out to Tim or Juan to see if either of them can remove this fence.

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## **10. Pest Control Report**

Kendall shared that #72 reported bats at their front porch area and within their front door wreath. Kendall contacted Terminix and they shared that bats are a federally protected species so they cannot do anything to exterminate or relocate bats if they are present during an inspection. Terminix will be back next month and will examine the area and offer any suggestions if they can see anything the homeowner can do to detour them. Kendall will relay these items to this homeowner.

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## **11. Open Board Positions 2026**

Kendall wanted confirmation on board positions that would be coming available so she could prepare the annual meeting documents. She confirmed that Rory Randall and Karen Romero would not be continuing on the board after 2025. Karen explained to Kendall that she does not need to state the positions available as those are determined at the meeting after the annual meeting between board members only and positions are established then.

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## **12. Budget Review**

Karen outlined several items to address in 2026, noting that trim paint, particularly the light cream color, has become dingy or damaged often during routine roof maintenance. She recommended scheduling power washing after roof work is completed.

Karen invited additional suggestions from homeowners and board members. Mike Shuttleworth encouraged others to share input, noting that trees, roofs, and cleaning the metal carports should remain priorities.

Mike then asked Lisa Berkley about the appropriate quarterly allocation for the social committee. Kendall noted that the board previously approved \$50 per quarter and asked whether \$250 annually would meet Lisa's needs; Lisa confirmed it would. Karen suggested a \$500 annual budget, and Paul Avallone agreed. Mike stated he will include this update in the budget.

Karen reported that exterior elements, including recent painting, are holding up well, though some touch-ups will be needed. Mike added that several flat roofs should begin to be replaced annually to stay ahead of emerging issues. Kendall recommended budgeting for a 10% insurance increase due to reduced HOA coverage availability and will seek updated quotes next month if they are available.

Karen requested that owners and board members send any additional suggestions to Kendall for board review and thanked Mike for his work on the budget.

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## **15. Additional Conversation Outside of Agenda**

Mike Shuttleworth initiated discussion on preparation for the annual meeting. Karen suggested hosting the annual meeting in person at the clubhouse, and Paul Avallone seconded. Karen confirmed the meeting will be held on Wednesday, December 17th.

Kendall stated she will coordinate with Vice President Rory to ensure sufficient chairs are available in the clubhouse. Paul Avallone requested that the CERT meeting be recapped for attendees, and Karen confirmed it will be included on the agenda.

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### **Adjournment**

Karen Romero adjourned the meeting at 7:07 PM.

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**Minutes transcribed by:**

*Kendall Williams – Sterling Management Group*