

Oak Park Townhomes Association BOARD MEETING MINUTES October 2025 Date:
November 19th, 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 6:01 PM by President Karen Romero.

Roll Call

Board Members Present: Karen Romero – President Rory -Treasurer Mike Shuttleworth –
Treasurer Paul Avallone – Board Member Diana Strand – Board Member

Homeowners Present: Kathy Giesen

Also Present: Kendall Williams– Sterling Management Group

Approval of Minutes – October 2025

Karen called for approval of the October 2025 minutes.

Motion: Paul Avallone Second: Rory

Decision: Motion carried out unanimously; minutes approved.

Approval of Financials – October 2025

Treasurer Mike Shuttleworth expressed that there are a few delinquent homeowners, and Sterling Management has sent notice to collect those dues. He asked for confirmation on the sale of #74 and Kendall with Sterling Management confirmed all funds were received and there are new homeowners.

Mike expressed there was an overage in expenses by \$10,000 but there were funds in the operating account to be used and the budget is balanced. Mike recommended approval of the financials.

Account Balances:

Operating Account: \$82,912.76 Reserve Account: \$132,042.80

Motion: Mike Shuttleworth Second: Karen Romero Third: Paul Avallone

Decision: Motion carried unanimously.

2. Homeowners' Forum

Paul Avallone reported rodent activity in his home and hired pest control at his own expense, which found a nest under his patio and placed bait. He stated the infestation was significant and noted that Terminix did not come out as he understood had been scheduled.

Kendall from Sterling Management explained ongoing issues with Terminix, including limited services under the current contract and lack of notice on service dates. She stated Terminix did visit but reported no rodent activity and did not speak with Paul or complete the requested services. Kendall apologized for the situation to Paul as she requested they do an inspection of his whole building and place traps.

Kendall recommended seeking a quote from Ultimate Pest Control for more comprehensive and timely services. Paul Avallone, Mike Shuttleworth, Karen Romero, and Kathy Giesen supported this approach, noting increased rodent activity in the area and the inadequacy of the current contract.

Karen Romero requested that Kendall obtain multiple bids and clearly outline the services included in any proposed pest control contract.

Additionally, Karen noted that Sanipac previously swept the trash enclosures, which has not been done recently. She asked Kendall to contact Sanipac to schedule this service. Kendall agreed and also stated she would reach out to JC Landscape to see if this task could be incorporated during their blowing services.

Kathy Giesen noted she walked behind units #15-#18 and the decks have leaves accumulating and recommended that they sweep the leaves off so that the landscapers can pick those up. Kendall stated she will send out an email blast.

3. Mailboxes Pending Repairs with Post Office

Karen asked Kendall for an update on the damaged mailboxes. Kendall reported that there is still no estimated timeline from the post office for repairs. She added that another HOA she manages experienced a similar break-in about a month earlier and is also still waiting to have the mailboxes rekeyed.

4. Social Committee Updates

Lisa Berkley provided Kendall with updates to share on behalf of the Social Committee. Lisa will present at the next Board meeting to recap the emergency preparedness meeting and hopes to increase engagement with the committee. She noted limited interest in the

gingerbread house activity and is considering alternative events, which will be promoted with posted flyers.

5. Stump Removal Completed at #51, #52 and #58

Karen Romero wanted to ensure the HOA knew that the stump removal project was completed.

6. Roof Updates: #71-73 Pending Scheduling, #38 Reported Leak, #73 Reported Main Roof Issue

Karen Romero requested an update from Kendall on all roofing-related items. Kendall reported that there is currently no update on scheduling for the roof replacements at units #71–73, as the work is weather dependent. Father and Son Roofing requires a full week of clear weather to begin, and they are hopeful no additional damage will occur, as was previously experienced at unit #52.

Karen asked how long a roof replacement typically takes. Kendall explained that, if no issues arise, the replacement generally takes two days.

Kendall also reported that units #38 and #73 have recently reported roofing issues and that she is in the process of obtaining estimates after inspections are completed. She noted that unit #38 had a prior leak that has reoccurred. Regarding unit #73, Kendall explained that the new homeowner had a home inspection, during which the inspector identified issues with the main roof but did not provide specific details.

7. Pest Control Report from Sterling

Paul Avallone noted we covered everything and Kendall confirmed.

8. Clubhouse/Mechanical Room Fence Removed by Tim

Karen asked for clarification on this work that was done. Kendall explained that homeowner Tim went out and removed the small fencing trim at the clubhouse that was decorative and rotting.

Mike Shuttleworth asked regarding the clubhouse, what the update was with the sauna room timers being replaced. Kendall confirmed the women's was done and she needs board approval to do the men's. Board requested Kendall to get a quote for the men's sauna timer to be replaced so they can approve and schedule.

9. Reminder: Open Board Positions 2026

10. Reminder: Annual Meeting in Person and Zoom 12/17/25 at 6:00pm

Karen Romero noted that there are currently open Board positions and reminded everyone that the Annual Meeting is scheduled for December 17th in the clubhouse. Kendall confirmed that a Zoom option will also be offered to encourage greater homeowner participation but encouraged in person attendance to be able to participate and ensure there is clear audio.

Mike Shuttleworth asked whether any homeowners had expressed interest in serving on the Board. Kendall reported that no interest has been received to date, but she will send out an email reminder seeking volunteers.

Karen Romero reminded the Board that officer positions will be assigned at the January meeting.

Karen Romero then requested that Board members remain after the meeting for an executive session to review and finalize the budget.

Adjournment

Karen Romero adjourned the meeting at 6:23 PM.

Minutes transcribed by: *Kendall Williams – Sterling Management Group*