

**Oak Park Townhomes Association  
Annual Board Meeting Minutes  
12/17/25 at 6:00pm  
Oak Park Clubhouse**

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

The meeting was called to order at 6:10pm by Secretary Diana Strand.

**Roll Call**

Board Members Present:

Karen Romero – President  
Rory Randall -Vice President (Zoom)  
Mike Shuttleworth – Treasurer  
Diana Strand – Secretary  
Paul Avallone – Board Member

Homeowners Present:

Kathy Giesen  
Jeanette B  
Randi Briscoe  
Ray Moore  
Kevin Parker  
Orlando Nesta  
Ben Barrett  
Lisa Berkley  
Eva Valencia  
Xiomara Arias

Also Present:

Kendall Williams– Sterling Management Group

Proxies:

#8 elected #6  
#39 elected Kathy G  
#37 elected Kathy g

**Proof of notice of the Annual Meeting was sent December 1<sup>st</sup>, 2025.**

**Approval of Minutes – October 2025**

Diana called for approval of the November 2025 minutes.

Motion: Mike Shuttleworth Second: Paul Avallone

Decision: Motion carried out unanimously; minutes approved.

**Treasurer Report/Approval of Financials – November 2025**

Treasurer Mike Shuttleworth shared the association is in good standing.

**Account Balances:**

Operating Account: \$89,042.35

Reserve Account: \$124,909.74

Motion: Mike Shuttleworth Second: Diana Strand

Decision: Motion carried unanimously.

**State of the Associations Address**

Treasurer Mike Shuttelworth reported that priorities for 2025–2026 include tree trimming and removal and continued garage flat roof replacements (two completed, three pending). LED bulbs were installed in all lamp posts. The Board will explore water conservation and other cost-saving measures into 2026.

**2. Ballot Results**

There are 2 open board positions with President Karen Romero and Vice President Rory Randall resigning. Nominations for Gregory Nelson and Orlando Nesta to join the Board of Directors were approved by the board, with all homeowners in favor. Board positions will be established at an organizational meeting.

**3. Review of 2026 Budget**

Treasurer Mike Shuttleworth reported that dues have not increased since 2024, when HOA insurance doubled. Due to rising utility costs and potential insurance increases, the Board proposed a 5% dues increase. There were no homeowner questions or objections. Mike Shuttleworth recommended approval of the budget at dues increase as presented.

Motion: Diana Strand

Second: Paul Avallone

Vote: All homeowners in favor

Decision: Approval carried unanimously.

#### **4. Disaster Planning Presentation**

Diana Strand reported that a new Emergency Preparedness and Disaster Planning Committee has been formed following the CERT presentation at the clubhouse. The complex is divided into quadrants, with one homeowner per quadrant responsible for monitoring homes and assisting during emergencies using radios. Sign-ups have been completed, and the committee will continue to update homeowners on meetings and activities. Volunteers with medical experience are welcome.

Lisa Berkley presented handouts and explained that the committee has radios, provided by homeowner Ben Barrett, who is certified to operate Ham radios. It was emphasized that this group is not intended to provide aid to you or your home in a disaster, but rather to help with communication to get the right aid to you. The committee offered red help signs that can be placed in homeowner windows in the event of a disaster that the homeowner responsible for that quadrant can see and help communicate via radio to seek assistance for that person. Lisa also recommended that the clubhouse be utilized as a hub for homeowners in the event of a disaster, where a generator and major first aid kit can be stored upon board approval of purchase.

#### **5. Homeowners Forum (3 Minutes per Property Owner)**

Kathy Giesen shared that the privacy fence next to her collapsed. She shared boundary fences need repaired and asked Kendall with Sterling Management for assistance with seeking repairs. Kendall offered to walk the property with Kathy at a later date to get photos and share with the board. Karen Romero and Paul Avallone are interested in looking into more permanent solutions for fences and will add this to January's agenda.

Ben Barrett requested updates on the damaged mailboxes. Karen Romero reported that the HOA remains on the post office's repair list, with regular follow-ups by her and Sterling Management. Kendall noted that a motion-activated dummy floodlight camera will be installed at the mailboxes in January until other surveillance options are implemented. The Board is also exploring having to purchase new mailboxes and relocating the mailboxes to a clubhouse mailroom. Kendall confirmed with the insurance company that the personal property deductible is \$25,000.

Jill Shuttleworth requested that the Board consider options to address the muddy walking path along Bond Lane, which becomes difficult to use during rain.

Lisa Berkey requested better lighting for the Oak Park address and sign at the front of the property as it is hard to see at night. She also requested consideration in redoing the Oak Park map sign as it is peeling.

President Karen Romero reported that the vacant lot behind Oak Park has been developed by a company and is being sold as individual lots. The property will remain unchanged until the lots are sold and construction begins.

Kathy Giesen asked if the signs from the post office on the back of the mailboxes can be replaced. Kendall offered to post laminated signs and replace them.

Trisha Berg noted that she has a bat living in her soffit above her front door and is looking for the board to consider installing bat houses within the trees or a mesh that would block that area. She also requested some signage that states no through street or private property as she frequently has people stopping at the end of her driveway on their phone that blocks her home.

Kevin Parker asked for assistance come springtime with ensuring water to the building is turned on so he can water the bushes and trees across his property.

Ray Moore expressed concerns about the parking lot and pool being full due to pool guests. The Board reminded homeowners that each resident is allowed four guests, which can make the area busy in summer. Homeowners were advised to restrict pool access to those they know and to notify the Board of any guest rule violations. The pool gate was recently repaired as well so it is accessed by key only. Paul Avallone noted that the pool rules regarding age restrictions were able to be updated by the board this past pool season.

Diana Strand concluded with thanking Karen Romero for her service as President. Karen expressed her gratitude towards the community, and she has enjoyed her time as President getting to know many homeowners and will miss being on the board but is ready to turnover responsibility.

### **Adjournment**

Karen Romero adjourned the meeting at 7:10pm

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