

**Oak Park Townhomes Association
Annual Board Meeting Minutes
1/27/26 at 6:00pm
Via Zoom**

1. Call to Order – Regular Session

The meeting was called to order at 6:01pm by Kendall at Sterling Management.

Roll Call

Board Members Present:

Greg Nelson -Vice President
Mike Shuttleworth – Treasurer
Orlando Nesta – Secretary
Diana Strand – Board Member

Homeowners Present:

Kathy Giesen
Karen Romero

Also Present:

Kendall Williams– Sterling Management Group

Approval of Annual Minutes – December 2025

Kendall called for approval of the December 2025 minutes.
Decision: Motion carried out unanimously; minutes approved.

Treasurer Report/Approval of Financials – November 2025

Account Balances:

Operating Account: \$97,876.32
Reserve Account: \$127,268.17

Treasurer Mike Shuttleworth motioned to approve December financials, all in favor.

2. Homeowners Forum

Karen Romero asked board to look into a mounted sign posted on Norckenzie.

Diana Strand asked Sterling Management to look into the downspout drains on her garage roof.

3. Introduction of New Board Members & Their Roles

2026 Board Members:

Paul Avallone -President

Greg Nelson -Vice President

Mike Shuttleworth -Treasurer

Orlando Nesta -Secretary

Diana Strand -Board Member

4. Voting on Motions

The Board agreed that meeting minutes will clearly reflect majority approval on all items requiring Board action.

5. 5% Dues Increase Reminder as Approved at Annual Meeting

Sterling Management reminded homeowners of 5% dues increase effective February 1st and reminded homeowners to update any automatic payments.

6. Mailboxes Back in Working Order

Mailboxes have been repaired by the post office. The board will be installing dummy cameras with lighting as well as under surveillance signage.

7. Roof Updates

#71-73 garage roof replacements have started 1/26/26.

#35 Main roof was inspected; results shared with board and will pass along to homeowner regarding shingles.

Sterling Management will work on 2026 roof replacement list for board review.

8. Pest Control

Sterling Management will review rodent damage to #62 and report findings to the board.

The board is reviewing quotes for a new pest control company to provide better service for the HOA.

9. #61 Deck Leak Review

Board discussed next steps in ensuring they understand what is causing the leak into the unit to determine homeowner versus HOA responsibility.

10. Pressure Washing Owner Walkways

Board requested quotes from JC Landscape to share with homeowners should they need this service completed.

11. Meeting Minutes Format

The Board approved a revised, condensed meeting minutes format to facilitate more efficient review

12. Additional Homeowner Items

Kathy Giesen requested a property walk to go over the HOA's perimeter fencing.

Mike Shutteworth requested homeowner suggestions from annual meeting be put on next month's agenda.

Oak Park meetings will continue the 3rd Monday of every month at 6pm via Zoom.

Adjournment

Kendall adjourned the meeting at 6:34pm, all in favor.

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