

Oak Park Townhomes Association

March Board Meeting Minutes

3/16/26 at 6:00pm

Via Zoom

1. Call to Order – Regular Session

The meeting was called to order at 6:01pm by President Paul Avallone.

Roll Call

Board Members Present:

Paul Avallone -President

Greg Nelson -Vice President

Mike Shuttleworth – Treasurer

Orlando Nesta – Secretary

Diana Strand – Board Member

Homeowners Present:

Kathy Giesen

Karen Romero

Trisha Berg

Kathy Geisen

Les Phillip

Also Present:

Kendall Williams– Sterling Management Group

Approval of Annual Minutes – February 2026

Paul called for approval of the February 2026 minutes.

Decision: Motion carried out unanimously; minutes approved.

Treasurer Report/Approval of Financials – February 2026

Account Balances:

Operating Account: \$117,060.91

Reserve Account: \$118,747.11

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

2. Homeowners Forum

A request was made to have the Sanipac dumpster rental for a weekend for owners to do spring cleaning. Kendall from Sterling Management will get this scheduled with Sanipac.

An update was shared that homeowner Tim is working on putting up posts at the mailbox station so he can secure the new dummy cameras and solar lights.

3. Authorizing Treasurer to Sign Income Tax Documents

All board members vote in favor of allowing Treasurer Michael Shuttleworth to sign income tax documents on behalf of the HOA.

4/5. Water Damage Discussion/ Deck Repairs & Replacement Discussion

Homeowner Les Phillipio shared insightful information to the board regarding the deck ledger board leak that has caused a leak inside his unit. The board has had discussion and will take a new vote to better understand how to move forward and proceed with allocating homeowners versus HOA responsibility. Kendall from Sterling to relay the boards decision to this homeowner.

6. New Unit Locator Map

Paul is working with a vendor to update the Oak Park property map alongside homeowner Tim who will redo the framing of the map. Estimates will be provided to board for approval.

7. Pest Control Updates

Sterling Management obtained three on call pest control estimates; Eugene Wildlife Trapping offered the best rate and are licensed to do bat relocation with three visits for \$300–\$599, depending on how many trips are needed.

8. Social Committee Update

A few spring ideas were shared including a pool opening day social event.

9. Homeowner Suggestions

Kendall shared the updates with the fence replacements at about \$15,000. Homeowner Tim is donating his labor to the HOA and will just charge for materials. The board approved this budget and it was determined that tree removal quotes are needed. Sterling to obtain.

Kendall reported that she is waiting for Juan to return the estimate for the 3ft gravel path on Bond Lane for board to review.

The board had further discussions about bats, and it was determined to not move forward with installing bat houses at this time as to not to attract more bats.

Ideas were discussed to address drivers not stopping at the Norkenzie entrance near units #71–73, but the Board noted that signage is already in place at that entrance.

Board determined that a closer look into the CC&R's for pressure washing walkways is needed to determine how to move forward with homeowners with shared walkways. Kendall with Sterling is able to get quotes for homeowners shared walkways if board determines HOA responsibility.

Adjournment

Paul adjourned the meeting at 7:08pm.

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