

OAK PARK TOWNHOMES ASSOCIATION

Annual Meeting

December 13, 2021

Via Zoom

Board Members/Sterling Management Representative present:

Karen Romero, President

Kathy Giesen, Vice President

Bob Gray, Treasurer

Todd Richardson, Board Member

Samantha Linam & Billy Benner, Sterling Management Group

Homeowners Present:

1. Call to Order and Certifying of proxies:

Certifying of Proxies: 17 signed in, 5 proxies, 20 total quorums

Karen called the meeting to order at 6:00 p.m.

2. Proof of Notice of Meeting (Letter to Owners):

Proof of Notice of Meeting: Karen announced and verified that the letter to unit owners went out December 2, 2021.

3. Reading/Approval of minutes for 2020 Annual Meeting:

Discussion: Todd asked the attendees if they would acknowledge if they were ok without reading the minutes before approval. All in favor.

Motion: Kathy moved to approve 2020 annual meeting minutes. Todd seconded. All in favor.

4. Reports of Officers:

Chairperson's "State of the Association" Report: Karen started off with stating that she serves as the board president and wanted to thank the other participating board members and Sterling Management Group.

Karen stated that she appreciates and is thankful for all the homeowners that stepped and helped with spreading all the bark this year.

Karen thanked the pool committee for volunteering and all their hard work with helping get the pool up and running this year.

Karen expressed her thankfulness to David with running the budget committee and all his hard work with getting this next year's budget put together and watching the expenses.

Karen also thanked the Architectural Committee for all their work with requests that come in from homeowners.

Karen stated that she always encourages homeowners to volunteer for either the committees or the board.

Todd stated that he has been serving on the board this past year and it has been a pleasure to serve with the other board members and that it hasn't been too taxing.

Karen stated the most stressful issue this year was all the water leaks but now those have been repaired and now the budget is back on track.

Karen stated the next item to work on this next year is bringing the reserve account up for preparation for planning for next year's expenses.

Treasurer's Budget Report: Bob gave the Treasurer's and Budget report.

Operating Income	\$ 1,614.87
Operating Expenses	\$ 20,998.27
Total Operating Balance	\$ 15,239.14
Reserve Balance	\$ 84,740.24
Delinquency Amount	\$ 6,407.02

- **Review of Proposed 2022 Budget:** The 2022 proposed budget was distributed to all homeowners in attendance.

Discussion: Bob stated that David has been great keeping eyes on expenses and a great help preparing the budget. Bob stated he is proud of all the hard work and accomplishments that have been done this year.

Motion: Bob moved to approve the November 2021 financials. Kathy seconded. All in favor.

5. Ballot results for OPA Board of Directors for 2020 (Zoom Poll received, read, and counted by Sterling Management)

Zoom Polls were done by homeowners in attendance. Current board members asked if anyone would like to nominate themselves or someone else to fill open positions.

The following homeowners volunteered to remain on the board for another year: Kathy Giesen, Bob Gray, Todd Richardson, Karen Romero, and Eva Valencia.

No other homeowners came forward to volunteer to serve on the board.

Motion: Karen moved to approve the nominee board members which are Kathy Geisen, Bob Gray, Todd Richardson, Karen Romero, and Eva Valencia. Janet seconded. All in favor.

1. Topic Detail:

Review of Capital Expenditures for 2022: Kathy stated that landscaping expenses have gone up 10%. Kathy stated the largest expense has been roof and gutter maintenance.

Kathy stated the pool repairs that were found in this year's state inspection are in the plans for the next year's budget. Kathy stated that the main issue that was found is the pool deck is lifting due to tree roots, but that the inspector stated this doesn't have to be fixed by next years inspection. The repairs just must be on the radar to be fixed. Kathy stated that we are currently working on getting bids for this major repair and is in this next year's budget.

Dry rot and painting will occur again this year. Kathy stated that once this phase is done this summer, we will only have a few units left to do and then we will be done for a few years, which will help replenish the reserve account.

Kathy stated we don not want a big assessment to happen and that is why we are working hard to increase the reserve account.

2. Open Forum (2 minutes per property owner)

#33 – stated she is concerned with all the lamp posts being out and that it's extremely dark going to her car and the garbage enclosure.

Karen stated that we have a company currently working on this issue. She stated she was hoping that it was just the sensor on top of the clubhouse, but it seems to be a bigger issue.

Billy from Sterling Management stated that we have Bear Mountain Electric working on the problem. He stated that they ruled out the sensor and the circuit breaker and believes there is a short somewhere in the lines and they must trouble shoot the problem. Billy stated the issue is the lines all split off to each pole, so they must keep trying to trace and dig up lines. Billy stated the lights that are now working that were currently not working are fixed and that was a short in one of the lines.

Kathy asked will they be coming out every day until the issue is resolved.

Billy stated scheduling has been a problem because they have other jobs that were scheduled that they must keep up with.

Kathy asked if Sterling Management could send out an update to the homeowners about the lighting issue.

Karen stated she is concerned about the cost.

Billy stated we haven't received an estimate from them because they don't know what the issue is. Billy stated their labor costs are a lot less than the other vendors that we use but because they don't know what the issue is they can't do an estimate.

#62 – stated that she has noticed there has been an issue with parking. She stated homeowners have been parking in their driveways and their vehicles are sticking out into the road and it's bad on garbage service days. She stated she is concerned that emergency vehicles will not be able to get through.

Kathy asked if Sterling Management could send out an email blast about parking procedures in driveways with being aware if their vehicles are sticking out in the roadway.

Karen stated an email reminder would be great because the board would hate to have to start violating homeowners.

#25 – stated there is also 3 visitor spaces over by Bond and limited handicap spaces. She stated she would also like to see a reminder go out to homeowners about parking in their proper spaces.

Kathy stated that she has observed the people that live across Bond park in those three visitors spaces and walk across the street.

New Business: None

Announcements: None

3. Adjournment:

Karen adjourned the meeting at 6:40 p.m.

(Transcribed by Samantha Linam)
