

OAK PARK TOWN-HOMES ASSOCIATION

Annual Meeting
December 12, 2022

Board Members/Sterling Management Representative present:

Karen Romero #9, President
Kathy Giesen #53, Vice President
Eva Valencia #6, Secretary
Todd Richardson #37, Board Member
Billy Benner, Sterling Management Group

Homeowners present:

Patricia Cleall #3
Jenny Mendoza #4
Dotty Dawson #5
Sonja Itchkavich-Levasseur #8
Thomas Lay #10
Mike Shuttleworth #11
Claire Johnson #33
Linda Shipp #38
Cindy Conley #45
Diana Strand #52
Jon Nuxoll #64
Judy Sinnott #65
Rory Randall #66
Krista Schor #69

Proxy's:

Malcolm Drake Unit #15
David & Nancy Atkins Unit #46, Kathy Giesen proxy
Ray Moore Unit #63, Jon Nuxoll proxy

1. Call to Order:

- Kathy called the meeting to order at 6:00 pm
- Roll call: 18 Homeowners present, 3 homeowners present by proxy, total of 21 homeowners attending.

2. Approval of Minutes from 2021 Annual Meeting on December 13, 2021:

- **Motion:** Jon moved to approve the December 2021 minutes as written. Eva seconded. All in favor.

3. Reports of Officers

- Karen: “State of the Association” Report
 - Each homeowner received a written report in the mail that covered the highlights of the 2022 events that are worth mentioning.
 - Karen is grateful for the board and their efforts to manage the affairs of the townhouses in a practical, sensible, and expedient way.
 - Kathy’s help was critical in managing the repairs for water leakage and broken lines and working with the city to be sure a full reimbursement was made.
 - Todd & Pamela’s daughter came to offer a star gazing event that was a great success.
 - Karen hopes we can do more of this in the future.
 - Rory & Dawn are cleaning the clubhouse, saving money, and taking care of the facility.
 - The pool committee is dedicated to managing the pool needs and we are very grateful for them. Eva is instrumental with this.
 - Tim Hargreaves is always helping with projects around the complex, and we are very grateful for him.
 - Billy Sterling has been such an asset to our community. Karen recognizes Billy is more involved than many property managers and he is very invested in our community.
 - There were a lot of unexpected costs to the community over the last year.
 - Dry rot repairs, pool maintenance/equipment, tree issues, roof issues.
- Treasurer’s Budget Report will be addressed by Kathy later in the meeting.

4. Approval of Financial reports for November 2022:

Motion: Eva moved to approve November 2022 financials. Kathy seconded the approval. All in favor.

5. Ballot results for OPA Board of Directors for 2023

- Karen Romero
 - Kathy Giesen
 - Eva Valencia
 - David Atkins
 - Nancy Atkins
 - Todd Richardson
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- No other names were submitted to be on the board for 2023. Officer positions will be decided at the next meeting. Todd and Karen expressed the need to add new, younger people to the board in order to maintain continuity in the board in the future.
 - Even if homeowners do not want to be on the board it is important for them to consider joining various committees that help the community function smoothly.

Motion to approve board members for 2023: Eva moved to approve the proposed board members. Todd seconded the motion. All in favor.

6. Review of Projects, financially impacting our budget – Kathy Giesen

- Utilities: leak at 69/70, water flowing from broken pipes that needed repairs.
- Electrical work: lights on the east side of the park were not working. It took months to find and fix this problem.
- Gas prices are going up by 25%, this affects the pool and clubhouse heating costs.
- Extensive dry rot repairs were needed on several units.
- Pool maintenance – the pump & heater needed to be replaced, concrete around the pool needs to be repaired.
 - Landscape and irrigation system needs updates.
 - Trees at unit #45 need to be removed.
 - Roofs repairs are needed in upcoming years
- The board is working to maintain the units as much as possible, but with aging units there will always be unexpected problems.
- There is an effort to maintain a financial reserve of \$100,000.00 At this point the reserve is at \$97,000 with pending projects to be paid out of that.
 - Financial reserves can affect real estate value in the townhouse community.
 - Part of the dues each month go into the reserves every month.
- Dues increases are necessary to maintain reserves as well as pay for the costs required by the by-laws. The only income for Oak Park Townhomes are the dues paid by owners.
 - Dues cover painting, landscaping, roof repair, water, garbage, etc.

7. 2023 Proposed Budget

- There will be a 4% increase for dues in the new year.
- Normal increases for services will be increasing in 2023
 - Landscaping will increase by 10%
 - Pool service will increase
 - EWEB will increase
 - Insurance will increase
- Firm bids are already in place for dry rot repairs and painting projects from McKenzie Commercial and Carlson & Strand
 - Replacement of reserves is in the budget
 - Preparation of funds are being planned for the upcoming roof replacement projects

8. Homeowner's Forum (3 minutes Per Property Owner)

- Diana (#52) asked about collecting HOA dues from homeowners who are behind on their dues.
 - Billy said there are currently \$3100.00 in delinquent payments. \$1841.00 in the last 30 days. \$1270.00 is 30 days or more delinquent. Nine homeowners owe a balance on their dues.

- Sterling sends a balance reminder. If no payments are received, then it turns to small claims or collections.
- Claire (#33) asked if the HOA dues are calculated by square footage. She is wondering why smaller units have similar HOA fees to larger units.
 - Eva said they are calculated by square footage per unit. The by-laws distinguish types of units and that is when the HOA fees were originally established. The increase has to be done as a percentage, per the by-laws.
- Claire (#33) asked about car break-ins, hoping Billy could send a reminder email to homeowners to not leave items in sight inside of cars in order to discourage break-ins.
 - Billy reminded everyone that if a car is broken in to the homeowner should call the Eugene police to have a report filed. There is a community officer we work with who can take information about break-ins and prowlers.
- Mr. Johnson (#33) asked how the club house is being used, particularly in the winter.
 - Karen said in the past all board meetings were held in the club house, but the meetings moved to zoom as a result of Covid.
 - The club house can be rented for a \$25.00 for personal use.
 - The back of the club house has a sauna, bathrooms, & showers for pool access.
 - The people cleaning the club house at this time are not charging for their cleaning.
- Mr. Johnson (#33) asked if there is an accounting firm who oversees the handling of the budget.
 - Karen emphasized that Sterling Management has the ability to oversee the budget as well as David Atkins (board member) who is thorough and expert at developing and reviewing the financials of the community.
 - Billy spoke for Sterling Management – it has its own accounting department that processes all payables and receivables for the community.
 - Eva told of days before the community had a property management team when there was a requirement for a yearly audit per the by-laws. Once a property management team was employed by the community an audit has not been necessary per the by-laws.
 - Billy mentioned that Sterling Management does undergo an annual audit, this would include the financials for Oak Park Townhomes.
- Mr. Johnson (#33) asked for clarification about the trees that need to be removed at unit 45.
 - Billy explained there are two coastal redwoods that will be removed in early 2023. There were at least three bids for this project.
- Mr. Johnson (#33) asked if the \$100,000.00 reserve is in an account that is earning interest.
 - Kathy explained that the board doesn't invest in CD's anymore, but the fund is in an interest-bearing account. Billy will get more information about this for those who are interested.
 - The HOA revenue is about \$21,000/month. There are a lot of expenses that go into keeping the community running.

- Mr. Johnson agreed to be a member at large on the board.
- Cindy (#45) expressed appreciation for what a good job the board is doing of managing the money that comes in through the HOA dues. She suggested raising dues even more than 4% to stay on top of problems and prevent large charges for unexpected problems.
 - Cindy's garage is where the problem trees are. She appreciates the board recognizing and taking care of the problem those trees are creating.
 - Cindy cannot serve on the board, but she is glad to serve on the pool committee and the architecture committee. She would also love to serve on a social committee.
- Mike (#11) asked about electric charging stations. He wonders if the association has looked into adding electric charging stations for residents. He wonders if some of the cost for this could be covered by the government.
 - Billy emphasized that Eugene doesn't have as many programs for these efforts but he will do some research about it and see what the possibilities are.
 - Karen commented about the problem of limited parking and how electric charging stations would be affected by that.
 - Eva expressed that the units may have enough power in them to charge an electric vehicle.
- Mike (#11) asked about trailers that are parked in visitor parking, taking up parking spaces.
 - Karen explained that one of the trailers belongs to Tim who uses it for projects around the community. They feel it is worth letting him use the space for his trailer.
 - The other trailer belongs to a homeowner who can store his trailer in the garage. The homeowner will address trailer storage.
- Diana (#52) expressed concerns about vermin in her walls. She's wondering if there is anything that can be done about it.
 - Billy said often vermin can get into walls through ductless hvac systems or through cracks and breaks in the siding. Sprague is used for pest control. They use traps, not bait.
 - Last year there was a rat problem in the walls at unit #2. Sprague came out and found the way in through the dryer vent, set the traps and took care of it.
 - Eva suggested having someone come look for Diana's vermin problem.

9. Unfinished Business

- Todd gave a reminder that all of the HOA documents/minutes/etc. are found on the Oak Park Townhouses website.
- Sterling will be giving out new contact information forms. Homeowners should specify how they would prefer to be contacted for townhouse business.
 - Linda (#38) is an owner but not a resident. She would like her daughter (who is the resident) to be on the contact list for information so she will receive it directly, instead of having to go through the owner. Billy explained that they just need the resident's phone number added to the owners list and she will get the information. Linda will update the information.

10. New Business

- None

11. Announcements

- The board wishes all a happy holiday. Looking forward to a great 2023.

Kathy called the meeting adjourned.

Transcribed by Pamela Richardson