

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

4/2024

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- Call to Order** – Karen Romero called the April 2024 meeting to order at 6:04pm.
- Roll Call – The following are present:**
 - Karen Romero, President, Unit 9
 - Kathy Giesen, Vice President, Unit 53
 - Mike Shuttleworth, Treasurer, Unit 11
 - Mike and Lisa Berkley, Unit 46
 - Diana Strand, Unit 52
 - Judy Sinnot, Unit 65
 - Rory Randall, Unit 66
 - Kendall Williams, Sterling Management Group
- Approval of Minutes from March 2024**
 - Motion:** Mike Berkley moved to approve the March 2024 minutes, Mike Shuttleworth seconded the motion, and the Board approved the minutes.
- Approval of Financials from March 2024**
 - Comments:** Mike Shuttleworth mentioned that an email had gone out about EWEB bills being looked into and the Board briefly discussed waiting to approve the financials for further discussion.
 - Motion:** Mike Shuttleworth motioned to table approval of the March 2024 financials.

2. Homeowners' Forum (3 minutes Per Property Owner)

Property Owners are welcome and encouraged to attend.

Judy, Unit 65 – Judy asked if roof cleaning was scheduled on a regular 6-month basis, and if it was coming up. Kendall shared that Juan will be letting her know when he can schedule the moss cleaning on the roofs in the next week. Judy clarified that she's also thinking about the debris build up on the roofs. Karen said that it's done twice a year and was completed in January and likely should be scheduled for June as well. Kendall will check with Juan to see if he has roof cleaning (for debris) in the next couple months.

Mike Berkley, Unit 46 – Upon returning to Oregon, Mike mentioned that they have some standing water on the corner of the garage near their drainpipe and knows a neighbor had a similar issue. Karen mentioned that this is likely an issue with debris being caught on the roof.

Mike also mentioned that there's a large open space where a tree was removed that could be landscaped and wondered if there was a plan. Karen said the Landscape Committee would be working on it.

3. Dues Increase Discussion

Due to the increase in insurance rates, the dues will need to increase to cover the difference; the recommendation is to increase dues \$28-\$30 to make sure everything is covered. Mike Shuttleworth suggested a \$30 increase. The dues increase will require the Board to send a letter out to all Homeowners, but hopefully shouldn't be a surprise because they've already received the information about the insurance rate increase. Kendall shared that most Homeowner questions have simply been to clarify details about the increase.

Mike Berkley shared that after reviewing the CCNR's, because the increase is less than 15% per unit, the Board can make the decision to increase dues without Homeowner approval.

Mike also shared that Article 6D in the CCNR's states that if the increase is due to a water or sewer related issue, it should be spread out evenly, but if it's not it should be in direct proportion to the initial monthly maintenance assessment. With this in mind, Mike took the difference in the former insurance rate and new insurance rate and pro-rated it according to the type and number of units (A, B, C, etc.); doing so provided a monthly increase ranging from \$27-\$32 depending on the unit type.

Motion: Mike Shuttleworth made a motion to approve the numbers provided by Mike Berkley as a monthly increase for each homeowner dependent upon unit type and according to the CCNR's, covering the increase in Insurance for the remainder of the year. Increases will be as follows: A Class = \$27.00, B Class = \$28.00, C Class = \$29.00, D Class = \$31.00, E Class = \$30.00, F Class = \$31.00, G Class = \$32.00, H Class = \$32.00, I Class = \$28.00. Diana Strand seconded the motion made by Mike Shuttleworth and the Board approved.

Sterling Management will put together a statement that can be sent to homeowners that lists both the various Unit Types, corresponding Unit Numbers, and the increase they'll see in monthly dues for the change in insurance fees. They will also include a reminder for homeowners who have Auto-Pay set up to adjust their Auto-Pay amount. Kendall will send the statement out to Board members to review prior to sending it to homeowners. The increase will take effect July 1, 2024, and the notification will be sent out to homeowners no later than June 1, 2024.

4. Dumpster at Entrance of Clubhouse for Homeowner Cleanup

Karen shared that in the past, they have placed a large dumpster near the clubhouse for about a week that homeowners can utilize to clean up their units. This has been incredibly successful in the past and seems timely with Spring/Summer approaching. She asked for Board feedback and shared that she would love to see this happen again this year. She suggested doing so in the early to mid-part of May.

Kendall will do a little research to see what's been ordered in the past and get in touch with the Board.

5. Pool Furniture – Ordered and Delivered

Thanks to Lisa's assistance, new pool furniture has been ordered and delivered. There are 22 boxes waiting to be emptied and assembled. The pool is scheduled to be opened at the end of May, so it's time to get the furniture assembly scheduled – the project could also be coordinated with the dumpster as there will be quite a bit of cardboard. Kendall shared that Paul in Unit 45 would like to help with assembly, Rory and Paul are able to help but would prefer to begin now as they're not available mid-May, Lisa and Karen are also able to help. Rory said he's happy to get started as soon as tomorrow, Kathy will get him access to where the furniture is stored, and he'll work on a few pieces at a time.

Pool Committee Volunteers: Nancy and David, Mike Berkley, and Rory Randall have all volunteered – all committee members will need to be educated on testing which typically happens prior to the season. Kathy will reach out to Nancy who should have a list of previous Pool Committee Members and potential new volunteers.

6. Sterling Management Report

Roof Repair Updates – Unit 45 has been completed and Kendall has communicated with Paul in 45 to confirm the completion of the project.

Unit 10 has the missing soffit area under the roof which has created a space for pests to get in. Kendall is waiting for an estimate from To the T Remodeling, a general contractor, by the end of the week. Karen also recommended McKenzie Commercial and has reached out to them in hopes of collecting an additional estimate. Kendall will send out the estimates to the Board once she receives them for approval. Karen suggested potentially using a screen instead, and although Kendall isn't familiar with the situation, she'll communicate with Father and Son roofing who are always happy to answer questions or clarify their reports. Mike Shuttleworth is happy to take a look when he's back and in the meantime, Kendall will share what she learns from To the T Remodeling.

Kathy shared that there has been some homeowner discussion about the lights on the carports not working properly. Tim will be back shortly and will look at the lights, it's possible that they're not getting enough sunlight to function properly. Kendall will make a note on Sterling's side.

Rory mentioned to Kendall that there still isn't water behind Unit 66. Kendall spoke to Juan who mentioned that it might be due to some of the water shut offs that happened because of the backflow testing that was recently done and repairs that need to be done. Both Juan and Kendall have reached out to the company that did the backflow testing to learn when the maintenance will be performed. Once completed, the water will be restored without the risk of damaging pipes.

EWEB Bill Increase – Kendall asked EWEB to review the bill from January 16 – February 15th of this year because it was significantly higher than anticipated. The increase came from the meter in the rec room. EWEB confirmed that this meter is a "smart meter", which means it's both updated and validated on their end monthly. They said the increase was likely due to the storm;

if things were shut off, it takes considerably more power to get everything back up and running. There are also some exterior lights that run on the same meter. Kendall compared this bill to the same bill the previous year and this bill was \$100 more, which likely falls in line with the storm being the main culprit for the increase.

Moss Roof Treatment – As mentioned earlier, Kendall is waiting to hear back from Juan on when he can schedule treatment (his schedule was quite busy this week). Kendall will let the Board and homeowners know when the treatment gets scheduled.

Diana asked when the sprinklers would come on for the year, Kendall is unsure but will ask Juan and let the Board know.

Karen shared that she knows all Board members are busy, but it would be wonderful if Board meetings could be checking emails to approve, deny, or make comments on any proposed actions.

Mike Berkley shared that he reached out to Pamela Richardson to discuss the website and will let everyone know what he hears.

Lisa Berkley shared that she is happy to help with the library, but needs to know if Tim is able/willing to help with the build. Karen said that Tim is in Vietnam right now and will be home at the end of the month.

Diana Strand asked about AppFolio and the additional fee charged for using it. Kendall said that if she pays by check instead, she can avoid paying the additional fee. Karen sets up Auto-Pay through her bank to avoid the fee.

Adjournment: The meeting was adjourned at 7:00pm.

Executive Session

Transcribed by Sam Miles