

**\*APPROVED\***

**OAK PARK TOWN-HOMES ASSOCIATION  
Board of Directors Meeting  
August 21, 2023**

**Board Members/Sterling Management Representative present:**

- Kathy Giesen, Vice President
- Eva Valencia, Member at Large
- Karen Romero, Member at Large
- Billy Benner, Sterling Management Group
- MacKenzie Aird, Sterling Property Manager

**Homeowners Present:**

- Mike & Lisa, Homeowners #46
- Judy, Homeowner #65
- Dotty, Homeowner #5
- Mike, Homeowner #11

---

**1. Call to Order:**

- Billy called the meeting to order at 6:06.

---

**2. Business:**

- Billy explained that MacKenzie Aird would be joining him to learn the ropes of our property/HOA needs to help carry the load for Sterling Management.
- Mike (#11) would like to join the board.
- Todd & Pamela will soon be stepping down from their responsibilities on the board. There is a need to find a new person to transcribe the minutes starting in September.
  - Billy has someone in Sterling who can take over transcription, but it would be \$150.00 a month. He suggested sending out an email to homeowners to see if someone would volunteer to take over this responsibility.
- July minutes were approved through email.

**Approval of Financial Reports for July 2023:**

Motion: Karen moved to approve July 2023 financials. Eva seconded the approval. All in favor.

---

### 3. Homeowner's Forum (3 Minutes Per Property Owner):

- **Judy (#65):**
  - Expressed concern about dog excrement not being picked up in common areas and requested a reminder to residents.
  - Shared sadness about large rhododendrons removed by the mailboxes and asked to preserve one near her door.
    - Eva and Kathy discussed treating rhododendrons for disease, as done previously. Billy will arrange for an inspection.
- **Karen (#8):**
  - Expressed ongoing concerns about irrigation issues and brown grass in her backyard area.
    - Billy mentioned plans to conduct a thorough irrigation overhaul and explore a new landscaping company.
    - Eva suggested reseeding the grass and adding this to next year's budget.
- **Mike (#46):**
  - Asked about accessing HOA financials.
    - Billy confirmed access via the Sterling portal and will provide a copy of approved financials.
    - Discussed opportunities for Mike to assist as treasurer if interested.

---

### 4. Pool:

- Pool closure was scheduled for September 17.
- Eva reported on a recent inspection and chlorine testing requirements. Billy is working on a software fix to address concerns.

---

### 5. Board Members:

- The board needs new members, including a treasurer and Members at Large.
- **Mike (#11)** was unanimously approved as a Member at Large.

---

### 6. Sauna Light & Timer:

- The sauna light fixture and timer need replacement. Billy will arrange for an electrician to address the issue.
- 

#### **7. Sterling Report:**

- **Carport Roofs:** Repairs completed; Billy will verify quality.
  - **Bank Interests:** Umpqua Bank corrected interest issues.
  - **Parking Lot Striping:** Supplies ordered; work to begin soon. Full lot re-striping to be considered in next year's budget.
- 

#### **8. Action Items:**

- Karen proposed reinstating a monthly action items list for board members.
- 

#### **9. Adjournment:**

- Kathy adjourned the meeting at 7:02.
- 

**Transcribed by Pamela Richard**