

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

8/2024

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 August 2024 meeting to order at 6:00pm.
- Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Lisa Berkley
 - Mike Berkley
 - Kathy Giesen
 - Xio Mara Arias
 - Lisa Connole
 - Diana Strand
 - Kendall Williams, Sterling Management Group
- Approval of Minutes from July 2024**

Motion: Kathy Giesen moved to approve the July 2024 minutes, Mike Berkley seconded the motion, and the Board approved the minutes.
- Approval of Financials from July 2024**

Comments: Karen is working with Sterling because she isn't receiving financial documents, Kendall will send them directly moving forward.

Mike Shuttleworth summarized the financials for July –

YTD HOA Dues	\$154,050.72
Reserve Account	\$7,591.01
YTD Expenses	\$132,334.05
Trust Account	\$75,893.11
Money Market	\$127,063.69
Delinquent in July	\$2,642.63 (unit 20 majority of this balance)

Over budget in the following areas: electric, internet, office expenses (many letters mailed out), gutter cleaning, roof cleaning, and tree trimming removal.

David shared comments and questions regarding how the financials are being recorded with the Board and Sterling Management. Kendall has a meeting scheduled to review all the comments.

Motion: Mike Shuttleworth motioned to approve the July 2024 financials, Kathy Giesen seconded the motion, and the Board approved.

2. Treasurer's Report – no further comments

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

- Property Owners are welcome and encouraged to attend.
- Lisa Connole asked a couple questions about the laurel bushes at Unit 73. She shared that they're starting to grow onto the deck and drop leaves. She asked the Board for clarification on whether it was her mom's (the homeowner) responsibility to cut back the bushes and clean up the leaves, or the responsibility of the HOA?

Kathy shared that it is Juan's responsibility to clean up the leaves that are dropping, and that trimming the laurel bushes will need to be budgeted for because it requires scaffolding and is a significant project. Kendall will speak with Juan to clean up the leaves and see if he can prune the laurels up a bit prior to scheduling the larger project with the scaffolding. Kathy did mention that Juan has mentioned removing the laurels completely. Lisa will speak with her mother to see if she would be interested in having the bushes removed.

4. Developing Upcoming Plan for 2025 Budget

- Mike Shuttleworth shared that the HOA needs to look closely at future budget items to ensure what needs to be done is properly budgeted for. He suggested looking at the Reserve Account and thinking about how it should be spent. One point of concern is the future upgrades to many roofs as they approach their life expectancy. It will be important to make a plan to properly save for these upgrades and replacements. The HOA had a roof study completed in November 2021 that assessed the roof on each unit. Most roofs were said to be in good condition for another 5-10 years, but it will be important to have a plan of what units will be addressed and when, so the budget allows for these necessary improvements. Lisa Connole asked when her mom's unit would fall into the plan for roof replacements, Mike Berkely reviewed the roof study and shared that her mom's unit was set for 5-15 years, depending on the area.

Kathy suggested that in the past there had been a budget committee and asked Mike if he was interested in such a committee. Mike Shuttleworth said he thought he remembered Mike Berkley said he would be willing to help on a budget committee. Mike Berkley shared that he's reviewed previous year's budgets and asked if the Board plans to collect bids for any projects, or simply set aside some funds for different budget items. Karen shared that she prefers to have a bid to review for specific projects when looking at the budget.

Mike said he has a rough draft of the 2025 budget. He'd like the 2025 Budget to be an Agenda item for next month and he'll prepare a report for the Board to review and ask questions. Mike Berkley suggested an in-person meeting to review the budget. Mike Shuttleworth will work on his draft budget and when ready will contact the Board to schedule a meeting.

5. Common Area Restrictions – Letter to all Owners

- Karen shared that in the past there have been actions taken by homeowners that have had negative repercussions for the HOA and she wants to communicate with the general community to ensure everyone understands where they can and cannot plant. She shared that the specific situation she had in mind was when a homeowner planted trees behind their deck in a common area. The trees were not cared for and grew to an unreasonable and unsightly state and cost the HOA a significant amount of money to take care of. Kendall shared that the letter went out on August 9th had a positive response from homeowners. She received multiple "thank you's" and asked specific questions about where planting could and could not be done. Kathy said she thinks the letter was clear, and Kendall can communicate directly with those that have questions about the specific property.

6. Carport and Visitor Area Striping

- The carport and visitor stripe painting will be completed on September 18th and 19th, weather permitting. The company completing the project will power wash the carport and visitor parking areas prior to labeling each space. The biggest task will be having residents and visitors move cars to ensure the project can be completed; Sterling will be working with the company completing the project to execute.

7. Pool Closure

- The pool is typically closed around Labor Day, but in the past few years the pool has remained open a bit longer as the weather has permitted. Mike Berkley shared that last year the pool was closed on September 17th. Mike suggested closing the pool officially on Monday, September 16th (September 15th will be the last day the pool is open). Kendall will notify the pool committee so they can shut down the area and take care of the furniture. She will also notify the community of the upcoming closure.

8. Roof Repairs, Moss Treatment, Roof Shingles

- Unit 58 should be included for moss treatment when these tasks are budgeted for in 2025. Kathy clarified with Kendall that there was proper approval for the two privacy fences between Units 57 and 58. Kendall said there was proper approval, and the homeowner is pleased. Tim will be buying materials to complete the project.
- Patio cleanup at Unit 60, which has been vacant for a long time, needs to be completed. Kendall has not had communication with the owner about the necessary cleanup. Sterling reached out in July to tend to the landscaping and cleanup, and the homeowner was supposed to have responded by August 5th, but Kendall hasn't heard anything. She doesn't have an email or accurate phone number for the homeowner, so she has no way to contact them other than mail. The homeowner does pay dues through electronic payments. Kathy suggested asking Sterling Maintenance to take care of the cleanup. Kendall will draft a letter with specific due dates for the tree work that has already been completed and the date that Sterling will be at the unit to cleanup the patio. The homeowner will be responsible for the cost incurred by the work and the letter will include a due date for that payment as well. The letter will also require the homeowner to update Sterling with current contact information.

9. Adjournment: The meeting was adjourned at 6:57pm.

Executive Session

Transcribed by Sam Miles