

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

1/26/2024

4:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- Call to Order** – Karen called the January 2024 meeting to order at 4:00pm.

- Roll Call – The following are present:**

Karen Romero, President, Unit 9

Kathy Giesen, Vice President, Unit 53

Mike Shuttleworth, Treasurer, Unit 11

Judy Sinnott, Unit 65

Mike and Lisa Berkley, Unit 46

Lisa Connole for Judy Connole, Unit 73

Billy Benner, Sterling Management Group

Kendall Williams, Sterling Management Group

Katie, Sterling Management Group

- Approval of Minutes from November 2023**

Motion: Kathy moved to approve the November 2023 minutes, a second was received and the Board approved the minutes.

- Approval of Financials from November and December 2023**

Motion: Mike moved to approve financials for November and December 2023, a second was received and the Board approved the financials.

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

Property Owners are welcome and encouraged to attend.

Judy Sinnott in Unit 65 complimented Tim and Rory (Unit 66) for the massive clean-up they've been doing with downed trees and limbs, it is very much appreciated.

Kathy Giesen suggested the Board may think about giving Tim a Gift Certificate for his hard work cleaning up large trees and branches all over the property. Karen suggested that she thinks a \$100 minimum would be appropriate. Mike made a motion that the Board offer a \$100 Visa Gift Card to Tim for his hard work, Karen seconded the motion and the Board approved. Billy said Sterling can arrange the gift card purchase, the money will come out of the Operating Fund.

3. Pool & Architectural Committees

Karen suggested that the Board look at getting more owners involved in the Pool and Architectural Committees and asked if anyone had suggestions about how to do so. It's difficult

for the Board to get into major projects like these only meeting once a month with other topics to cover, so small committees that can take on specific projects are very valuable.

The Board discussed needed committees and the following owners are interested in participating:

Architectural Committee: Mike Shuttleworth's wife (Lisa), Lisa Berkley, Kathy Giesen, Les Phillipo in Unit 61 (mentioned he'd be interested in helping)

Roofing: Lisa?

Trees: Rory in Unit 66

Irrigation Committee: Mike Shuttleworth, Kathy Giesen

Pool Committee: Eva

4. Keys, Phone Numbers, Email Addresses and Codes for Board Members

As Board members change, things can get lost in the shuffle including keys and contact information. Karen suggested a small, laminated card that contains all contact information for other Board members, codes for access, etc., that could be carried around. Billy shared that Sterling has the information saved and is happy to share at any time or create a small file as long as all Board members approve sharing their contact information. All Board members approved sharing their contact information.

Board contact information including: name, unit number, phone number, email address will be included in the file. Sterling will also include all access codes for the property.

Lisa shared that being new, she wasn't sure who to speak to if she noticed an issue on property. Billy said anytime they need to report an issue, they should call Sterling Management, press 2 to speak to the front desk, and share the situation so Sterling can take care of it.

5. Roof and Gutter Cleaning/Inspections

A. **JC Landscape Update:** Roof and gutter clean up was completed January 26 at 3:45pm. He still has a plan to return and assess the clean-up needed for limbs that have fallen due to the storm. Mike Berkley asked if this was part of a contract with the landscaper or an additional charge. Billy shared that it is not part of a contract, but they typically come out twice a year to do the clean-up and charge \$5,000 each visit. Although the work is not part of the contract, it is budgeted for annually. Kathy suggested that it would be beneficial to see the Landscaping and Roof Clean-Up fees separated on financials. Billy said it has previously been lumped together because it gets paid to the landscaper, but they do have separate line items and could absolutely separate the charges.

B. **Father & Son Roofing Inspection Updates: #3, #41, #45, #62, #74**

#3 – no issues reported, some branches that were stuck on the roof were removed.

#41 – full inspection completed and no issues reported.

#45 – found some issues from previous work that was completed by another company, Kendall is waiting to hear back from the company to see if they will return to fix the issues, she has been in contact with the homeowner.

#62 – concerned about leaks, Father and Son reported that there are no leaks, but there are some missing shingles (although the missing shingles are not causing any leaks).
#74 – repair was completed yesterday.

C. Roof shingle repairs: Kendall asked if the Board wants Father and Son to do an additional inspection on roofing to assess the status of roofs, or if they would rather address issues as they come up. Karen said ideally the Board would like to wait until a complete roof assessment has been completed. Most shingles falling off currently are simply cosmetic.

6. Tree Assessments and Next Steps

A. Estimates provided by Sperry Tree Care and Gillaspie Tree Service: Committee looking at estimates and coming back to the Board with a suggestion for how to proceed.

B. Glass Tree Service Treatment: Glass Tree sprays for bugs that kill the rhododendrons and azaleas. They inject an insecticide that will ensure the health of new leaves as they grow. They made a phone call today (January 26) to schedule a time to come spray. Billy will follow-up to get a date scheduled and will let the property owners know. Billy was able to connect with Glass Tree Care during the meeting, and they will be out on Monday, January 29th to spray.

7. Owner Information, Vehicle ID, and Homeowner Insurance on File

Historically, owner information was collected and updated annually. This hasn't been done for some time, so Karen would like to have a mailing go out with the corresponding forms and stamped return envelope. The Board agreed that this is a great idea. Mike suggested adding emergency contact information to the list as well.

8. Website and Meeting Minutes

A. Ongoing Management – needed as of June 2024 (yearly subscription for Domain name – access to website oakparktownhomes.com)

Both the maintenance of the website and an individual to take meeting minutes are outstanding items that the Board continues to seek a solution for. Karen shared that she feels the minutes are being recorded accurately and would happily keep the same individual but is concerned about the website getting updated as needed. Billy said that Todd and Pamela were updating the website but are no longer able to do so. Billy does have access but has not had time to look through it and asked if there might be someone in the community who is interested in maintaining the website. Karen suggested that the work likely needs to be outsourced as it is an important task. Billy doesn't think it should be particularly expensive but will look into it. Mike suggested paying someone to write instructions for how to edit the website so that someone on the Board could assist. Although it would be beneficial for someone on the Board to be able to maintain the website, it can get lost in the turnover of Board members, so Karen suggested that outsourcing the job may be the most successful course of action.

9. Pest Control

A. Estimates provided by Terminix and Swansons Pest Management

Estimates were recently collected from two different companies. The reports were sent out to the Board members and Karen asked if there were questions.

The current monthly service is through Sprague. The new bids would offer the same monthly service, simply comparing service and fees for ants and spiders. Currently, Sprague charges \$261 monthly for perimeter service. Swanson is \$285 per month with an initial fee of \$450, and Terminix is \$157 per month with an initial fee of \$400. Terminix communicated to Kendall that they're happy to tailor the service if the Board has questions. Billy shared that he uses Terminix personally and has been very happy with their service.

Motion: Mike Shuttleworth moved to terminate the existing contract with Sprague and begin service with Terminix. Karen seconded the motion and the Board approved. Kendall clarified that there is a one-time initial fee of \$400 for them to come out to the property and assess the work. Additional months will be \$157 for their service.

Lisa Connole asked if her issues would be addressed in the Executive Session and if she could attend. Karen explained that the Executive Session is for the Board and Sterling Management. Kendall let Lisa know that she sent her an email earlier in the day with access and instructions to navigate the website to ensure she has access to Bylaws, the CCNR's, etc. because she is her mother's power of attorney.

Adjournment: The meeting was adjourned at 5:15pm.

Executive Session

Transcribed by Sam Miles