

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

7/2024

6:00 pm

Oak Park Clubhouse

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- **Call to Order** – Karen Romero called the July 2024 meeting to order at 6:02pm.
- **Roll Call – The following are present:**
 - Karen Romero, President
 - Mike Shuttleworth, Treasurer
 - Lisa Berkley
 - Mike Berkley
 - Kathy Giesen
 - The Johnsons
 - Eva Valencia
 - Kendall Williams, Sterling Management Group
- **Approval of Minutes from June 2024**

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

Comments: Mike Shuttleworth summarized the financials for June 2024 using the financial reports sent out by Sterling Management.

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

Mike Shuttleworth clarified for the group that the funds in the Reserve Account are invested in a Money Market account that earns more interest (2.54%) than the previous account.

2. Treasurer's Report (overview of first 6 months of financials)

- January through June Income for 2024 = \$146,264.20, \$136,657.13 is from dues, the remainder is from interest and late fees (penalties charged for late payments).
- January through June Expenses for 2024 = \$118,310.27. Mike noted that the summer electric and water bills are significantly higher than the remainder of the year. The HOA has also had to cut down two dead trees and has done more roof cleaning than normal due to the significant storms this year. In the next 3-5 years, money will need to be used to maintain and/or replace some roofs, some carports will need paint, and moss control on the roofs will need to be addressed.
- Mike shared that overall, income and expenditures compared to the budget are looking good. Karen noted that in past years money has been spent on some big projects. This year, that isn't the case, instead the money is being set aside for some of the big projects – specifically roof maintenance/replacement for the future.

- Mike also noted that he expects insurance rates to increase once again next year. Mike Berkley noted that it would be nice to be able to change the timing of the insurance increase to follow with the HOA budget, better allowing them to anticipate and appropriately charge for the assumed increase. Karen mentioned that the current insurance plan covers earthquakes, which is not something they could find if they went with a different company due to the age of their building. Karen urged homeowners to look into earthquake insurance for their own properties and to care for the interior of their unit in case of an earthquake.

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

- Property Owners are welcome and encouraged to attend.
- [REDACTED] - spoke up to voice a concern about the safety of herself and her dog when walking on the property. She finds herself purposely avoiding homes who consistently have dogs off their leashes but continues to have problems. She shared that she is aware of the policy in the rules and regulations about keeping all animals leashed for the protection of all and would like to see it enforced. This policy includes a \$50 fine for the first violation. The homeowner asked how it is enforced and what kind of evidence the Board needs to proceed with a violation/fine. Kathy said she does not remember an instance where a homeowner has been fined for having an animal off its leash but does recall one instance where a homeowner was fined for not picking up waste. The homeowner shared that her goal is not to cause conflict but encourage safety for all homeowners and animals throughout the property. Kendall suggested an email to all homeowners with a reminder of the regulations, which would specifically help residents who may be renting a unit. The homeowner who brought up the issue will get Kendall the addresses of those she knows have been an issue in the past so Kendall can ensure proper delivery to these individuals. Kendall will also include in her email that if renters come in, the homeowner is responsible for communicating the rules and regulations to their new tenant.

One homeowner expressed a frustration with a lack of follow-up from Karen after expressing an issue. Karen shared that she spoke to the homeowner in question the same day the complaint was made. After the issue was not resolved, Karen went to Sterling Management to take on the issue with the homeowner, she did not ignore the situation.

- Another Homeowner expressed their gratitude to the Board for their help with the community.
- Tim has been a wonderful asset to the community as he has helped with many projects over the years and always does a wonderful job.
- Lastly, a Homeowner brought up a question about everyone sharing the cost of improvements to double carports, when not all units have double carports. The Board explained that exterior elements of all units are expenses that are shared by all, but dues are assessed based on the square footage of the units as they fall in the Bylaws – units are coded as A, B, C units based on size.
- Frankie, a renter, asked if the Clubhouse is useable by tenants. Karen shared that the space is rentable for a small fee of \$25 to care for carpet cleaning and general maintenance. There is a form (Rec Room Reservation Agreement) on the website that can be used to schedule usage of the space.

4. Bark

- Kathy shared that there were two large redwood trees that needed to be removed because they had died. When the stumps were ground, the irrigation system was damaged, so Juan is going to make the appropriate repairs. Kathy would like to get new bark and plant a rhododendron and small bench. Kathy would like to spend \$200 on the bark to get the area taken care of. Mike Shuttleworth made a motion to spend no more than \$200 on bark for the area where the redwood trees were removed, a second was received and the Board approved.

5. Car Port Cleaning

- After hearing from neighbors that there is a lot of debris on the roofs of the carports, Karen requested a bid from Juan to take care of the carports. The bid came in at \$800, approval has been completed via email, and the job will be scheduled once the roof cleaning has been completed.
- The group discussed some repairs that need to happen to some of the carports with leakage issues. While the leaks are annoying, they don't seem to pose any significant issue and thus will likely be dealt with at a later time.
- One meeting attendee did mention that although the roof cleaning is excellent, she would have liked to be made aware of how long it would take as the work was very loud. Karen assured her that it is a big project and the work gets completed twice a year. Although it may be obnoxious, it is necessary to keep the roofs in the best condition possible living amongst the trees.

6. Stripe Painting Under Carports

- Karen has a friend (Ted Essig) who does parking lot striping and offered a bid to power wash, stripe, letter the parking spaces, and paint the fire lanes for \$2,500. This project would be completed over time after the roof and carport cleaning is completed. This project will come with a detailed plan and be done in sections as cars will need to be moved. Kathy made a motion to accept the \$2,500 bid for carport power washing and painting of the stripes, lettering and fire lanes, a second was received and the Board approved.

7. Pool Committee Report

- One owner shared that the Pool Committee seems to be working well. Filling the pool takes some time when needed and the committee is working to keep the filters as clean as possible.
- Chemical monitoring happens by hand one time each day, and automatically otherwise, but the automation does need to be documented. Rory is going to keep the automation records, as they need to be kept for up to seven years. When the pool is inspected, the records will be checked so it's important that they are completed. Kathy shared that an inspector came within the first three weeks of the pool opening this year and didn't request chemical records so it should be taken care of.

8. Future Projects - discussion

- Karen shared that she's been appreciative of how open the owners are when suggesting future projects – the Board is here to support the owners as much as possible.
- Mike suggested potentially sending a survey to owners to see what projects they would like to have done, specifically when beginning to plan for next year's budget. Mike Berkely made the point that asking what projects owners would like completed could be challenging if some of the projects couldn't be completed. Karen shared that when thinking about the budget, there isn't much additional money to be used for extra projects. The budget is conservative in an attempt to keep HOA dues as consistent as possible.
- One meeting attendee suggested a potential Newsletter, and Karen shared that this would be a lot for the Board to take on in addition to their current tasks because they are already short-handed. Karen suggested that a task like this would be perfect for a committee if there was one that could take this on.
- The group discussed being sure to keep tree trimming and annual bark in the budget because they're both necessary.
- Additionally, the group discussed different ways to engage with those who live in the community. They brought up some events that have happened in the past, both that were successful and not as successful. Karen suggested a committee to help coordinate these social events.

- Karen suggested an annual contract with an HVAC company to service the existing unit and/or look at a new unit if necessary. (This work has not been completed in a very long time). The group discussed working with Kendall to gather bids for the work that needs to be completed.
- Mike concluded the discussion on future projects by asking everyone to let him know if there are things they would like addressed. Karen suggested pressure washing and painting the curbs, or even laying new asphalt down in the parking lots, which hasn't been done in quite a while.

9. Adjournment: The meeting was adjourned at 7:25pm.

Executive Session

Transcribed by Sam Miles