

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

6/2024

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 June 2024 meeting to order at 5:59pm.
- Roll Call – The following are present:**
 - Karen Romero, President, Unit 9
 - Mike Shuttleworth, Treasurer, Unit 11
 - Mike and Lisa Berkley, Unit 46
 - Diana Strand, Unit 52
 - Kendall Williams, Sterling Management Group
- Approval of Minutes from May 2024**

Motion: Mike Shuttleworth moved to approve the May 2024 minutes, Lisa Berkley seconded the motion, and the Board approved the minutes.
- Approval of Financials from May 2024**

Comments: Mike Shuttleworth summarized the financials for May 2024 –

Mike shared that the water, sewer and storm water bills are increasing which is to be expected this time of year. The increase in the Insurance rates has been in effect for the past two months, which almost double what was originally budgeted for. Mike suggested the Board may want to take a look at the budget to suggest an adjustment anticipating they'll have spent the year's budget on insurance costs in September.

Motion: Mike Shuttleworth motioned to approve the May 2024 financials, Lisa Berkley seconded the motion and the Board approved.

The Board discussed including the total dollar amount in the HOA accounts compared to the budget for the next Board meeting.

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

- Property Owners are welcome and encouraged to attend.
- No Property Owners brought any questions or concerns to the Board.

3. July HOA In-Person Meeting

- Next month the Board meeting will be held in person in the Clubhouse at 6pm. Karen requested a little help setting up the room from the Board members.

4. Owner Surveys

- Mike Shuttleworth suggested developing a survey to send to the Homeowners to see address what concerns or projects they may have in mind for the community prior to setting the budget for next year.

He suggested a brief, one page survey including multiple choice questions, and an opportunity for the Homeowner to write in a response.

- Karen shared that many of the big projects are bid at the end of each year to begin the following year and typically this does not allow much wiggle-room in the budget. She said homeowners typically go to Sterling Management Group to request any changes or fixes and feels that this has worked well in the past. Sterling then brings the requests to the Board to discuss potential updates and/or expenditures.
- Diana shared that her original thought was questioning the funds available to tackle additional projects, but ultimately feels like involving the community may be the most beneficial way to go about it.
- Mike Berkley shared the concern of not being able to tackle any of the projects suggested because they don't fit in the budget.
- Lisa Berkley suggested a community project day, which may eliminate some of the costs associated with projects suggested.
- Mike Shuttleworth will draft a survey for the Board that could be sent out to Homeowners for review. If Board members think of questions they would like included, they will send them to Mike to be included.

5. Landscaping Plan

- Mike Shuttleworth shared that there are lots of older, overgrown trees in the community. He suggested creating a long-term plan of caring for trees in the years to come. Mike clarified that the trees he's talking about aren't dead, so they didn't come up in the plan created last year that were identified as dead or unhealthy, but those trees that are overgrown and negatively impacting the community. He suggested using a professional to come in and survey the property to make appropriate suggestions and recommendations when suggesting planting trees in the future.
- Mike is happy to look into potential contacts for the project. Diana suggested that Juan may have a contact for someone who could assist in the project.

6. Building Issues

- How to address complaints from Homeowners, set up a more streamlined process for addressing reasonable Homeowner concerns.
- Karen shared that for the last seven years when she's been on the Board, she hasn't experienced the problems they've seen in the past couple years.
- Kendall suggested a streamlined process for her would help speed up the process. She shared that most of her requests involve roof issues, and if there was a certain dollar amount that could be approved, it would speed up the process of scheduling the repair. Kendall said the biggest challenge is working with the vendors to repair issues in a timely manner, and not necessarily a Board issue, but a streamlined process may help speed things along.
- Diana suggested approving work via email opposed to waiting for the Board meetings. Karen shared that this has been the process, but in the last few months it has been challenging to get at least four members to approve a project, but that it really is an obligation for Board members.
- Moving forward, the Board will commit to checking their email on a regular basis to respond to requests in a timely manner.
- Lastly, Diana asked if a Maintenance person has been on staff that could potentially address some of these concerns. Karen shared that it can be challenging and costly because the individual has to be insured and then the community is relying on one individual. She suggested instead continuing to work with a couple trusted vendors to complete the work required.

7. Parking Policies

- Mike Shuttleworth was using the pool recently and there were three trailers parked in front of the pool by the gate, blocking the spots for individuals who may need to use the parking spaces. Karen recently noticed the same and has noticed many non-community members coming in to use the pool taking up the free parking spaces.
- Kendall pointed out that the rules and regulations states: "If the number of vehicles of people that reside in a unit exceed the number of spaces designed for that unit, the extra vehicles must be parked

near the pool or community room and not in spaces designated for visitors.” Kendall suggested that the Board may want to consider updating that before enforcing the vehicles to move.

- Board members suggested various suggestions for the trailers but didn’t come up with a firm plan to move forward. Karen suggested Board members put some thought into the parking issues to discuss next month.

8. 2025 Budget

- Mike Shuttleworth suggested he and Mike Berkley begin looking at the budget to make some plans for 2025 and asked for the Board’s approval to begin. The Board is pleased to get the budget planning started.
- Karen asked about the \$36,000 that was “set aside” for roofs, which is in Capital Investments right now, but she was thinking it should be kept in Reserves. Mike Berkley said that the notes on the money saved is for “repairs as needed and to be saved for the future”. She thanked Mike and reiterated how important she feels it is to make sure this money is saved for the future to avoid a significant assessment to Homeowners.

9. Community Library – “Oak Park Library”

- Lisa shared that Tim has been working on the Oak Park Library, she has painted it, and it should be ready shortly. Karen would love to make an announcement to Homeowners when it’s completed to make sure it gets used.

10. Pool Inspection

- Diana asked about the issue that was brought up with the Pool Inspection today. Martin, the Pool Maintenance Person, shared that the chase lounges just needed to be repositioned a bit to ensure they follow the guidelines.
- The biggest challenge right now is finding someone to take over monitoring the pool chemicals; there are a few people who may potentially be able to assume the role.

11. Enclosure around Garbage Bins

- Mike asked if a decision was made regarding the enclosure around the garbage bins. Karen shared that the Homeowner that volunteered to help has completed the enclosure and the new code is: 7401. Mike said that the repair hasn’t necessarily alleviated the issue, you can still reach over but there’s a board in the way – Kendall shared that the Homeowner has removed the modification and was trying to come up with an easy fix that would help the other Homeowners. The Board suggested simply adding onto the door to make it taller.

Adjournment: The meeting was adjourned at 7:05pm.

Executive Session

Transcribed by Sam Miles