

APPROVED

Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

3/2024

6:00 pm

Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

- Call to Order** – Kathy Giesen called the March 2024 meeting to order at 6:04pm.
- Roll Call – The following are present:**
 - Karen Romero, President, Unit 9
 - Kathy Giesen, Vice President, Unit 53
 - Mike Shuttleworth, Treasurer, Unit 11
 - Mike and Lisa Berkley, Unit 46
 - Lisa Connole for Judy Connole, Unit 73
 - Paul Avallone, Unit 45
 - Rory Randall, Unit 66
 - Kendall Williams, Sterling Management Group
- Approval of Minutes from 2023 Annual Meeting**

Motion: Mike Berkley moved to approve the 2023 Annual Meeting minutes, Mike Shuttleworth seconded the motion, and the Board approved the minutes.
- Approval of Minutes from February 2024**

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

Comments: Prior to approving the financials, Mike Shuttleworth asked what Check #14059 for \$104.94 to Sterling Management was for – Kendall looked into the transaction and believes it was for a Gift Card for Tim who helped with the trees after the ice storm.

Motion: Mike Shuttleworth moved to approve the February 2024 financials as presented, 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.

One owner states there is a pole by the mailboxes and they suggested a small book lending library. Kathy asked them if they would be willing to maintain the library if someone was willing to build it, and if she knew who would be willing to build it. Lisa said that when she's in town, she'd be happy to meet with them to see if they can find someone to build it. Paul shared that he would be happy to help maintain the library. Mike made a motion to approve moving forward with working with the Architecture Committee to construct the library.

3. Insurance Increase Notification to Homeowners

Mike Shuttleworth drafted a letter to be sent to Homeowners, then sent it to Kendall at Sterling Management who forwarded it to the Board; he's open to any comments or changes suggested by the Board, his intent is to be as transparent with the Homeowners as possible.

Karen thanked Mike for drafting the letter, it's clear and direct and should answer any questions that a Homeowner would have about an increase in HOA dues.

The Board discussed mailing the letter to Homeowners as soon as possible, including reminders when it gets closer to the date to ensure the correct dues are paid.

Lisa Berkeley suggested one change to fix a small typo, "According to the Agent, the increase is mostly do", the *do* should be changed to *due*.

Mike Berkeley asked for clarification on how the increased dues amount impacts the budget and how homeowners are involved in that process – do they have to vote? Karen suggested a review of the bylaws to ensure the Board goes about the process correctly because it's a process that no one on the Board has been through. Kendall, Karen Romero, Mike Berkley, and Mike Shuttleworth will review the Bylaws and the Board will communicate via email on how to move forward to get the letter out to Homeowners as soon as possible. They plan to complete the process in two weeks' time.

Communicating ahead of time allows Homeowners to adjust their Auto-Pay amount to cover the increase.

4. Pool Furniture Replacement

The pool is set to open in about 2 months. The Board has approved the purchase of new pool furniture in the amount of no more than \$3,000. Karen has done some research through Wayfair, which can provide bulk products as they'll need 8-10 lounge chairs and at least 8 chairs. Currently, Wayfair has a good sale going on and offers free shipping and asked for Board input; the goal is to find furniture that's easily collapsable, lightweight, easy to clean, etc. Paul asked to clarify that the furniture includes a weight limit; Karen shared that she believes they're all at least a 300-pound limit. Lisa wanted to be sure the furniture wouldn't get picked up in high winds, and Karen shared that because it gets put away in the Winter there shouldn't be any problems. Kathy asked if there was a plan for the old furniture once it's replaced, and Karen said there's a company that can pick up the old furniture and haul it away.

Mike Berkley asked to confirm that the \$3,000 for pool repairs was earmarked specifically for pool furniture and not any additional repairs. The Board agreed that this money is in fact specifically for pool furniture.

Lisa will be happy to help Karen select the new furniture.

5. Sterling Management Report

Homeowner Profiles – Sterling has received 14 Homeowner Profiles so far, and the team at Sterling Management is handing out printed copies when Homeowners come in to pay dues. Kendall asked the Board if they'd like to continue emailing the profiles, or if they would like to mail the information at this point. Karen suggested sending out a reminder to Homeowners with a deadline; the deadline is set for March 31. Kendall will get an email out tomorrow to those who have not sent one in yet.

Updates on Unit #10 and #45 – Kendall has been in contact with Father and Son Roofing who are working to complete a large project and will get to the units next. They have sent their apologies for the delay. Kendall will be sure to send out a notification to both Unit #10 and #45 as soon as the jobs are scheduled.

Moss Roof Treatment – Kendall collected two bids – one from A & K Landscaping and one from JC Landscape. She was able to walk the property a week ago with Juan from JC Landscape. When he did gutter cleaning, he also did lay down some moss treatment, but did acknowledge that there are more areas that will need to be treated (mostly North facing). The estimate from JC Landscape was \$700, and the estimate from A & K was \$5,220.20. Kendall followed up with the contact at A & K to ask why the estimate was so much higher and has yet to hear back. Kendall did share that she feels like Juan knows the property well and the estimate seems reasonable.

Motion: Mike Shuttleworth made a motion to schedule with Juan at JC Landscape to take care of the moss on the roofs, a second was received and the Board approved.

Karen asked for clarification as to why moss has built up knowing it was treated previously. Kendall explained that Juan used a powder treatment initially and would like to use a spray this time because it will hold up better specifically with roofs that have an extreme pitch. He also shared that this is the time of year moss really tends to grow so it's not unexpected. Kathy also shared that originally Juan wasn't authorized to treat all the roofs, he just treated a couple places that were pointed out. Kendall will also reach out to Juan to ensure the products he's using will be safe for the environment and animals. Kendall will be sure to inform Homeowners of the scheduled work.

Tree Trimming – Kendall spoke with Bennett Property Management who manages the Farm next to Oak Park and requested some trees are trimmed where they're growing over the roofs of some of the buildings at the Farm. Kendall shared with Bennett that the Board has been collecting bids on tree removal and she would share the information. Mike Shuttleworth explained that on Gibson's bid, it simply includes tree removal and tree trimming (specifically the branches over the Farm buildings) would require an additional fee.

Kathy shared that there are also trees on the Farm's property that have branches hanging over Oak Park buildings, including Rory's. Rory did share that there's a large Oak tree in between properties and it's hard to tell which property it's on. Kendall will draft an email to the Board to ensure the details are accurate before sending to Bennett to ensure all trees are trimmed appropriately and charged to the correct HOA.

Terminix – service was completed Thursday the 14th. Kendall has requested an invoice and would love feedback on the service or if the Board would like anything communicated to Terminix. The ongoing service is scheduled monthly.

Website Management – Kendall received a quote from AdLib, which came in at \$100/month to upload the Board Meeting Minutes and Agendas. Additional tasks like editing documents would be charged a fee of \$75/hour. Karen shared that she likes the idea of using a company as opposed to a Freelancer because they're likely more able to stand behind the work they're doing and ensure it's all completed accurately. Karen clarified that this is simply posting minutes, not transcribing them. She suggested that updating the website quarterly might be more cost effective than monthly.

Kendall will gather additional information to see if there's an initial set-up fee. Mike Berkley suggested that it might be something a Board member could complete and would like Kendall to learn what platform the website is managed on and if it requires a computer set-up or can be done on a tablet. Kendall will follow-up.

Kendall investigated Freelancer, an online platform, which includes a range of prices depending on who is doing the work, but they would be one-time jobs and thus more expensive than a regular contract. Billy had suggested looking into them and Kendall is happy to gather more information if the Board would like to look into them further.

Mike Berkley asked if there has been discussion of doing a complete Bylaw review. Karen shared that an attorney should be consulted if this is the intent. She suggested the Board review the Bylaws and earmark anything that seems inaccurate or outdated. If there is a need to alter the Bylaws, they should talk about a resolution to the Bylaws opposed to a re-write.

\$50,000 Loss Prevention suggested by Monica – Mike shared that one of the only things the Loss Prevention Coverage doesn't cover is hidden water damage. Karen spoke with her insurance agent who said the same thing. Kathy asked if Kendall has shared the document that Monica created that lists the coverage each individual Homeowner should have; she felt like it was very helpful to bring to her agent to ensure proper coverage. Kendall will share the document with the Homeowners when she sends out Mike's letter.

Kathy concluded the meeting by thanking Kendall for the work she's doing for Oak Park.

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

Executive Session

Transcribed by Sam Miles