

# Oak Park Townhomes Association

BOARD MEETING AGENDA-Monthly

5/15/2024

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 May 2024 meeting to order at 6:00pm.
- **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
  - Judy Sinnot, Unit 65
  - Diana Strand, Unit 52
  - Lisa Connole for Judy Connole, Unit 73
  - Paul Avallone, Unit 45
  - Kendall Williams, Sterling Management Group
- **Approval of Minutes from April 2024**

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

**Comments:** Mike Shuttleworth summarized the financials for April 2024 –

HOA Dues	\$22,018.18
Reserve Contribution	\$1,075.33
<b>Total Operating Income</b>	<b>\$24,363.12</b>

He also highlighted spending for the month: there were two large expenditures, one for roof maintenance and one for yard ground maintenance. Insurance for March was \$2,214, and for April was \$4,294.02. \$2,191.60 was spent on upgraded pool equipment. There is \$2,085.06 in delinquent accounts for the month of April. Mike Berkley asked about the large delinquent account, Kendall shared that she is actively communicating with the homeowner who is on a payment plan and missed two payments. They have since made one of those payments but are still behind. The Reserve account has \$123,039.13

Mike Shuttleworth also mentioned that now that we're over a third of the way through the year, it's time to be looking at expenditures in comparison with the budget. Kendall and Mike will work together to make sure Board members can view these reports by the next Board meeting.

**Motion:** Mike Berkley motioned to approve the March and April 2024 financials, Kathy Giesen seconded the motion and the Board approved.

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

- Property Owners are welcome and encouraged to attend.

Judy Sinnott (Unit 65) asked about the tree trimming that was discussed last month – she shared that there are trees directly behind both her and Rory’s units that have grown a fair amount and could potentially cause serious damage. Kendall clarified that the trees are on the Oak Park side of the fence and shared that the recommendation was to wait until the Fall to trim the trees; she will though forward the information she received and look into it further to ensure it’s taken care of properly.

Judy also asked if the moss treatment for the roofs had been scheduled. Kathy shared that Juan plans to do it in July when he can ensure it’s dry and treat the roofs properly.

Lisa Connole (Unit 73) mentioned that a couple months ago she sent Kendall pictures of the damage to her car from the tree. Kendall said she received pictures of the tree limbs but didn’t see pictures of the damage and shared that she has been working with the arborist and as she mentioned to Judy, they aren’t recommending trimming until the Fall. Lisa also apologized to the Board for the time it’s taken her to get all the medical documents submitted from when the tree limb hit her. Kendall did receive Lisa’s email and will share it with the Board in the Executive Session following the Board meeting.

Karen shared that there was an email from a homeowner earlier in the week that Kendall sent to the Board. The email included a concern about wall air conditioning units that are outdated and could potentially cause a fire hazard. This homeowner updated their unit and has been pleased with the outcome both in its efficiency, quiet operation, and more cost-effective. The homeowner asked if all units should be required to update their units. The Board discussed that the HOA doesn’t have the ability to control what happens on the interior of the units but could draft a letter to send to homeowners including information on the benefits of updating their heating/air units.

### **3. Rec Room Gym Equipment**

- Homeowner Suggestion – A homeowner asked if there was interest in having gym equipment in the Clubhouse. Karen shared that there are some concerns with gym equipment like liability, cost, maintenance, control, insurance coverage etc. Lisa shared that in the past when she’s lived in apartments, she had to sign waivers in order to use gym equipment. Kathy shared that it would be difficult to manage in terms of access and the Board has a lot on its plate right now. Paul added that there’s many options in town like the Sheldon Community Center. Ultimately, Board members agreed that gym equipment in the Rec Room is not the right choice for the community at this time.

### **4. Pool Committee Duties**

- Training, Testing Schedule, Furniture Setup, Etc. – Kathy let the Board know that the cover came off the pool prior to the meeting. She has four community members who will continue testing the water this summer and needs more volunteers. She’s looking for individuals to commit to testing the water one day per week and would like Kendall to send out a request to homeowners. Kendall will send out the request and let Kathy know when she has confirmed volunteers.
- Karen shared that Rory has assembled all of the new pool furniture and it’s ready to be put out once the pool is open.

### **5. Sprinkler Adjustments**

- Ensuring Grass and Shrubs are Reached – Karen noticed last summer that there are some areas on the property that aren’t properly watered during the summer months, specifically near her balcony, and is hoping someone can inspect the sprinklers to ensure they’re watering everything they should. She learned that this is not part of Juan’s contract. Karen asked Mike if he’s still willing to walk around and review the sprinklers to adjust them appropriately and he said no problem, he should be able to do it the week after Memorial Day (5/30-6/2). Kathy said she’s happy to help as well.

## 6. Sterling Management Report

- Backflow Project Update – Some exterior water has been turned back on. Kendall said that Emerald Valley has two more devices that need to be replaced (#33 and #1), which were previously approved by the Board. Kendall is waiting to hear from Emerald Valley to learn what they need to complete the project and will update the Board once she hears from them. She will also connect with Juan once the project is complete so he can get the rest of the water on the property turned back on. Kendall made a note that Judy still doesn't have exterior water, she will let Juan know when he's there next.
  
- Mike asked if it's possible to create a work order that homeowners could use for requests including unit number, request, estimate, etc. This would provide the Board with a little more information prior to reviewing requests. Kendall shared that if homeowners are set-up online, they could submit work orders through the Sterling website.
  
- The dumpster is set for Friday and Kendall will send out a reminder to homeowners.
  
- Kathy shared that she's heard some feedback that it would be nice to meet in person opposed to on Zoom. Kendall could set up a Zoom as well so anyone could attend but hold the meeting in person at the Clubhouse.

**Adjournment:** The meeting was adjourned at 6:46pm.

**Executive Session**

Transcribed by Sam Miles