

APPROVED

**OAK PARK TOWN-HOMES ASSOCIATION
Board of Directors Meeting
November 21, 2023**

Board Members/Sterling Management Representative Present:

- Karen Romero, President, Unit #9
 - Kathy Giesen, Vice President, Unit #53
 - Mike Shuttleworth, Treasurer, Unit #11
 - Todd Richardson, Member at Large, Unit #37
 - Diana Strand, Unit #52
 - Judy Sinnott, Unit #65
 - Les Phillippo, Unit #61
 - Billy Benner, Sterling Management Group
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1. Call to Order Regular Session

- **Call to Order:** Karen called the November 2023 meeting to order at 6:05 p.m.
 - **Approval of Minutes:**
 - **Motion:** Kathy moved to approve the October 2023 minutes. Mike seconded. All in favor.
 - **Approval of Financials:**
 - David Atkins continues assisting with financial reviews as Mike transitions to the role.
 - **Motion:** Kathy moved to approve the October 2023 Financials. Mike seconded. All in favor.
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2. Homeowner's Forum (3 Minutes Per Property Owner):

- No homeowners stepped forward with concerns or comments.
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3. Annual Meeting:

- Karen highlighted changes in Board leadership during the year and requested assistance from Board members for a smooth meeting.

- **State of the Association Report:**
 - Billy will collaborate with Mike and Kathy to prepare the report in the absence of a Secretary.
 - **Annual Packet Preparation:**
 - Packet includes Unapproved Minutes, Agenda, Proxy Forms, and Budget. Karen recommended a Zoom format for accessibility.
 - **2024 Plans:**
 - Karen will outline the HOA's 2024 goals during the meeting.
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4. New Board & Committee Members:

- Diana Strand (#52) will be on the proxy for election to the Board.
 - Todd Richardson will step down from the Board in December and return keys to Karen.
 - The need for additional Board members will be noted on the proxy.
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5. Roof Repairs at Units #45 and #53:

- **Unit #53:**
 - Kathy's roof punctured by a tree. Repairs approved but pending dry weather. Orezona Roofing will complete the job alongside Unit #45 repairs.
- **Unit #45:**
 - Cindy reported leaks and mildew odors. Repairs require adding a metal piece under the membrane and installing gutters to prevent further damage.

Additional Considerations:

- Orezona Roofing may conduct a full inspection to identify other roof issues.
 - Twin Rivers Construction is also being considered for additional bids.
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6. Sterling Action List:

- Karen requested timely resolution of pending action items.
 - Parking cards are expected this week, and other items are in progress.
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7. Additional Agenda Items:

- **Unit #38 Drain Issue:**
 - The HOA cannot feasibly reroute downspouts for all units due to cost. A response will be sent to the homeowner acknowledging the design challenge.
 - **Pest Control Expense:**
 - Billy will review and verify billing from Sprague Pest Control. The Board is considering alternative providers to save costs.
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8. Adjournment:

- Karen adjourned the meeting at 6:49 p.m.
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Transcribed by Sam Miles

Approved Minutes

Approved Minutes

Approved Minutes
