

APPROVED

**Oak Park Townhomes Association
BOARD MEETING AGENDA – Monthly
Monday, October 9th, 2023
6:00pm
Zoom**

Agenda prepared by OPA Board of Directors, Sterling Management

1. Call to Order Regular Session

A. Call to Order – Billy called the October 2023 meeting to order at 6:02.

B. Roll Call – The following are present:

- Karen Romero, President, Unit 9
- Kathy Giesen, Vice President, Unit 53
- Mike Shuttleworth, Treasurer, Unit 11
- Todd Richardson, Member at Large, Unit 37
- Billy Benner, Sterling Management Group

C. Approval of Minutes from September 2023

- **Motion:** Kathy moved to approve the September 2023 minutes. Mike seconded the approval. All in favor.

D. Approval of Financial from September 2023

1. Billy shared that there was a charge for sidewalk painting for \$150 that he was unable to figure out for today's meeting. The Sterling Accountant is out of town so he will follow up in the next couple days.
 2. Karen asked about the discrepancy that Billy brought up last month for the plumbing charges. \$3575 was the discrepancy amount in question. That bill was for work completed for the hydro jetting vac next to Unit 43. The second bill was paid out in the last couple weeks for gate valves at Units 62, 63 and the Club House, for a total of \$3300. The confusion on Billy's end was he knew they did two at the same time, but he didn't realize they did all of them on the same day. The total paid to Chapman is \$6875 to fix three major gate valves.
- **Motion:** Mike moved to approve the September 2023 Financials. Karen seconded the approval. All in favor.

2. Homeowner's Forum (3 minutes per property owner)

No Homeowners stepped forward with anything to report.

3. 2024 Budget Items

A. Roofs – Billy sent a breakdown of the priorities for roof repair supplied by Father and Son. The membrane repairs that were previously approved have been completed. Billy asked the Board if they would like to move forward scheduling some of these items.

- Karen asked Billy to clarify if he was asking what items should be included in next year's budget or suggesting that some may need to be scheduled as soon as possible.
- Board members shared that even with the list of priority items from Father and Son, they still have questions about the details of some items, hoping to ensure they're scheduled in an appropriate time frame, but also not rushing to fix things that may be only cosmetic in nature.
- The remaining Priority 1 items on the list from Father and Son total \$47,020.98.

Roofs – Priority 1 (needs done ASAP)

- Units 1 – 3, \$1047.03
- Units 4 – 6, \$1,557.08
- Units 40 – 42, \$2,823.67
- Units 45 – 47, \$14,998.92
- Units 48 – 49, \$2,346.70
- Unit 50, \$1,036.18
- Units 68 – 70, \$11,590.70
- Units 71 – 73, \$11,620

Priority Items 1 – 3 on the list from Father and Son are things that should be addressed in the next three years.

- Mike asked if a second bid has been collected. Billy said no, Father and Son are typically well-priced and do good work. After completing the assessment, the HOA was supposed to receive priority scheduling and pricing. There is \$36,000 proposed in 2024 for Roofing, which Mike stated should be enough to get a good start on the priority items.

B. Pool furniture/Pool

C. Striping – Billy is still collecting bids for Striping (lines for parking spaces). Most Stripers will offer to put on a new blacktop, repair any holes, and paint lines for parking spaces. Billy's team will come out to finish painting the curbs, Karen requested that the speed bumps are completed first.

D. Irrigation – There is \$12,000 included in the Budget proposal for irrigation. The Grand total suggested by Rexus is \$47,000, which includes \$2,400 for Master Valve repair. Billy suggested having a plumber like Chapman Plumbing do the Master Valve repair which would likely be about

half of what Rexus bid it at. The Board agreed that the Master Valves seem to be priority items to be repaired, and that they should likely focus on the core suggestions provided by Rexus in 2024, leaving more room in the budget to tackle roofing issues that may be more serious. Billy will collect a bid from a plumber to fix the Master Valves.

E. Landscape – Billy shared that if grass is put in next to Cindy’s, irrigation will need to be fixed there as well and will need to be budgeted for in irrigation. David built a reserve for landscaping next year. \$7,200 is the landscape project budget, \$3,500 is for the Rhodie spray. The Board discussed putting bark and some simple plants like Rhodies there instead of grass to save on the cost of watering, which would be the easiest, least expensive option.

F. Utilities increase – typically a 3-5% increase; David did build in an increase as suggested on EWEB’s website.

G. Insurance Increase – last year there was a 15% increase, likely won’t be that high. Billy has reached out to Monica but hasn’t heard back. She’s open to sitting in on the Annual Meeting if the Board would like.

[Continue to Section 4 - Sterling Action List, Section 5 - Additions to Agenda, and Section 6 - Adjournment as shown.]