

**\*Approved\***

## **Oak Park Townhomes Association**

BOARD MEETING AGENDA-Monthly

10/2024

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 October 2024 meeting to order at 6:06pm.
- **Roll Call – The following are present:**
  - Karen Romero, President
  - Mike Shuttleworth, Treasurer (Unit 11)
  - Lisa Berkley (Unit 46)
  - Mike Berkley (Unit 46)
  - Lisa Connole (Unit 73)
  - Trisha Berg (Unit 72)
  - Barbara Smith Warner (Unit 3)
  - Kendall Williams, Sterling Management Group

- **Approval of Minutes from September 2024**

**Motion:** Lisa Berkley moved to approve the September 2024 minutes, Mike Shuttleworth seconded the motion, and the Board approved the minutes.

- **Treasurer's Report – Mike Shuttleworth**

Income	\$29,474.89
Expense	\$16,973.03
Net Income	\$12, 501.86
YTD Net Income	\$40,000 (about)
Delinquencies	\$280.19
Operating Acct.	\$80,823.27
Money Market	\$129, 906.82

Mike shared that there was nothing earth-shattering in the financials; there were a couple line items that were negative, but these will even out over the year with the budget.

- **Approval of Financials from September 2024**

**Motion:** Mike Berkley moved to approve the September 2024 financials, Lisa Berkley seconded the motion, and the Board approved the financials.

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

- Property Owners are welcome and encouraged to attend.
- Barbara Smith Warner – Unit 3  
Barbara and her husband Chris purchased Unit 3 in July. They primarily live in Portland, but Chris is a UO alumni and loves attending UO sporting events. They've enjoyed spending many weekends in Eugene

already and are enjoying the community. Barbara mentioned that they had a couple questions pop up in their initial inspection and she will reach out to Sterling Management to get her questions answered. Lastly, Barbara shared that she's eager to meet her neighbors and looks forward to attending more meetings as they get settled.

- **Mike and Lisa Berkley – Unit 46**

Mike and Lisa are working to simplify their lives and will be sending two pods of furniture to Eugene. They're hoping to be able to place the pods in Visitor parking spaces. They will be unloaded immediately, and the company says they will be picked up within three days of delivery. Mike and Lisa just wanted to be sure this was okay. Karen shared that it's typically the only option, but to remember that Visitor parking is first come first serve. Lisa will reach out to their neighbors to make sure everyone knows what to anticipate.

- **Trisha Berg – Unit 72**

Trisha has had a water leak in her garage since the ice storm. There was a crew at the house to repair the leak on Monday, but after the big rainstorm she noticed the garage was still leaking. Trisha said it looks like the leak is coming from the ceiling and not the garage door. Kendall reached out to the company because she received an invoice for the work, but no report on what work was completed. Kendall will follow-up and once she learns more, she'll get in touch with Trisha.

Another owner asked when the water in the back of the units will be turned off. Kendall will check and send out communication to all homeowners.

### **3. Annual Meeting Reminder – December 18<sup>th</sup> via Zoom, 6pm**

- Kendall will send the Board the annual packet and a rough draft of what will be covered soon, along with reminders for homeowners to ensure people can plan to attend.
- Karen hopes to hold the meeting in-person at the Clubhouse. An HVAC inspection is being done right now, the inspection is more in-depth than originally planned, the company had to reschedule. Hopefully the HVAC work can be completed prior to the meeting so that an in-person meeting is possible.

### **4. Adjournment:** The meeting was adjourned at 6:42pm.

## **Executive Session**

Transcribed by Sam Miles