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Oak Park Townhomes Association
BOARD MEETING AGENDA – Monthly
Monday, September 11th, 2023
6:00pm
Zoom

Agenda prepared by OPA Board of Directors, Sterling Management

Board Members/Sterling Management Representative Present:

Todd Richardson, President (stepping down)

Kathy Giesen, Vice President

Karen Romero, Member at Large

Billy Benner, Sterling Management Group

MacKenzie Aird, Sterling Management Group

Judy Sinnot

Mike

1. Call to Order Regular Session

A. Call to Order

- i. Todd called the meeting to order at 6:03pm.
- ii. Todd shared that due to professional and personal obligations, he needs to step down as President. He has asked Karen to step into the role due to her past experience, and thus nominated Karen as the new President of the HOA. Mike seconded the nomination and the Board approved Karen as the new President.

B. Approval of Minutes from August 2023

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

C. Approval of Financial from August 2023

- i. David reviewed the financials and made some comments but had nothing important to report.
- ii. Kathy questioned payment of the gate valves. Billy shared that one got paid in June or July, and Billy is dealing with the company now (Ready Rooter and Chapman Plumbing). Originally one was bid at \$3700 and the other at \$2500. \$3700 has been paid, but the HOA was only charged \$3000, so Billy is following up to receive the difference back.
- iii. Mike has not yet received the financials. Billy will be sure he gets them sent over.
- iv. **Motion:** Kathy moved to approve the August 2023 Financials under the assumption that Billy will work out the situation with the plumbers. Todd seconded the approval. All in favor.
- v. Karen shared that as discussed last meeting, she'd like to see an action plan in place for the things discussed in Board meetings that will require action, and the feedback on those actions from Sterling.

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

No Homeowners stepped forward with anything to report.

3. Pool

- A. Kathy sent a note to potentially keep the pool open longer. Billy spoke with Martin and although it's still warm during the day, it's getting down to 50 degrees at night which increases fuel consumption. The Board discussed and agreed to keep the pool open through September 17th as was originally set. Billy will inform the pool committee and the community as a whole.

4. Board needs help!

- A. The Board of Directors is looking for a Treasurer. David will help with budget preparation and year end and will look at the financials on a monthly basis providing input, but the Board does need someone to fill the position. Mike offered to assume the role of Treasurer. Todd seconded Mike's motion. All in favor.
- B. The minute taker is normally the Secretary of the Board. Karen asked for a volunteer to step in and take Pamela's place. Todd shared that Sterling does have someone who can provide those services for \$150. Karen suggested turning the minutes over to Sterling and the Board agreed.

5. Lace Leaf Azalea Bug – Rhodies

- A. Kathy called Glass Tree Care who she believes treated the plants previously, but they had no record of the work. The owner of Glass Tree Care used to live in the community so he may have done the work off the books. Glass Tree Care sent someone out right away and found the bugs everywhere. The treatment is systemic and should be done in January, so it protects the leaves as the plants grow. They sent someone back to look at all the plants and believe they need to treat everything. They will be sending a bid to Billy. Billy will make sure this gets into the budget for next year.

6. Carpenter Ants – fir tree 52

- A. Kathy noted that near her house the fir tree is covered with ants. She had Glass Tree Care look at the tree when they were looking at the Rhodies, and they referred to Mr. Bug who can treat carpenter ants, Glass Tree Care doesn't provide that service. Billy will contact Joe from Mr. Bug.

7. Parking issues

- A. There have been some parking issues near the pool, and a couple homeowners have reached out complaining about issues on Bond Street as well. They have seen large vehicles parked primarily on the weekends that block the view of the street, making it very difficult to see around. Kathy mentioned the idea of placing boulders in the no parking areas but noted that they may need to reach out to the city to check property lines. Billy shared that due to the homeless issues, the city is typically recommending boulders to prevent people from camping.
- B. Karen noted that she's hoping Juan can reset the boulder that is out of alignment.

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- C. Karen shared that previously the Board had cards they could place on vehicles that were parked illegally. Billy said Sterling can re-create the cards for the HOA and will just need to charge for the materials used.
- D. Mike did share that he's experienced issues with cars parking around the pool too close to the fences, causing him to have to walk in the street. The Board discussed ensuring that these homeowners don't impede the walkways. Karen asked that a notice be sent to all homeowners, the concern is that some are renters and harder to communicate with. The Board will begin with an email to those blocking the sidewalks.

8. 2024 Budget items – David has all of the history and updates from last year's budget to carry over into the upcoming year and will help build the new budget. In the past, there has been a budget committee who meet outside of the Board Meetings to draft the budget. Some items that will need to be looked at are as follows:

- A. Roofs – an estimate and timeline of when the roofs will need to be replaced.
- B. Pool furniture/Pool – Nancy Atkins on the pool committee mentioned that the cushions are getting grungy and should be replaced. She also mentioned getting stacking furniture that would be easy to store. It may be beneficial to come up with a better plan to keep the furniture clean. Pool furniture is expensive, so this will certainly need to be considered when building the budget.
- C. Striping – The striping project that was started this year, should be completed early next year. Currently, the speed bumps around the pool are on the list to complete, but the Board discussed painting all speed bumps in the community.
- D. Irrigation – Rexius has completed an irrigation assessment, but has not followed up or responded to Billy's requests. Billy suggested an irrigation assessment from a company called A & K who Sterling works with often that would cost approximately \$500-\$800. The irrigation plan will go hand in hand with the Landscaping plan, so the Board will need to determine what items are most important and what projects should be completed when building the budget. Juan also mentioned being willing to meet with the Board to discuss what they'd like to see completed. During the meeting, Billy received a follow-up email from Mark at Rexius saying he's been short staffed due to illness and will have guys back who can come out to the community. Billy shared being hesitant to use them moving forward, but will follow-up.
- E. Landscape – a handful of plants/trees were removed this year and will need to be replaced.
- F. Mike suggested asking for a "wish list" from the Homeowners to learn what they feel is important in the community when creating the budget.
- G. Todd suggested updating the HOA fee \$25/homeowner to allow a little more room in the budget to continue making improvements. Karen wants to be sure the conversation is not taken lightly and the Board really looks at the budget closely.

9. Sterling Report

- A. Billy shared that Sterling hopes to complete the striping project in the next week or two.
- B. The landscaping/irrigation inspection was addressed previously.
- C. The roofs on 51 and 66 were repaired by Father and Son. Shingles have fallen at 5 and 54, so Father and Son came out to look at the roofs. Billy received an email from them, but it didn't

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indicate a dollar amount so Billy will follow-up with them tomorrow to learn what work needs to be completed immediately.

10. Adjournment – Karen called the meeting adjourned at 6:57pm.

Transcribed by Sam Miles