



Owners' Association

Mountain Gate HOA Meeting Minutes

Date and Time: 02/11/2019, 7:30 PM

Location: Glen Hanna's residence, 14744 SW Scarlett Dr., Tigard, OR 97224

Board Members Present: Glen Hanna, Bill Lazar, Dan Hutton, Rob Marreel, Matt Kleinke

General

- Meeting was held at Glen's residence and started at 7:38 PM.
- January meeting minutes were approved with changes.
- Next meeting time/location: Bill's residence, 03/11 at 7:30 PM.
- The meeting was adjourned at 9:00 PM.

Financial

- Checking account values were reviewed. Everything balances out.
 - Update: Checking = \$7,771.95, Savings = \$21,361.40, CD = \$20,410.08
- Outstanding Dues
 - Two delinquent neighbors have paid. Third neighbor on Charleston is to go to collections.
 - There are six outstanding dues for 2018. These will get certified mail letter that will go to Collections unless they are paid within seven days.
- Water bill for February was \$33.59. Rob to call the water company to check on minimum amount charge of water bill.
- Keeping our current insurance (up for renewal with State Farm)
- We expect to get some new neighbors. They are closing on the 15th; will send Welcome Packet once deed information is received.

Outstanding Violations

- 15316 Peachtree – house under construction; going to do landscaping later; when weather gets better they will complete painting. 1st step is to refer it to the ACC for review as an unreported incident. They should submit an ACC application for the work. 2nd step is based on outcome of ACC discussion.
 - We need to review the ACC submittals each meeting.
 - Consider sending an annual newsletter outlining major items like tree-cutting, house painting, etc. Matt will take the action item to do this.
 - Barbara K. would like to join the ACC. We will inform the team about the new member.
 - Ask ACC to come up with major guidelines the board can approve. 14765 Scarlett – complaint was closed.
- 14655 Peachtree –paid first fine of \$25. 2nd fine letter already sent out.

- 15032 – sign out in front yard. There are several in the yards around the neighborhood. So we will send an e-mail (Matt) to inform them they need to have a more decorative one if they wish to keep it displayed.
- 14721 – need to remove the sign in front yard.
- 14775 – trash bins are outside in front and visible. Send 1st letter of violation.
- 14710 136th – trash bins are outside along with mower; cluttered front porch complaint. Rob to e-mail the residents about cleaning the area up.
- 15056 Scarlett – pavers being left in front of house for over a year; and trash bins. Need to send letter.
- 13597 Tarleton – have a Japanese maple completely blocking the sidewalk. They need to trim it for safety and clearance reasons. Need to send e-mail (Matt) to notify them.

Special Topics

- Sign for front – 1st quote was over \$16K. The other three did not reply. Board members to ask acquaintances about sign companies.
- Website – we are on an older system of Squarespace. We are not currently paying anything. The fee would be < \$20/moth for SS7 vs. SS5.
- We need backups for people in case of school bus scenario.
- Bill to give credentials to Rob for website. Dan to send Glen credentials for cloud-based Quicken account.
- 14710 cleaned up their front porch.
- Annual meeting has been booked for May 28th. Need to get ready for notice (early April).

Action Items

Matt

- Email Charlie email history on the house with garage door issue
- Draft a sample letter to the neighborhood about common CC&R topics to be reviewed at next meeting with the goal of sending annually.
- Call/Email house with dog poop sign issue suggesting alternative

Rob

- Email Charlie about Barb being new ACC member
- Matt to call the poop house
- Rob to call water company and investigate minimum fee
- Rob to work on website migration

Glen

- Send letters to all houses discussed in meeting
- Continue sending fee letters to 14665 for garbage can issue

Bill

- Bill to send out details he used to get sign quote

Dan

- Ensure Glen has all accounting credentials to login to QuickBooks

All

- Reach out to our network to find sign companies