



*Owners' Association*

## **Mountain Gate HOA Meeting Minutes**

Date and Time: 03/11/2019, 7:30 PM

Location: Bill's residence, 13623 SW Tarleton Ct., Tigard, OR 97224

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

### General

- Meeting was held at Bill's residence and started at 7:50 PM.
- February meeting minutes were approved with changes.
- Glen will create January and February meeting minutes in PDF format and post to Dropbox folder for upload to the website.
- Next meeting time/location: Matt's residence, 04/22 at 7:30 PM.
- The meeting was adjourned at 8:53 PM.

### Financial

- Checking account values were reviewed. Everything balances out.
  - Update: Checking = \$7,645.62, Savings = \$21,362.22, CD = \$20,444.07
- Outstanding Dues
  - Six Certified letters went out to following homes below. Unfortunately, we have not received any responses yet. They have until 3/15/19 to respond with payment or proof of payment, or we can move forward to filing for collections.
- Dan is hoping to have the updated invoice completed by the end of the day 3/26 or 3/27 so we will be ready send out.

### Outstanding Violations

- 15316 Peachtree – house under construction; going to do landscaping later; when weather gets better they will complete painting. Charlie sent an e-mail requesting timeline. They are aware of the necessity to submit an ACC application. The garage door replacement was discussed.
- 14655 Peachtree – need to send next letter for 3<sup>rd</sup> fine. They are not following the spirit of the CC&Rs.
- 15032 Scarlett – Matt sent an e-mail. We have received another complaint. They need to take action by EOW or a violation letter will go out.
- 14775 Peachtree – trash bins are outside in front and visible. Send 1<sup>st</sup> letter of violation.
- 15065 Scarlett – basketball goal in in the driveway. Is this a violation? Rob to investigate.
- 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 – Matt got proposals. Matt to go back to the companies and ask about backlighting. We will get a few more inputs, then present at Annual Meeting with positioning.
- Website – we are rebranding the Mountain Gate neighborhood to make it more commensurate with other neighborhoods close to us. We upgraded to SS7 and future-proofs our website while avoiding contractor fees of \$1,700!
- Annual meeting has been booked for May 28<sup>th</sup>. Insurance information has been submitted to TTSD. It will only cost us \$19 due to a rollover amount from last year. Dan to pay \$19 to ARE. We need to get the notification out in early April. There is no voting this year as all the positions are filled – we can remove this portion of the letter this year only. Bill to take charge on this letter, and include website information, and information block at top for informational updates (i.e. name, phone numbers, e-mail addresses).
- We need to create a new directory for 2019. Rob to send out a Nextdoor blast to send e-mails and phone numbers to the Board. Glen to send Bill a list of e-mails for the blast, asking for updated information. Glen to call Stacey about how to print the directories.

## Action Items

### **Matt**

- Contact 13597 about branches covering the sidewalk
- Send another e-mail to 15032 about dog poop signs
- Ask about quote to get it backlit and thicker letters
- Research e-mail tools for contacting the community that don't use the opt-in/out mechanism

### **Glen**

- Send Jan and Feb minutes for website
- Send fine letters each week for garbage cans lets out at 14665 Peachtree
- Send a letter to 14775 about garbage cans AFTER checking to see if they are still there
- Send a letter about pavers being out to 15056
- Update the spreadsheet with names/addresses
- Contact Stacey about directory printing process

### **Rob**

- Ask Amy about basketball hoops
- Send address of new neighbor to Glen for welcome packet
- Send out next door blast about getting new names/addresses

### **Bill**

- Bill to turn on the new site and cancel SS5 account
- Create draft annual response letter with voting block removed and add a note about new branding
- Glen to give email list to Bill to send email about AFTER Matt's research

### **Dan**

- Ensure bill to TTSD for annual meeting is paid

### **Everyone**

- Everyone to solicit feedback from their family as well as neighbors around them for the front entrance sign
- Put a calendar entry in for the fall to shut off the front entry water