



## Mountain Gate HOA Meeting Minutes

Date and Time: 06/26/2019, 6:30 PM

Location: Stanford's Restaurant, Tigard, OR

Board Members Present: Glen Hanna, Rob Marreel, Matt Kleinke, Dan Hutton, Aaron Reiter

### General

- Meeting was held at Stanford's and started at 6:54 PM.
- Reviewed Annual meeting minutes; motion passed and minutes were approved with changes.
- This is the last summer meeting; next meeting time/location: September, exact date TBD.
- The meeting was adjourned at 8:00 PM.

### Roles and Responsibilities

- The Board went over a summary of the Treasurer's duties with Aaron.
  - Title requests for HOA information → we ask for a copy of the deed company. They can get all the information they need from the website.
  - The Treasurer needs to go to the P.O. Box @ the Tigard Post Office once a week.
- Rob will take on the responsibility of sending out violation letters from Glen.

### Financial

- Transfer of the office of Treasurer from Dan to Aaron was voted on by the Board members and approved.
- Dan and Aaron agreed to get together and transfer ownership and files, etc.
- Checking account values were reviewed. Everything balances out.
  - Update: Checking = \$17,127.64, Savings = \$21,366.76, CD = \$20,459.54
- Dan sent out an email with P and L for the year, with a breakdown of fees.
- Outstanding Dues
  - Still have two outstanding residences due:
    - 13760 12 Oaks
    - 14945 SW Scarlett Dr
  - The Board will file liens on these two residences after three + one certified letter.
  - This year's dues are at ~\$2,000 less than the total
  - There are approximately 20 residences we need to send letters to for late fees.

### Outstanding Violations

- 13585 Tarleton – Need to follow up on initial contact for front lawn.
- 14787 Scarlett – they have trimmed the trees that were low and in 14765 Scarlett's yard; they cut the limbs. Issue is closed.
- 14935 Peachtree – deck is falling apart (collapsing) and is visible from the street. Board needs to follow up on the work they did.

- 14655 Peachtree – tenants moved out 6/4. We are still paying for the lawn service, front and now back. Need to look into what options we have as we should not become the lawn service management.
- 15298 Ashley – pine trees are really low over the sidewalk. Need to send a letter.
- Peachtree/Ashley – send a violation letter on yard and moss on sidewalks.

#### Special Topics

- Tree Trimming – the Board will look into this.
- Sidewalk Repair – the Board will look into this.
- Lamp Post Painting – this has been determined to be the County's problem. We can get the code off the lamp post and send a letter to the County to have them do maintenance on the poles.
- Welcome Packets – Glen delivered a packet to 14883 Ashley.
- Neighborhood Directory - 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. Need to send out emails the first of July; then print the directories at the end of August.

#### Action Items

- **Rob**
  - Call landscaper to get moss cleaned up front
  - Contact attorney about late dues and yard issue
  - Mail out any violation letters
- **Matt**
  - Update spreadsheet with Dan's title info
  - Work with Bill to get the email blast sent out
- **Glen**
  - Check on discount for a tree trimmer for the neighborhood
    - Matt has used one recently and received quotes.
  - Check on discount for sidewalk repair for the neighborhood
    - Other HOAs have done this in the past. The contract went to the city and they started giving other violations. This was considered a racket and discontinued. We will send letters instead.