



## **Mountain Gate HOA Meeting Minutes**

Date and Time: 09/24/2019, 7:30 PM

Location: 14690 SW 136th Pl., Tigard, OR

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

### General

- Meeting was held at Rob's Residence and started at 7:35 PM.
- Reviewed June meeting minutes; motion passed and minutes were approved with changes.
- Water to the front area will be turned off 10/01.
- The Board is considering not moving the speed sign monthly. We will keep it currently on Peachtree on a monthly cadence while there is nearby construction (three months) and revisit whether we continue to place the sign on Ashley Dr. Matt to review the data for the speed sign on Ashley and report out to the Board in next meeting.
- How do we get names and information from new neighbors? Aaron to send deed information to Glen. Glen will then send a Welcome Packet and create form to get this information. If not then, we can send a letter to their address for this information. Glen will then update the Directory.
- Matt will add a "Read Me" worksheet to the Directory Excel spreadsheet.
- Sign in front – the shrubs will need to be trimmed to make sure the lights are not blocked.
- Mailboxes are dirty and need to be cleaned. Some need some painting. We will look into pressure washing them.
- Look into installing sprinkler controllers for better efficiency in our watering.
- We need to document our activities for outgoing officers.
- The meeting was adjourned at 8:50 PM.

### Financial

- Bank account values were reviewed. Everything balances out.
  - Update: Checking = \$9,709.08, Savings = \$21,372.14, CD = \$20,475.01
- Outstanding Dues
  - Aaron to send out letters to residents with outstanding dues/fees. These will be the first notice; this will include principle + late fee.
  - Two out of three residents paid their dues/fees from before summer. The last one may still need to have a lien filed against them.
- Dan H. has been removed from the bank accounts.
- Glen needs to sign paperwork for Aaron to get an account.
- Glen to get credit card for bank account.

### Outstanding Violations

- 14560 Peachtree – There has been no response from the second letter. The third letter with a fine will go out.
- 14655 Peachtree – We have sent the fees for the yard work. They have paid it up to the current balance amount. We will send out more fees for finalization before the house sells.
- 14765 Scarlett – We will send a letter to resident about the refuse bin outside in the front.

- 15056 Scarlett – A sprinkler was dug up and is still missing, leaving a big visible hole. We will send a first violation letter and ask for a remedy – fill the hole or replace the missing sprinkler.
- 13756 Charleston – We sent them a letter about the topping of the maples in their yard before the summer. Now that we are revisiting this issue, we looked and they actually look OK. We will not send a violation letter.
- 14883 Ashley – The willow tree in the front need to be trimmed to get back into compliance. Matt to contact residence before first letter goes out.
- 15540 Ashley – There is a painted sidewalk for tripping hazard. First letter to go out to remedy the situation – remove paint and grind or replace concrete.
- 14894 Scarlett – There are dead trees and branches in the yard. First violation letter to go out.

### Special Topics

- Homeowner's Newsletter
  - 1-pager with top 10 things to know about our neighborhood. Bill to write the newsletter. Some topics to include:
    - No topping of maple trees
    - Contact ACC for landscaping painting, additions, etc.
    - What is the Board up to? Speeding, talking to WashCo Sherriff's Office, new sign, new branding, new Directory (ask for one if you don't have one!)
    - Sidewalks need to be fixed; no painting sidewalks for safety identification. It is the residence's responsibility for sidewalk upkeep. Remedies are grinding or replacing.
    - Boats, RVs, and trailers are not allowed in driveways for over 48 hours.
    - Update about crossing street at Peachtree/Bull Mtn. Roads (short time window to respond).
- For \$1,000, what can we do with landscaping? The Master Gardener in our neighborhood will be asked to take a look.
- Neighborhood Party – will be in late August/early September.

### Action Items

- **Glen**
  - Order a credit card from the bank
  - Resend meeting minutes from June for us to approve via email
  - Glen to email out Sept. minutes ahead of next meeting so we can quickly review/approve
- **Aaron**
  - Send out letters with late fees
  - Let board know if anyone is 1+ years behind
- **Rob**
  - Mail directories
  - Send letters to the above residence with outstanding violations or new ones
    - Wood's residence - email Amy about having Bill work with them
- **Matt**
  - Contact 14883 Ashley about low hanging tree
  - Have HOA services leave the sign on Peachtree for the next 90 days
  - Put final, cleaned up Directory along with "read me" on first sheet on Dropbox
- **Bill**
  - Write draft of newsletter covering some of the ideas we brainstormed:
- **All**
  - Think about any other things we want to accomplish this year
  - In case anyone roles off this year keep track of what you're doing in your role.