



Mountain Gate HOA Meeting Minutes

Date and Time: 10/23/2019, 7:30 PM

Location: 14744 SW Scarlett Dr., Tigard, OR

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

General

- Meeting was held at Glen's Residence and started at 7:35 PM.
- Reviewed June meeting minutes; motion passed and minutes were approved with changes.
- Reviewed September meeting minutes; motion passed and minutes were approved with changes.
- The next meeting will be held in early December, combining the November and December months, at Aaron's house on December 10th, 2019.
- The meeting was adjourned at 8:54 PM.

Financial

- Bank account values were reviewed. Everything balances out.
 - Update: Checking = \$9,622.82, Savings = \$21,373.90, CD = \$20,480.06
- Outstanding Dues
 - 14 letters were sent out. Eight were left over that did not pay or reply. Six were paid or provided previous proof of payment.
 - Late fees of 10% should be added - \$8.50 + 10% to date.
 - Aaron to send out eight letters to residents with outstanding dues/fees. Send as courtesy e-mail via HOA account (Bill) to go out as a reminder before the next set of letters go out.
 - (Principle + (\$8.50 + 10%)) * 10%
- Financial files have been updated to match the Directory.

Outstanding Violations

- 14560 Peachtree – After the third letter was sent with no reply for the landscaping issues, a fine is now appropriate. Send 4th letter with updated fines (\$125). Also send an e-mail asking for a response and a remedy. Rob to add a tear-off portion for all fine letters with certified letters sent.
- 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. This month is the same status as last month.
- 15056 Scarlett – The tripping hazard has been reduced. Board to check and review; possibly dismiss next meeting.
- 15540 Ashley – Agreed to get some quotes to repair sidewalks. Talked to them about the issue; they will get back to us on the repair.
- 14894 Scarlett – They will be eventually working on a remedy. Check back next month.
- 13585 Tarleton – Bill talked to the resident. Once the weather turns better they will do a little more work. We will give them a chance to fill in the holes and areas in need a of attention.

Special Topics

- ACC got a question about overhanging fruit trees. The Board will review and respond accordingly.

- We need to get a quote for offsetting the letters on the entrance signage (Matt).
- Send out a blast e-mail to get a gardener for planning the shrub layout.
- Bill and Rob worked on the newsletter:
 - Added a header and footer
 - Added Natalie's section about sidewalks on Bull Mountain road
 - Need to send out before the end of November
- Matt created the Info tab on the Directory spreadsheet and updates have been completed and saved.
- The third spot (15074 Peachtree) for the speed sign has been landscaped over. The Board will need to contact the residents and inquire if we can use this location for future placement. We should also contact the Scarlett/Peachtree location to see if they would allow the sign to be placed such that it measures speed of oncoming traffic on Peachtree towards Bull Mtn. Rd.

Action Items

- **Glen**
 - Order a credit card from the bank
- **Aaron**
 - Send out letters with late fees for dues
- **Rob**
 - Add a tear-off portion for all fine letters with certified letters sent
 - Send fourth letter to 14560 Peachtree
 - Send out blast e-mail for a gardener for planning the shrub layout
- **Matt**
 - Get quote for offsetting letters on front signage
 - Contact 15074 Peachtree about future use of land for speed sign
- **Bill**
 - Send out newsletters before November meeting
- **All**
 - Check 15056 Scarlett for sidewalk tripping hazard
 - Respond to ACC about overhanging fruit trees