



## **Mountain Gate HOA Meeting Minutes**

Date and Time: 01/27/2020, 7:30 PM

Location: 13623 SW Tarleton Ct., Tigard, OR

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

### General

- Meeting was held at Bill's residence and started at 7:40 PM.
- Need to review October and December meeting minutes. Motion to approve passed and minutes will be converted to PDF and uploaded to the website.
- The next meeting will be at Matt's residence on February 24, 2020.
- The meeting was adjourned at 8:45 PM.

### Financial

- Bank account values were reviewed. Everything balances out.
  - Update: Checking = \$9,043.21, Savings = \$21,376.92, CD = \$20,495.55
- Aaron to look into what we have to prepare for our taxes this year with the accountant.
- Outstanding Dues
  - Three payments are still outstanding, one contacted Aaron to get information. We will wait until first of March to send updates.

### Outstanding Violations

- 15056 Scarlett – Board to review again and reply via e-mail thread. Rob will go investigate.
- 15540 Ashley – as soon as the weather turns better, the concrete company and materials are ready to fix the sidewalk. The Board will respond via e-mail to provide time to implement the plan.
- 14765 Scarlett – resident received certified letter about issues; considered resolved.
- 13684 Ashley Ct – grass is high, but can wait until the Spring for maintenance. Paint on the house needs maintenance.
- 15491 Peachtree – moss on sidewalk is overgrown and causing a potential slip hazard. Cable hanging in front of the house, stuff in driveway, etc. Needs to be removed and cleaned up. Garage door is blocked and needs to have complete access. Send a first violation letter.
- 14776 Scarlett – fence needs repair and possibly sidewalk. Glen to contact residents about remedy plan.
- 15298 Ashley – thick moss on sidewalk causing a potential slip hazard. Need to send e-mail before a letter to remove the moss. Rob to e-mail.
- 13779 Charleston – moss on sidewalk causing a potential slip hazard. Need to send e-mail before a letter to remove the moss. Rob to e-mail.

### Special Topics

- Annual letters – need to get out in a timely manner this year. Push for getting done in March, to send out April 1<sup>st</sup> at the latest. This year we need to have write-in proxies with tear-offs for votes added to the letter. Aaron to bring document for review next meeting.

- Need to form a committee to start the planning for the Neighborhood Block Party. Motion to create was motioned and passed unanimously. Bill will reach out to Natalie for being on the committee.
- Glen, Bill, and Rob's terms are expiring. We need to look into lining up new officers.
- Rob found the Master Gardener and she is on-board for helping with the front entrance landscaping. Rob will discuss the topic with her and bring back the information to the Board.
- Speed Sign – Matt now says that he has to change the battery every week now to make sure the batteries still work and are not depleted. He will track the depletion to get a better idea of how fast it is draining. He will do this for the next three months. Data for the past year has been uploaded to Dropbox for review.

### Action Items

- **Glen**
  - When Glen gets ink for his printer he will send out two more Welcome Packets
  - Contact resident at 14776 Scarlett about fence and possible sidewalk issues
  - Glen to update directory spreadsheet with new neighbors 4 of them
- **Aaron**
  - Send out letters with late fees for dues
  - Aaron to check with accountants on filing taxes
  - Aaron to get the account address changed
  - Aaron to bring annual to dues letter to next meeting to review
- **Rob**
  - Look at 15056 Scarlett drive for violations
  - 15491 Peachtree - send letter on sidewalk, driveway, yard cleanup, cable hanging down
  - Email 15298 Ashley about moss under the tree creating a dangerous sidewalk situation
  - Email 13779 Charleston - Moss on sidewalk getting dangerous
  - Bring the annual proxy letter for review next meeting
  - Reach out to Andrea for potential board seat
  - Work on front landscape project with master gardener to present a plan next meeting
- **Matt**
  - Matt going try once / week battery change for next 90 days
- **Bill**
  - Reach out Natalie for potential board seat
- **All**
  - Ask spouses and or look for block party committee members