



MOUNTAIN GATE

Owners' Association

## **Mountain Gate HOA Meeting Minutes**

Date and Time: 02/24/2020, 7:30 PM

Location: 14920 SW Ashley Drive, Tigard, OR

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

### General

- Meeting was held at Matt's residence and started at 7:30 PM.
- Motion to pass January 2020 meeting minutes approved. Minutes will be converted to PDF and uploaded to the website.
- The next meeting will be at Rob Marreel's residence on March 30, 2020.
- New homeowner packets to be reviewed in March meeting.
- The meeting was adjourned at 8:56 PM.

### Financial

- Bank account values were reviewed. Everything balances out.
  - Update: Checking = \$8,216.99, Savings = \$21,377.82, CD = \$20,500.76
- Aaron working with Accountant on taxes, confirmed will not take place till after our fiscal year, mid-April.
- Outstanding Dues
  - Two dues outstanding less than one year. Mailer reviewed and will be sent out at end of March.
- No new title requests since January meeting.

### Outstanding Violations

- 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. Continuing to follow progress.
- 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 with 20 days to respond. In March meeting discuss progress.
- 14776 Scarlett – fence needs repair and possibly sidewalk. Glen to contact residents about remedy plan. – review at March meeting
- 13684 Ashley Ct – review - Paint on the house needs maintenance. Board members to review and discuss at March meeting.

### Special Topics

- Cynthia (Master Gardener) joined the board meeting to share ideas on main entrance design.
  - Board approved initial \$1,000 in spending for plants/design and install.
  - Cynthia will purchase on her own and submit receipts to Aaron for immediate reimbursement .
  - Rob will connect Cynthia with our landscapers for larger items (e.g. trees, etc.) which may need physical help.

- Bark cost will be discussed and approved separately by the board .
- Annual Mailer:
  - Reviewed the initial draft, some modifications proposed, finalize at March meeting and mail.
  - Considering more customization of letter to improve review of contact information – Aaron and Matt to look at a mail merge options.
- Annual Meeting:
  - Dates reviewed for May Annual meeting:
    - 1<sup>st</sup> choice May 19<sup>th</sup>
    - 2<sup>nd</sup> choice May 20<sup>th</sup>
    - 3<sup>rd</sup> choice May 12<sup>th</sup>
  - Rob to update annual meeting announcement and email new proposal
  - Rob to contact Alberta Rider to lock in date
- New Board Members for consideration
  - Both Natalia O'Neil and Andrea Thompson have expressed interest in participating with the HOA board.
- Block Party 2020:
  - September 12 2020 is the proposed date for the 2<sup>nd</sup> Biennial Neighborhood Block Party
  - Bill will get a permit from Washington County and each neighbor in Tarleton Ct. will be asked to sign off.
  - Committee will be chaired by Katie Marreel, supported by Barbara Kleinke, Patricia Hanna, and hopefully Angela Lewis.
- Aaron will back up Matt for Speed Sign while on Vacation/Business Travel March 21-April 8. (update Matt's vacation and business travel has been cancelled)

#### 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 (four of them)
- **Aaron**
  - Send out letters with late fees for dues
- **Rob**
  - Connect Cynthia with Landscapers
  - Update Annual Meeting Announcement and email new proposal to board
  - Contact ARE to lock in Annual Meeting date
- **Matt**
  - Matt going try once / week battery change – successful and ongoing
  - Partner with Aaron on a mail merge version of the annual dues mailer
- **Aaron and Matt** – discuss / prototype mail merge options for annual mailer.
- **Bill**
  - Get permit for block party
  - Get sign-off from Tarleton Ct neighbors for block party