



*Owners' Association*

## **Mountain Gate HOA Meeting Minutes**

Date and Time: 09/25/2018, 7:30 PM

Location: Glen Hanna's residence, 14744 SW Scarlett Dr., Tigard, OR 97224

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

### General

- Meeting was held at Glen's residence as the first meeting coming back from summer break.
- The board accomplished everything it set out to do from its first meeting. The goals were:
  - Investigate speeding
  - Investigate parking
  - Implement fee schedule
  - Modernize HOA operations
  - Fix street numbers
  - Have a Block Party
- Next time/location: Bill's residence, 10/16 at 7:30 PM.
- The meeting was adjourned at 8:56 PM.

### Financial

- Checking account values were reviewed. Everything balances out.
  - Update: Checking = \$9,895.85, Savings = \$21,356.93, CD = \$20,292.06
- Outstanding Dues = \$2,531.02 from 13 residents
  - Three are very past due
  - Dan has the informational letters written; three will go out as Certified Mail
  - The Board voted and passed that the 3<sup>rd</sup> notice will go out as Certified Mail, and the next action will involve legal action.
  - Dan will call George to clear up the payment for the front landscaping. The check has been voided and credited for a total of \$244 to our banking account.

### Outstanding Violations

- 14588 Peachtree – a tree was cut down w/o ACC prior approval. Update: they did get approval and are replacing the tree. The ACC will follow up on this action.
- 15032 Scarlett – yard issue on rental. They are fixing the yard but it is still not compliant. The first letter was sent and the time was up as of 9/24. Glen will write and send a second letter.
- 14560 Peachtree – yard issue; still has patchy grass, and grass is dying. The time was up as of 9/18. Matt will call, then Glen will mail a second letter.

- 14655 Peachtree – yard issue; they are fixing the yard, and the grass is growing back. No action to take at this time.
- 14718 Scarlett – yard issue; the grass is dying. They are fixing the yard, and the grass is growing back. No action to take at this time.
- 14530 Peachtree – bark pile on driveway. This has been removed and no action is required.

### Block Party Post Mortem

- It was viewed by the Board and everyone that was asked as a good success for a first aptry.
- The final financial accounting by Dan was \$4,072.38.
- A review of the event for next time was discussed:
  - From Katie:
    - Continue
      - Food was good
      - Venue was good
      - Music was good
      - Layout worked
      - More games for the kids
    - Stop
      - Potluck desserts were a bit off
      - No food tickets
    - Start
      - Spend more on printing next time
      - Put fliers on every mailbox
      - Shift the food time
    - Miscellaneous
      - Lots of great feedback from attendees
      - Plan for less food from the food trucks
      - Need to understand food truck timelines, and make it clear how long the food will be available and at what time
      - Consider face painting/balloons
      - Consider having every-other year; maybe do something smaller on the off-years

### Discussion on Roles and Responsibilities, & Response Times

- President - Contact and special projects
- Treasurer - Manage budget and handle title for sales
- Secretary -
  - E-mails should have a 48-hour response time
  - Letters should be sent out within a 72-hour response time for resolution
  - Meeting notes should be consolidated and sent out within two weeks of prior meeting
- Director 1/Webmaster – Keep minutes posted and events updated, check HOA e-mail regularly
- Director 2 - Speed sign management, special calls to resident violations if deemed necessary

### Special Topics

- Place new purchase information on the web site. This way we may not have to send it out.
- HOA Services lowered the cost of the speed sign contract because they are no longer changing batteries. They are now only rotating the location of the sign to the specified neighbor locations.
- Should the Board consider doing something to draw down our savings?
- Matt to check on what our insurance policy covers for legal fees, deductibles, etc.

#### Action Items

##### **Rob**

1. Contact the lawyer about recommendations on the cash reserve amount and cost of filing liens.

##### **Bill**

1. Contact the water utility after getting account number from Dan.

##### **Glen**

1. 15032 Scarlett - send second letter.
2. Get Dan access to Dropbox.

##### **Dan**

1. Dan will call George to clear up the payment for the front landscaping.
2. Get certified letters out to the 3 significantly past due owners. OnlineCertifiedMail.com is what Rob used last time.
3. Get the content for a new webpage for title companies to Bill.

##### **Matt**

1. Contact the owner at 15460 Peachtree to see what his plan is and pass the info back to the group to decide on an action.
2. Check on insurance policy for attorney fees coverage and deductibles for claims, etc.

##### **Everyone**

1. Brainstorm ideas for neighborhood investment projects for next meeting.