



Meeting Minutes Board of Directors Meeting January 24, 2017, 7:00PM

Pursuant to notice duly given a regular meeting of the Board of Directors of the Mountain Park Home Owners Association was held at the Clubhouse on Tuesday, January 24, 2017. Present at the meeting were Directors Kurtus, Kyle, Lazaris, O'Connor (left meeting at 7:10pm), Sangrey and Slaven. Executive Director, Carol Cook was also present. Director Price was absent.

Call to Order - The meeting was called to order by President Sangrey at 7:00PM.

1. **Appeals to the Board** – none
2. **Visitor Comments & Letters to the Board** – none
3. **Resolution – Seismic Retro-Fit Project Funding**

Director Kyle made a motion for the Board to approve \$250,000 for Phase 1 of the Seismic Retro-Fit Project to include the Playschool and the Banquet Lounge. Director Sangrey seconded the motion, and upon vote by the Directors, the motion passed (6 Yes-0 No).

4. **Reading and approval of minutes**

Director Slaven made a motion to accept the January 9, 2017 minutes as written. Director Lazaris seconded the motion, and upon vote by the Directors, the motion passed (5 Yes-0 No).

5. **Reports**

- a. **Executive Director** – December KPI report. December financials were deferred until the next meeting. Executive Director Cook made a recommendation that the Board approve the one-time addition of sixteen hours of extra PTO for staff due to the unexpected four days missed time due to unexpected club closures for inclement weather. The Board supported the recommendation, though there was discussion that confirmed this as a unique situation and not a precedent. It was proposed that a policy needed to be reviewed and possibly adjusted if a similar situation occurred in the future.
- b. **Architectural Committee** – no December report.
- c. **Home Care Committee** – no December report.
- d. **Reserve Committee** – no December report.
- e. **Finance Committee** – December report. The Committee Reviewed and discussed the Seismic Retro-Fit Project funding and recommended the resolution cited above. It was reported that Executive Director Cook informed the Committee that the personal property tax reporting was clarified and Currie-McLain would be filing the reports on MPHOA's behalf for 2016.
- f. **Common Property Committee** – December report. Director Sangrey made a motion for the Board to approve the change to the Common Property Committee Charter, which addressed the Common Property Committee playing a role in the Lake Oswego Tree Committee Process. Director Slaven seconded the motion, and upon vote by the Directors, the motion passed (5 Yes-0 No).

6. Old Business

- a. Recommendations from Home Care Committee and Architectural Committee regarding fines and process for enforcement – Director Price reported that the Architectural Committee agreed that the fine for failure to submit an Architectural Application should be \$200. The Architectural Committee also agreed that the policy regarding submitting an application would stand; however, the Committee would work with the CC&R Director on guidelines to enforce the policy.
- b. Communications – Director Kurtus suggested that when we send out any form of communication that the various modes of communication that are currently used be listed. Director Sangrey suggested that further discussion regarding communications continue at a future meeting and he would like to present a set of standards of communication for the Board to consider using. Executive Director Cook reported that the members would like to have a Board Agenda posted on the MPHOA website prior to each meeting. The Board agreed that an Agenda should be posted starting with the next meeting.

7. New Business

- a. Letter from Attorney – Tree Near 71 Hidalgo – The Board reviewed the letter set from the attorney and agreed with the action taken, which was to acquire a Tree Report from an independent arborist and determine the necessary action to take. This course of action would be communicated with the attorney.
- b. 138 Del Prado – The Board reviewed and discussed a revised letter from the City of Lake Oswego in regards to the owner of 138 Del Prado's request for the City to approve a modification to a previously approved Residential Infill Design review application to: increase the allowed lot coverage from 30% to 41.25%; reduce the required 5-ft. south side yard setback to 4.8 feet on the north side yard and 4.1 feet on the south yard; and reduce the required 15-ft. rear yard setback to zero for an existing pool house. Director Sangrey made a motion that the Board request the Executive Director to respond in writing to the City as follows: 1) Inform the City that the MPHOA Board has already approved a request for expansion of the lot coverage ratio from 34.4% to 35.5% and does not support an increase of the lot coverage ratio to 41.25%; and, 2) MPHOA is or will be in discussion with the owner concerning the fact that 3 ft. of his pool house was built on Mt. Park Common Property without approval and is therefore considered an encroachment on Mt. Park Common Property. Also, the Board does not feel in any case can they set the precedent of approving a zero set back. Director Kyle seconded the motion, and upon vote by the Directors, the motion passed (5 Yes-0 No).
- c. Plastic Bag Pick Up – The Board discussed the fact that several homeowners were continuing to use plastic garbage bags and leaving them in front of their homes for days when the Mt. Park staff did not pick the bags up. Director Sangrey made a motion that the Board approve the use of a contracted service to pick up the bags at the owners expense as well as assess a fine of \$200 for the first occurrence and \$500 for repeat occurrences. Director Kurtus seconded the motion, and upon vote by the Directors, the motion passed (5 Yes-0 No).

- d. Clubhouse Parking – Executive Director Cook is working on a policy to resolve the issue of unauthorized parking on the Clubhouse parking lot and will bring a recommendation to the Board at the next meeting.
- e. Nominating Committee Selection – The Board discussed that Director Sangrey and Director O'Connor were both up for re-election in March 2017. Director Sangrey would be running for re-election; however, Director O'Connor would not. The Board appointed the Nominating Committee to include Directors Lazaris, Price, and Slaven to interview Board candidates. Executive Director Cook would send out an email blast to recruit candidates.

8. Executive Session

The Board went into Executive Session at 8:25pm to discuss a personnel issue.

Adjournment – At 9:00PM., the meeting was adjourned.



Secretary Treasurer