



MOUNTAIN PARK HOME OWNERS ASSOCIATION

Lake Oswego, Oregon



Welcome to Nature's Neighborhood



CLUBHOUSE

The dynamic and active Clubhouse is the center of Mountain Park, culturally and literally – it's located directly in the middle of the neighborhood and unifies the community. The 45,000 square foot, two-level Clubhouse features several amenities sure to keep you healthy and active.

The Clubhouse is also the home of our HOA Administration offices including Accounting, Compliance, and the Executive Director. Please note that the landscape department is not in the Clubhouse. For more information on how to contact them, please visit our website or contact Member services.

TO START YOUR MEMBERSHIP:

- Complete the Homeowner Clubhouse Registration Form
- Visit the front desk to drop off your form or send it via email to clubhouse@mtparkhoa.com. Please bring a copy of or include your lease agreement in the email.
- Bring a state issued ID or your driver's license
- *Homeowners:* Upon your arrival, we will verify your residency
- *Renting from a Homeowner:* Bring in a "Transfer of Rights" form completed by the homeowner
- Take a tour of the facility
- Have your picture taken for your Clubhouse account
- Receive your ID number & Enjoy the facilities!

HOURS OF OPERATION

Monday-Thursday:
6:00am– 7:00pm

Friday:
6:00am-5:00pm

Saturday:
8:00am-4:00pm

Sunday:
10:00am-3:00pm



Mt. Park HOA Clubhouse
2 Mt. Jefferson Terrace
Lake Oswego, OR 97035



Clubhouse: 503-635-3561
Website: www.mtparkhoa.com
E-Mail: service@mtparkhoa.com



FITNESS

Mountain Park is dedicated to the proposition of total living – we are focused on providing opportunities for a good, healthy life, full of activity, vitality, and group activities. We are happy to offer a large variety of group exercise classes per week on land and in the water.

GYM ORIENTATION

A Gym Orientation is best described as an extended gym tour. During this free 30-minute consultation, our Fitness Manager will show you how to adjust the various machines in the clubhouse for safety and best use. All Mt. Park members are welcome to book a Gym Orientation using the MemberMe+ app.

PERSONAL TRAINING CONSULTATION

If you are interested in focusing on working out for injury prevention/recovery, accountability, or weight loss, signing up for Personal Training is the best way to get started on your fitness journey. During your first Personal Training session, one of our certified personal trainers will meet with you to go over your goals and any limitations you may have. Our trainer will give you the appropriate assessments and work with you to determine the best schedule in order to attain your goals. Not sure which trainer is right for you? Check out our Personal Trainer's bios at the Clubhouse or ask the Fitness Manager for a recommendation.



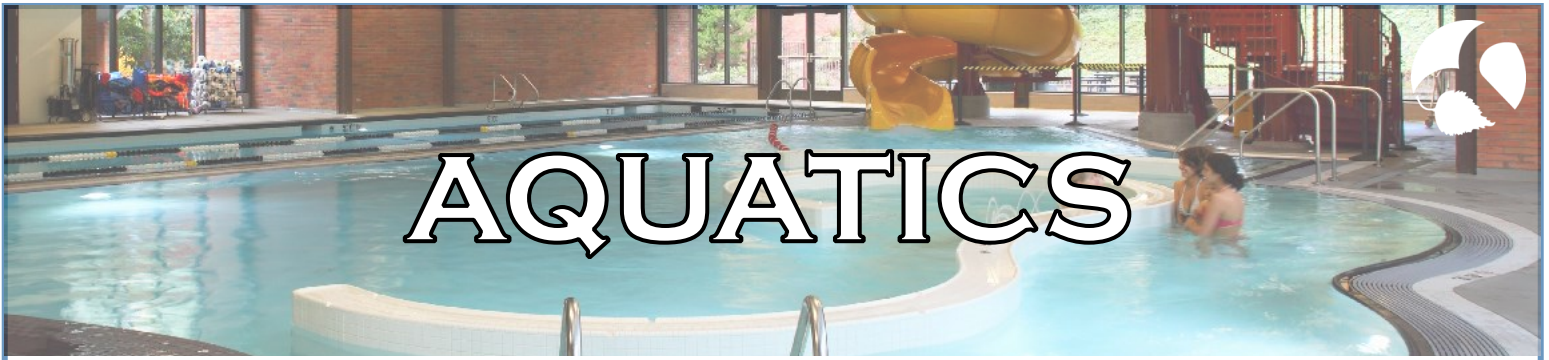
GROUP X STUDIOS

Our communal and inviting fitness classes are provided free of charge to residents and include multiple mind and body course offerings daily. We host group fitness classes of every variety. Please pre-register for Group Ex classes through the MemberMe+ app.



CARDIO/WEIGHT ROOM

An open-floor plan weight and cardio room offers a variety of circuit training, free weight, and cardiovascular training equipment. Please note: Members age 14 and younger may not use the cardio/weight room due to manufacturer safety guidelines.



Mountain Park's indoor aquatics center features a family-friendly leisure pool, lap pool and therapeutic spa. Framed by innovative architecture featuring beautiful contemporary wood-based décor, the space has large glass windows and curved, natural pool edges.

Three connected environments comprise the center designed to cater to all age groups. From the competitive swimmer to the young pool-goer, there's something for everyone here – water aerobics, swim classes, and lap swimming. Lap swim requires pre-registration on the MemberMe+ app.



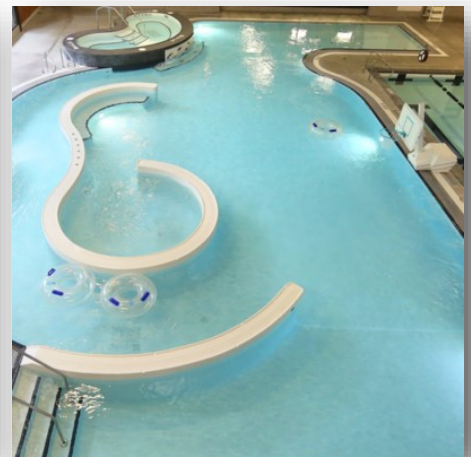
LAP POOL

- 3 Well-Maintained Lanes
- Industry Standard 25-Yard Pool Size
- Portable Pool Lift For Those With Limited Access



THERAPEUTIC SPA

- Rehabilitative Water Jets
- Year-Round Heating
- Comfortable Seating



LEISURE POOL

- Large, Water-Park-Style Spiral Waterslide
- Current Channel: A Slow-Moving River in the Pool
- Swirling Water Vortex
- Beach Style Entryway
- Portable Pool Lift for Those with Limited Access

SWIM LESSONS

Mountain Park offers private swim lessons for ages 3 and up at competitive pricing. For more information, please visit our website at www.mtparkhoa.com/aquatics.



KIDZONE

KidZone is dedicated to providing quality wellness programs to youth of all ages. We strive to help children explore the world in a safe environment and grow as happy and healthy individuals through physical activities and creative play with quality coaches and staff.

We want the youth of Mt. Park to feel that the Clubhouse is a place where they can hang out with friends and enjoy what our community has to offer. Our fun programs are geared to what children want to do in their spare time with friends but without help from parents.

KIDZONE CAMPS

The goal of all of our camps is to expose children to a wide variety of activities that will help them explore their world in a new way. We do this by helping them build new social skills while interacting with other campers and creating a positive health and wellness environment that encourages exploration. During the campers' time here they will gain great friends, priceless experiences, and new skills. All camp schedules follow the Lake Oswego School District calendar and are suited for kids ages 5-11.

Winter Break Camp: Late December/Early January

Spring Break Camp: Late March

Fall Break Camp: Late November

Summer Camp: Mid-June through August



KIDZONE PARTIES & PEEWEE PARTIES

KidZone Parties are a great opportunity to get your kids out of the house to have some fun! Kids ages 5-11 get a night out to enjoy a bounce house, swimming, pizza, and a movie. We also offer PeeWee Parties for kids ages 1-4. These parties for your little one feature playful music, crafts, and a mini bounce house.



GOVERNANCE



All owners of property within Mountain Park are members of the Mountain Park Home Owners Association. The association is regulated by section 94 of the Oregon Revised Statutes (ORS 94), also known as the Oregon Planned Community Act. It is further organized as a non-profit corporation under ORS 65.

In addition to state law, the association is controlled by its own Codes, Covenants, & Restrictions (CC&Rs). These consist of the Declaration of Restrictions, the Articles of Incorporation, and Bylaws. They are essentially the 'constitution' of the association.

The association is governed by a seven member Board of Directors. Board responsibilities include establishing policies consistent with the CC&Rs, setting the budget for the association, and establishing committees. An Executive Director hired by the board is responsible for the implementation of the day to day operations of the Association.

Members of the association have certain rights, such as the right to use common property, vote in association elections, attend board meetings, and inspect certain records of the association.

Members also have certain obligations. They must pay assessments and comply with restrictions set forth in the CC&Rs and policies established by the board. The association has the right to enforce its regulations by imposing fines on members, suspending their access to certain amenities, and filing liens on property for nonpayment of assessments or fines.

It is important that all members of the association be familiar with its CC&Rs and policies. Violations can be very costly. For example, all exterior modifications to a home, including painting, require an application to be submitted, and approval from the Architectural Committee before work begins. If a property owner makes modifications without approval, they may be fined and required to alter those modifications at their own expense.

One can avoid such an unfortunate situation by being familiar with the rules which are available on the Home Maintenance web page. Questions should be directed to the association office.

For further information on our governance policies and to view the Mt. Park Homeowner CC&R documents, please visit our website at www.mtparkhoa.com/governance-manual.





DOCUMENTS & POLICIES

Mountain Park HOA operates under the requirements of various documents. Every homeowner should familiarize themselves with documents and policies listed below.

All documents and policies can be found on the Mountain Park website at www.mtparkhoa.com/governance-manual and in the Homeowner Portal.

GOVERNING DOCUMENTS & COMMITTEE POLICIES

- CC&Rs—Covenants, Conditions, and Restrictions
- Architectural Policies & Procedures
- Standards for Mountain Park Clubhouse
- Policies & Practices of the Common Property Committee
- Standards for Home Maintenance

OTHER POLICIES

- Committee Charters
- Collection Policy
- Code of Civility

STRATEGIC PLANS & MASTER PLANS

- MPHOA Strategic Plan
- Common Property Master Plan



BOARD OF DIRECTORS

The Mountain Park Home Owners Association is governed by a seven member Board of Directors. All Board members are volunteers who receive no compensation for their work. Directors serve three year terms and are elected on a rotating basis by members of the association at the annual meeting. Two or three directors are elected each year. In the event of a vacancy on the Board, remaining Board members may elect a replacement to serve the balance of the unexpired term. Any director may be removed without cause by a majority vote of the members of the association at a properly called meeting.

The Board does not oversee day-to-day operations of the association. That is the job of the Executive Director and association staff. Duties of the Board include hiring and directing the Executive Director, establishing policies, setting budgets and assessments, appointing committees, and approving contracts or other legal documents.

The Board typically meets once a month—on the on the first Wednesday. Meetings take place at the Mountain Park Clubhouse at 7:00pm and online via Zoom. All meetings are open to association members.

COMMITTEES

The Mountain Park Home Owners Association has standing committees. The Board of Directors appoints other ad hoc committees as needed. Residents interested in participating on any committee are encouraged to contact the association.

Architectural Committee: The Architectural Committee is the only committee specifically established by the CC&Rs. It establishes architectural standards for our community. All new construction and modifications to existing exterior structures require the approval of this committee.

Clubhouse Committee: The Clubhouse Committee is responsible for developing, monitoring, and enforcing rules for the Mountain Park clubhouse.

Common Property Committee: The Mt. Park HOA Common Property Committee is formed by the MPHOA Board as a standing committee charged with ongoing implementation of the adopted Mt. Park Common Property Master Plan. The Master Plan includes a physical inventory of existing common property and monuments, formal assessments of conditions, definition of Mt. Park common property issues, and establishes future goals and priorities for the common property areas within Mt. Park.

Finance Committee: Assists the Board with strategic financial matters of the Association. Finance Committee meetings are scheduled monthly and as needed as determined by the Finance Committee.

Home Maintenance Committee: The Home Maintenance Committee serves as an advisory committee to the MPHOA Board of Directors to promote homeowner proactive care of all dwellings per the CC&Rs and other policies enacted by the Board and membership. The Home Maintenance Committee also ensures the CC&Rs are being followed by homeowners, condominiums, townhouses and apartments.

Reserves Committee: Serves as an advisory committee to the MPHOA Board of Directors and is responsible for assuring that the fixed assets (structures, systems, equipment, trails and facilities) of MPHOA are properly maintained, replaced and rehabilitated, consistent with the architectural integrity and character of the building and landscape, in order to meet the needs of the MPHOA. Reserves Committee meetings are scheduled as necessary.

COMMITTEE MEETING SCHEDULE—Please view the calendar on our website at www.mtparkhoa.com.



HOMEOWNER SERVICES

YARD DEBRIS

MPHOA pays for and provides up to three green bins per single-family home that are picked up by [Republic Services](#). Additional bins are available to homeowners by request from Republic Services. The homeowner is responsible for the additional fees incurred.

Yard Debris Bags

MPHOA does not pick up paper yard debris bags placed curbside. Any bags left curbside will be picked up by Republic Services and the homeowner will be charged accordingly.

Bin Delivery

Requested bin(s) are delivered on Fridays only.

Communication

Due to working outside of an office and out in the field, the landscape department's primary mode of communication is email. Please ensure your email address is accurate by adding it to your contact information in your [member portal](#) account.

Container Storage & Curbside Collection

When not placed curbside to be collected, yard debris containers must be stored out of sight.

Missing, Damaged, or Returned Bins

If your bin is missing, damaged or you would like to return a bin, please reach out to us at service@mtparkhoa.com

Cancellation of Trash and Recycling

When you cancel your trash and recycling service with Republic Services you must notify the landscape department to collect yard waste bin(s) allocated to your address.

If you forget to do this, MPHOA will bill you (based on Republic's rates) \$65 dollar / bin.

By requesting and utilizing bin(s) provided by MPHOA, you acknowledge the rules and charges associated with this service.

DROP-OFF SITE

Reservations for use of the Mt. Park Yard Debris drop-off site located at 25 Abelard can be made online. You can reserve a time slot for up to 90 minutes.

You will need your Member ID to complete the online reservation process. Once you have a reservation, the key FOB for entry will be available for pick up at the Clubhouse. Please remember the rules regarding use of the yard debris lot, including no private contractor dumping.

Make your reservation at on the MemberMe+ app.

RV STORAGE

The Mt. Park CC&R's restricts the parking of recreational vehicles, trailers, boats, etc. on lots within the community. Mountain Park does have space for rent in the RV Lot at 25 Abelard. The RV lot is not a covered facility. Access is available 24 hours a day with surveillance and a locked gate.

SPACE SIZES & FEES

- Short (12-24 feet and under): \$450.00 billed semi-annually in January and July with assessments (annual total = \$900.00).
- Long Space (25-34 feet long): \$510.00 billed semi-annually in January and July with assessments (annual total = \$1,020.00).
- X-Long Space (35+ feet long): \$570.00 billed semi-annually in January and July with assessments (annual total = \$1,140.00).

APPLYING FOR A SPACE

When signing the lease agreement, a current Oregon Driver's License and the vehicle title will need to be shown. The rental payment for the current period (up to 6 months) and a \$100 FOB deposit will be collected at the time of signing.

All vehicles in the RV lot are registered with the association. There is currently a waiting list for spaces, so if you are a member of Mountain Park, please contact the Clubhouse by emailing service@mtparkhoa.com or call 503-635-3561 to be added to the waiting list.

DOG STATIONS

Part of the responsibility of owning a dog is cleaning up after him/her. Mt. Park is committed to helping you as a dog owner meet the responsibility of cleaning up after your pet by installing 18 dog stations throughout the community on pathways and in parks. These stations have bags and garbage bins for you to use.

Mt. Park regularly removes the garbage and restocks the bags at these stations. Next time you are out walking your furry friend and you forgot a bag, please look around and see if there is one of these stations around and pick up after your pet.

Mt. Park also picks up garbage from the bus stops throughout the community helping to keep our neighborhoods clean.





LANDSCAPE STEWARDSHIP & COMMON PROPERTY

Within Mountain Park, 185 acres of land are common property. Common property belongs to all of the MPHOA members. With guidance from the Common Property Committee (CPC), the Landscape Stewardship Department is responsible for managing this common property, which includes urban woodlands, meadows, miles of walking trails, creeks, streams, wildlife habitat, parks, play areas, native and ornamental plantings, and neighborhood monuments. The CPC consists of MPHOA members, Board members, and staff. The mission of the CPC is to offer oversight and guidance to both MPHOA residents and staff regarding common property. Guided by the vision of Landscape Designer and neighborhood founder, Carl Halvorson, the Landscape Stewards aim to manage and maintain the common property based on environmentally responsible and ecologically sustainable land management practices in order to maintain a healthy ecosystem for the residents, the flora and the fauna of this unique community, based on best management practices.

COMMON PROPERTY FAQs

I see an area on common property that needs attention. What do I do?

Please submit a Common Property Work Request through the Homeowner Portal.

How do I know if the tree in front or behind my house is my tree or belongs to MPHOA?

It is MPHOA tree if the tree is located on Common Property.

Where is my property line?

Option 1. Refer to the [Lake Oswego GIS Map](#)

Option 2. Refer to the [Clackamas County Surveyor](#)

Option 3. Refer to the [Multnomah County Surveyor](#)

Who do I call if a tree/large branch has fallen or is obstructing the street or sidewalk?

Call the City of Lake Oswego Public Works at 503-635-0280

Who do I notify if a tree/large branch has fallen on common property or is obstructing a trail?

Send an email to the Mountain Park Landscape Stewardship Department: service@mtparkhoa.com

Will the landscape department assist with problems on my property?

No. The landscape department is unable to do any work on private properties.

Do I need a permit to prune a tree on private property?

Normal pruning and maintenance does not require a permit. Normal pruning consists of no more than the removal of 15% of the live crown. Topping, removing 50% or more of the tree (crown, trunk or root), or damaging a tree resulting in its death are all considered removal and can be subject to enforcement action.

Do I need a permit to prune a tree on Common Property?

Pruning is NOT allowed on Common Property by residents or contractors hired by residents without approval by the Landscape Stewardship Department. If you believe a tree needs pruning on Common Property, please fill out a Common Property Work Request and get in touch with the Landscape Stewardship Department. These requests will be taken to the Common Property Committee for further discussion.

The view from my property is being obstructed by vegetation. Can I prune a tree on Common Property that is causing an obstruction of my view?

MPHOA does not guarantee the preservation of an EXISTING or PREVIOUS view. MPHOA does not permit the establishment of a view where none existed at the time of house purchase by the Requestor. These requests will be taken to the Common Property Committee for further discussion.

Do I need a permit to remove a tree on private property?

Yes, a permit is required to remove a tree with a trunk that is 6 inches in diameter at breast height (DBH) or greater. You need to apply for permit at the City of Lake Oswego. <https://www.ci.oswego.or.us/trees>

Do I need a permit to remove a tree on Common Property?

Tree removal is NOT allowed on Common Property by residents or contractors hired by residents without approval by the Landscape Stewardship Department. If you believe a tree needs to be removed from Common Property, please fill out a Common Property Work Request and get in touch with the Landscape Stewardship Department. These requests will be taken to the Common Property Committee for review and decision.

Hazard or nuisance tree?

If there is a question about a tree being a hazard or a nuisance, please contact the Landscape Stewardship Department. If there is a disagreement between the Requestor and the Department, an ISA Tree Risk Assessor/Qualified Arborist will do a risk assessment and evaluation.

Who is paying for tree removal on Common Property?

Trees on Common Property will be considered for REMOVAL for the following reasons ONLY:

- The tree is dead and poses high risk of failure.
- The tree is diseased or in declining health.
- The tree is invasive.
- If a hazard tree is on Common Property = HOA pays.
- If a hazard tree trunk is on Common Property and branches over private property = HOA pays.
- If the hazard tree fully or partially on private property = Owner/Requestor pays.
- Nuisance tree fully or partially on Common Property = Requestor pays.
- These requests will be taken to the Common Property Committee for further discussion. For more information please take a look at the Tree Removal Guidelines on MPHOA's website.

Do I need a permit to prune or remove a tree that is on Common Property in between the easement and private property?

Please get in touch with the Landscape Stewardship Department for evaluation.

What if the tree roots are causing serious and expensive damage to a trail or sidewalk? Will MPHOA then remove and replace the tree, or give me a permit to do so?

Damage to trails or sidewalks are not normally considered justification for removing otherwise healthy and safe trees. Please get in touch with the Landscape Stewardship Department for evaluation.

What can I do if a neighbor's tree near the property line is blocking my view or drops debris in my yard or has dangerous limbs that may fall onto my property?

The Landscape Stewardship Department doesn't mediate such disputes. These are matters that must be resolved between the affected parties. You may need the support and assistance of a qualified consulting arborist to resolve such disputes.

What can I do if a Common Property tree near the property line is blocking my view or drops debris in my yard or has dangerous limbs that may fall onto my property?

Private property trees are dropping just as much debris on Common Property as Common Property Trees on private property. The Landscape Stewardship Department will clean up Common Property, private property owners are responsible for cleaning up private property. If you are concerned about dangerous limbs please get in touch with the Landscape Stewardship Department.

Who is responsible for shrubbery and vegetation other than trees that grow into sidewalks or streets?

The property owner(s) adjacent to the sidewalk or street are responsible for maintaining plants to keep them from encroaching into the street and sidewalks to prevent obstructions or limited visibility.

If private property is adjacent to sidewalks or streets the private property owner is responsible for the maintenance.

If the property adjacent to sidewalks or streets is Common Property, the Landscape Stewardship Department is responsible for the maintenance. Please fill out a Common Property Work Request form and get in touch with the Landscape Stewardship Department.



ASSESSMENTS

The semi-annual assessments for Mountain Park Home Owners Association are due on January 1st and July 1st of every year. Payments must be received by the 31st of those months to avoid a \$50 late fee. Please note that assessment amounts may change every year in January.

PAYING ONLINE*

- ♦ Visit www.mtparkhoa.com
- ♦ Click on “Homeowner Portal” in the top right hand corner.
- ♦ Set up your account using your portal key and login.
 - ♦ If you do not have a portal key and login, email service@mtparkhoa.com
- ♦ The portal will allow for four different online payment options.

Make this payment via:	
<input type="button" value="Auto-Draft"/>	<input type="button" value="Credit Card"/>
<input type="button" value="Recurring eCheck"/>	<input type="button" value="One-Time eCheck"/>

PAYING BY CHECK

- ♦ The check will need to be mailed to the address in Arizona that is listed on the payment stub on your bill. Your payment will be processed immediately upon receipt.
- ♦ Write your five-digit account number in the memo line of your check and include the payment coupon from the billing statement. Your account number can be found on the top right of your billing statement.
- ♦ If you use a payment system through your bank, please be sure that your six-digit account number is included in the payment set up and listed on the bill payment check.
- ♦ Mail your semi-annual assessment payment to our payment processing center:

**Mt. Park Home Owners Association
c/o Mt. Park Home Owners Association
PO BOX 98156
Phoenix, AZ 85038-0156**

- ♦ Be sure you are paying the amount indicated on the billing statement.
- ♦ A late fee will apply if your payment is not received by the deadline.



HOMEOWNER PORTAL

The Mountain Park HOA works diligently to prioritize the ease of communication between the Association and homeowners. In an effort to continually improve this process, we have adopted a web-based system that simplifies how to take care of your HOA responsibilities.

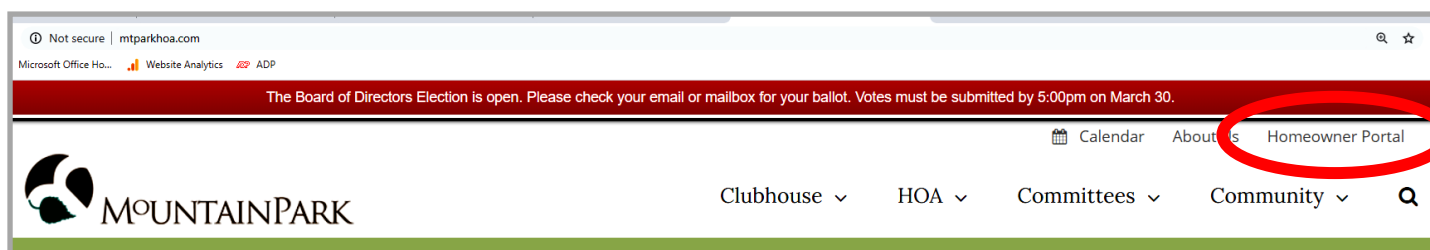
WHAT IS THE PORTAL FOR?

Upon logging-in, here are some things you will be able to do:

- Pay your assessment dues
- Review your HOA account and payment history
- Submit an Architectural Application, Common Property Work Request, billing questions, and any general request
- Check the status of all submitted requests
- Track communications with HOA staff
- Easily view and access all HOA policy documents and necessary forms
- Find the answers to frequently asked questions
- Specify your communication preferences
- Automatically receive e-alerts and newsletters
- View the HOA calendar for upcoming Board and Committee meetings as well as social events

WHERE CAN I ACCESS THE PORTAL?

The portal can be found at https://portal.mtparkhoa.com/home_v2/Login or by visiting the Mountain Park website and clicking on the link in the upper right-hand corner.



ASSISTANCE

You can request login information for the portal by emailing service@mtparkhoa.com. Tutorials on how to use the Homeowner Portal are available on our website at www.mtparkhoa.com.