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**MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
December 6, 2023 @ 6:30PM**

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, December 6, 2023.

**BOARD MEMBERS PRESENT:**

President        Kevin House  
Vice President        Janice Krem  
Treasurer        Shirley Cyr  
Director        Nicolette Laurie  
Director        Bob Whitcombe  
Director        Daniel Griffin – Arrived 6:42pm

**BOARD MEMBERS ABSENT:**

Director        Vatea Herman

**MT. PARK HOA STAFF PRESENT:**

Executive Director        Jennifer Anne  
Compliance Manager        Blake Stone

**MT. PARK HOMEOWNERS PRESENT:**

20 Preakness Court        141 Del Prado

**1. CALL TO ORDER** - The meeting was called to order by President House at 6:35pm.

**2. AGENDA APPROVAL** –Director Krem requested that a resolution thanking previous members of the Home Maintenance Committee be added to the agenda. The agenda was approved.

**3. APPEALS TO THE BOARD**

None this month.

**4. VISITOR COMMENTS & LETTERS TO THE BOARD**

A homeowner requested an update regarding emergency/natural disaster planning in the association. Director Krem noted that the City of Lake Oswego can provide funding for training, and application of emergency preparedness in the neighborhood.

Director Krem made a motion to add this item to the Board's upcoming agenda. The motion was seconded by Director Whitcombe. The motion passed (Yes – 5, No – 0).

141 Del Prado – Inquired about the resolved violation at 43 Nova Court and shared concerns regarding a lawsuit which was mentioned on the NextDoor website. The Board informed the homeowner that this is a legal matter and cannot be discussed in a regular session meeting due to confidentiality and all matters will be discussed in executive session only.

**5. READING AND APPROVAL OF MINUTES**

• November Meeting

President House made a motion to approve the November 1, 2023 meeting minutes as presented.

Director Cyr seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

• November Budget Meeting

President House made a motion to approve the November 8, 2023 budget meeting minutes as presented. Director Whitcombe seconded the motion. The motion passed unanimously (Yes – 5, No

– 0).

## 6. STAFF & COMMITTEE REPORTS

- Executive Director Report

The Executive Director Management Report was presented. President House requested further clarity regarding Paid Leave Oregon (PLO), as well as the Seasonal Splendor home decorating contest. Executive Director Anne provided updates on both.

- Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee by President House. Director Whitcombe will replace President House as the Committee Liaison. Director Herman has formally withdrawn as a member of the Architectural Review Committee.

### ARC – New Notice of Violation Decisions Issued

Property Address	Rule Number & Violation Category	Standard Fine	Proposed Fine
3 Cellini	ARC – Unapproved Changes	2 \$200	\$0

President House made a motion to mitigate the fine for unapproved changes at 3 Cellini to \$0 since the violation has been corrected. Director Griffin seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

- Common Property Report

An update was provided on the Common Property Committee using the previous month's draft minutes. Ongoing violations will maintain their place on the penalty schedule until the violations have been corrected. Committee members have provided their feedback on the Good Neighbor Policy proposal.

President House made a motion to appoint Barbara Auburn to the Common Property Committee. Director Laurie seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

### CPC – New Notice of Violation Decisions Issued

Property Address	Rule Number & Violation Category	Standard Fine	Proposed Fine
2 Del Prado	CPC Encroachment	1 \$100	\$100

President House made a motion to approve the \$100 fine for the uncorrected encroachment taking place at 2 Del Prado. Director Laurie seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

- Finance Committee Report

An update was provided on the Finance Committee by Director Cyr. Under New Business on the agenda, the Finance Committee has made recommendations for expenditures from the 2023 budget surplus.

### HMC – New Notice of Violation Decisions Issued

Property Address	Rule Number & Violation Category	Standard Fine	Proposed Fine
51 Tanglewood	B.2 Roofs	2 \$200	\$1,100 to legal
32 Del Prado	E.1 Outdoor Storage	1 \$100	\$200

- Home Maintenance Committee Report

The Board received and reviewed the Home Maintenance Committee summary provided by the Compliance Manager in the absence of a committee.

President House made a motion that the Association do not mitigate any current fines and maintain the penalty schedule until the violation at 51 Tanglewood has been resolved or the total fine amount exceeds \$3,000. Director Whitcombe seconded the motion. The motion passed unanimously (Yes – 4, No – 1). Director Cyr voted No.

Director Laurie made a motion that a fine of \$200 be imposed and that fines continue until the violation has been corrected. The motion was seconded by President House. The motion passed unanimously (Yes – 5, No – 0).

- Clubhouse Report/Meeting Minutes – No Clubhouse Committee meeting took place in the month of November. Director Griffin addressed the updated clubhouse policy amendments and provided clarification of the policies to the Board.

Director Griffin made a motion to adopt the amended Clubhouse policies. The motion was seconded by Director Krem. The motion passed unanimously (Yes – 5, No – 0).

- 7. RESOLUTIONS** – Director Krem made a motion that the Board of Directors of Mountain Park Homeowner's Association hereby recognize and express the board's deep appreciation for the immense contributions Mary Goss and DeeAnn Troutman have made to the Mountain Park community through their long-standing dedication, leadership and service on the Home Maintenance Committee. The motion was not seconded and did not pass.

Director Krem made a motion that a policy be adopted at tonight's meeting by the Board of Directors on how they recognize past committee members. The motion was not seconded and did not pass.

**8. OLD BUSINESS**

None this month.

**9. NEW BUSINESS**

- a. Yard Debris Program –

Executive Director Anne presented the proposed Yard Debris Program. The Board requests that community buy in be obtained, and the item be added to the January agenda.

- b. Surplus Expenditures

Director Cyr discussed the three surplus expenditures that were recommended by the Finance

Committee for review by the Board:

- DeSantis Landscape Proposal – Clubhouse Cleanup
- Monument Landscape Redesign Proposal – Monthly Maintenance
- Clubhouse Stairway Flooring Replacement Proposal

Director Laurie made a motion to approve the expenditure for the stairway flooring replacement proposal. The motion was seconded by President House. The motion passed (Yes – 4, No – 1). Director Krem voted no.

Director Laurie made a motion to approve the expenditure for the DeSantis landscape proposal. The motion was seconded by Director Whitcombe. The motion passed (Yes – 4, No – 1). Director Krem voted no.

President House made a motion to approve the expenditure for the monument landscape redesign proposal. The motion was seconded by Director Cyr. The motion passed (Yes – 5, No – 0).

**10. EXECUTIVE SESSION**

The Board moved into Executive Session at 8:42pm. The Board moved back into regular session at 9:06pm.

Director Krem made a motion that the Board will follow legal advice and take any and all action required to resolve this encroachment. President House seconded the motion. The motion passed unanimously (Yes – 5,

No – 0).

Director Laurie made a motion that the Board allow the reasonable accommodation for 14 Churchill Downs.  
President House seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

#### 11. UPCOMING BOARD MEETINGS

- January 3 – Board Meeting

ADJOURNMENT – At 9:09pm, the meeting was adjourned.

Secretary/Treasurer

2







CRISTIANE NECKE  
Executive Director  
cristiane@mountainpark.com

**MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
November 8, 2023 @ 6:30PM**

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, November 8, 2023.

**BOARD MEMBERS PRESENT:**

President	Kevin House
Vice President	Janice Krem (Zoom)
Treasurer	Shirley Cyr
Director	Nicolette Laurie
Director	Bob Whitcombe
Director	<b>Daniel Griffin</b>
Director	Vatea Herman (Zoom)

**BOARD MEMBERS ABSENT:**

**MT. PARK HOA STAFF PRESENT:**

Executive Director	Jennifer Anne
Executive Assistant	Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

141 Del Prado

- **CALL TO ORDER** - The meeting was called to order by President House at 6:32pm.
- **AGENDA APPROVAL** –The agenda was approved unanimously.
- **2024 DRAFT BUDGET**
  - Executive Director Anne explained the year-long Reserves and Operations budget timelines.
  - The budgets are reviewed by the Reserves and Finance Committees. Then the Board of Directors.
  - Revenue Questions were discussed including the topics of transfer fees, bank fees, and patron membership increases.
  - Expense Questions were discussed including the topics of IT Services, communications/marketing, landscape maintenance, compliance, and insurance.

Director Cyr made a motion to approve the 2024 Master Budget. Director Laurie seconded the motion. The motion passed (Yes – 5, No – 2). Director Krem and Director Herman voted no.

• **UPCOMING BOARD MEETINGS**

- December 6 – Board Meeting

**ADJOURNMENT** – At 7:37pm, the meeting was adjourned.

Secretary/Treasurer



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## MEETING MINUTES BOARD OF DIRECTORS MEETING November 1, 2023 @ 6:30PM

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, November 1, 2023.

### BOARD MEMBERS PRESENT:

President	Kevin House
Vice President	Janice Krem (Zoom)
Treasurer	Shirley Cyr
Director	Nicolette Laurie
Director	Bob Whitcombe

### BOARD MEMBERS ABSENT:

Director	Daniel Griffin
Director	Vatea Herman

### MT. PARK HOA STAFF PRESENT:

Executive Assistant	Cassidy Boyd
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### MT. PARK HOMEOWNERS PRESENT:

141 Del Prado

- **CALL TO ORDER** - The meeting was called to order by President House at 6:30pm.
- **AGENDA APPROVAL** –The agenda was approved unanimously with an addition under New Business of discussing adding Director Whitcombe to the Architectural Committee as a member and as the new Board liaison.
- **APPEALS TO THE BOARD**
- **VISITOR COMMENTS & LETTERS TO THE BOARD**
  - 47 Tanglewood Drive – The homeowner wrote a letter to the Board regarding the Ivy Pull event held on October 28, 2023.
- **READING AND APPROVAL OF MINUTES**
  - September 6, 2023
    - Director Cyr made a motion to approve the September 6 meeting minutes as presented. Director House seconded the motion. The motion failed (Yes – 3, No – 0, Abstained - 2). Director Krem and Director Whitcombe abstained.
  - October 4, 2023
    - Director Cyr made a motion to approve the October 4 meeting minutes as presented. Director House seconded the motion. The motion failed (Yes – 3, No – 0, Abstained - 2). Director Laurie and Director Whitcombe abstained.
  - Minutes were not able to be approved due to Board Member absences and/or current Board Members not yet having joined the Board on the date of the meetings.
- **STAFF & COMMITTEE REPORTS**
  - Executive Director Report
    - The Executive Director Management Report was discussed by the Board. Executive Director Anne was absent.
  - Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee by President House. The committee received the draft of the Good Neighbor Policy and will have

comments at next month's meeting.

The Board would like to thank the Architectural Committee Liaison, Sarah Cantor, for her commitment to the HOA and management of the Architectural Application workload.

- **Common Property Report**

An update was provided on the Common Property Committee meeting by Director Laurie. The Landscape Department received the EV trucks and started using them around the community. They discussed the "Glow Up" holiday lights project and the reaction from the committee. They also received the draft of the Good Neighbor Policies and are taking time to review them.

- **Finance Committee Report**

An update was provided on the Finance Committee by President House. The 2023 numbers look positive and certain trends were recognized and noted for the coming year. President House stated that fines will not be a part of the budget for 2024 since it is too costly to remedy violations, not to collect funds.

President House also stated that the monument project is underway and reserves funds are currently being used to pay for it. He also stated that more grant money (\$34,000) has been received from OLWC due to the work MPOA accomplished during the invasive species project. That money was returned to the Reserves account.

- **Home Maintenance Committee Report**

The violation history of 51 Tanglewood was discussed however the Board felt the information provided was not enough to make a decision at this time. The violation was tabled until the next meeting.

- **Clubhouse Report**

An update on the Clubhouse Committee was not provided due to Director Griffin's absence.

**Clubhouse Policy Revisions**

The Board decided to wait until Director Griffin's return before discussing or adopting the committee's recommended policy revisions.

- **RESOLUTIONS** – None

- **OLD BUSINESS** - None

- **NEW BUSINESS**

- Add Director Whitcombe to the ARC

President House made a motion that the Board approve adding Director Whitcombe as a member of the Architectural Committee effective immediately and as the board liaison of the ARC effective January 2024. Director Laurie seconded the motion. The motion passed (Yes – 5, No – 0).

- **EXECUTIVE SESSION**

The Board moved into Executive Session at 7:35pm.

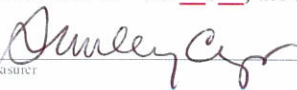
- **UPCOMING BOARD MEETINGS**

- November 8 – Board Budget Meeting
  - December – No Board Meeting

Director Cyr made a motion that the Board hold a meeting on December 6, 2023. Director Laurie seconded the motion. The motion passed (Yes – 5, No – 0).

**ADJOURNMENT** – At   ?  , the meeting was adjourned.

Secretary/Treasurer





Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, October 4, 2023.

**BOARD MEMBERS PRESENT:**

President Kevin House  
Vice President Janice Krem  
Treasurer Shirley Cyr  
Director Vatea Herman (left early – 8:24pm)  
Director Daniel Griffin (arrived late – 7:00pm)

**BOARD MEMBERS ABSENT:**

Director Nicolette Laurie

**MT. PARK HOA STAFF PRESENT:**

Executive Director Jennifer Anne  
Executive Assistant Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

141 Del Prado	3 Cellini	42 Churchill Downs (Z)	22 Northview Ct. (Z)
42 Churchill Downs (Z)	11 El Greco (Z)	16 Northview Court (Z)	20 Preakness Ct. (Z)

1. **CALL TO ORDER** - The meeting was called to order by President House at 6:32pm.
2. **AGENDA APPROVAL** –The topic of reviewing a new candidate was moved earlier on the agenda. The agenda was approved.

President House made a motion to add Bob Whitcombe as a Board member to fill the open board position which term expires March 2025. Director Krem seconded the motion. The motion failed (Yes – 3, No – 1). Director Herman voted no.

Director Herman made a motion to add Bob Whitcombe as a Board member to fill the open board position which term expires March 2025 with the friendly amendment of voting in the original order of the agenda under New Business. Director Cyr seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

**3. APPEALS TO THE BOARD****3 Cellini**

The homeowner was present to discuss the history of their violation.

Director Krem made a motion to uphold the decision of the ARC committee and follow the current rule in the policies that prohibits artificial grass and impose the fine that was assigned by the ARC committee. Director Cyr seconded the motion. The motion passed (Yes – 4, No – 1). Director Herman voted no.

**28 Aquinas - Hearing**

In the absence of a Home Maintenance Committee in the month of September, the Board held a hearing for 28 Aquinas. The homeowner requested an extension to re-paint their home.



President House made a motion that the Board will delay the painting date until March 31 if a contractor is lined up and they have an ARC approval for the paint by January 1, 2024. Director Cyr seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

#### 4. VISITOR COMMENTS & LETTERS TO THE BOARD

Red Cross Letter – The letter was a thank you from the Red Cross for Mountain Park’s premier status.

Letter to the Board – Homeowner was requesting speed bumps be put on Independence Ave and asking if the HOA would state they would not be opposed to the speed bumps.

20 Preakness Ct. – The homeowner asked if a BOD Member with an artificial grass violation is allowed to vote on an appeal. President House stated that legal advised that they are allowed to vote unless they are the one with the violation on their property.

141 Del Prado – The homeowner asked how lengths of violation suspensions are determined. Director Krem explained that extensions are based on whether the property in violation has “good cause”.

The homeowner asked if the Good Neighbor Policies will be reviewed and if they are completed. President House explained that a draft will go to the committees this month and then to the Board at the November Board Meeting. There have been no major changes made to the actual policies that have already been written by the committees.

5 Cellini – Homeowner is concerned on how much the HOA is creating an environment that is inviting lawsuits and how much the HOA is spending on legal counsel.

#### 5. READING AND APPROVAL OF MINUTES

- September 6, 2023

Director Cyr made a motion to approve the September 6 meeting minutes as presented. Director Griffin seconded the motion. The motion failed (Yes – 3, No – 0, Abstained - 1). Director Krem abstained. The minutes will be tabled until the next Board meeting.

#### 6. STAFF & COMMITTEE REPORTS

- Executive Director Report

The Executive Director Management Report was presented. The Executive Director stated that DeSantis will begin working on the monuments on October 23, 2023.

- Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee by President House.

ARC – New Notice of Violation Decisions Issued					
Property Address	Rule Number & Violation		Category	Standard Fine	Proposed Fine
19 Becket		Unapproved Changes	3	\$500	\$500

President House made a motion to approve the recommendation of the ARC as presented to fine 19 Becket. Director Cyr seconded the motion. The motion passed unanimously (Yes - 4, No – 0).

- Common Property Report

An update was not provided on the Common Property Committee due to liaison absence.

- Finance Committee Report  
An update was provided on the Finance Committee by Director Cyr. The Reserves Committee and Finance Committee approved the revised budget of the Reserves. Director Krem suggested that a budget note be added to the Reserves Budget regarding the RV Lot repaving.
- Home Maintenance Committee Report  
An update on the HMC was provided by Director Krem.

President House made a motion to approve the fine of \$200 for 21 Bloch Terrace for not adhering to the general maintenance policy. Director Cyr seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

51 Tanglewood was tabled until the November meeting.

HMC – New Notice of Violation Decisions Issued					
Property Address	Rule Number & Violation		Category	Standard Fine	Proposed Fine
21 Bloch Terrace	B.1	General Maintenance	2	\$200	\$200
51 Tanglewood	B.2	Roof	2	\$200	\$1300

Yard Debris Rule – There was no rule within the HMC policies regarding Yard Debris Bins so a new rule was created by the HMC.

Director Krem made a motion to amend the current garbage and recycle bins rule and amend it with the drafted policy regarding yard debris bins as presented to the Board. Director Cyr seconded the motion. The motion passed (Yes – 4, No – 0).

- Clubhouse Report  
An update on the Clubhouse Committee was provided by Director Griffin.

Clubhouse Policy Revisions

Review of the Clubhouse policies were tabled and will be added to the November agenda.

## 7. RESOLUTIONS – None

## 8. OLD BUSINESS

- Board Candidacy Update

Director Cyr made a motion to add Bob Whitcombe to the Board of Directors. President House seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

## 9. NEW BUSINESS

- None at this time.

## 10. EXECUTIVE SESSION

The Board moved into Executive Session at 9:10pm. The Board moved back into regular session at 9:35pm.

Director Krem made a motion to follow the legal advice presented regarding 140 Del Prado and 11 Hidalgo. Director Whitcombe seconded the motion. The motion passed. (Yes – 5, No – 0).

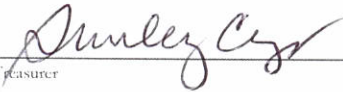


President House made a motion to follow the legal advice of sending a letter to 8 Becket, 10 Mountain Circle, and 32 Del Prado. Director Whitcombe seconded the motion. The motion passed (Yes – 4, No – 0, Abstained – 1). Director Krem abstained.

#### 11. UPCOMING BOARD MEETINGS

- November 1 – Board Meeting
- November 8 – Board Budget Meeting

ADJOURNMENT – At   ?  , the meeting was adjourned.

  
Secretary Treasurer



**MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**September 6, 2023 @ 6:30PM**

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, September 6, 2023.

**BOARD MEMBERS PRESENT:**

President	Kevin House
Treasurer	Shirley Cyr
Director	Vatea Herman
Director	Daniel Griffin
Director	Nicolette Laurie

**BOARD MEMBERS ABSENT:**

Vice President Janice Krem

**MT. PARK HOA STAFF PRESENT:**

Executive Director	Jennifer Anne
Executive Assistant	Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

141 Del Prado (Zoom)	5 Cellini (Z)	42 Churchill Downs (Z)	4 Goya (Z)
45 Nansen Summit (Z)	30 Del Prado (Z)	20 Preakness Ct. (Z)	

- 1. CALL TO ORDER** - The meeting was called to order by President House at 6:35pm.
- 2. AGENDA APPROVAL** - The topic of reviewing a potential board candidate, Kaoru Shoda, was removed from the agenda. The agenda was approved.

President House made a motion to accept Nicolette Laurie as a Board member to fill the open board position which term expires March 2024. Director Cyr seconded the motion. The motion passed unanimously (Yes - 4, No - 0).

**3. APPEALS TO THE BOARD**

**45 Nansen Summit**

The homeowner was present to appeal the decision of the ARC to deny the application for a 6' fence in his front yard. The denial was based on the Architectural & City of LO rules that front yard fences cannot exceed 4 feet and secondly that the materials requested were not on the approved list of fence materials.

Director Herman made a motion to deny the application for the reasons outlined in the ARC summary - the fence and materials being used are not approved. Director Laurie seconded the motion. The motion passed unanimously (Yes - 5, No - 0).

**43 Nova Ct.**

The homeowners proposed that the Board consider changing the HMC guidelines to incorporate an approval process for basketball hoops and if that is not an option, they requested an exception be made. The Board suggested conducting more research on the potential liability for basketball hoops on City streets.

President House made a motion to suspend this decision for three months in order to provide adequate time to



work with the HMC and area homeowners to look at opportunities to amend the policy. Director Herman seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

#### 4. VISITOR COMMENTS & LETTERS TO THE BOARD

There are no comments or letters at this time.

#### 5. READING AND APPROVAL OF MINUTES

- August 2, 2023

Director Cyr made a motion to approve the August 2, 2023 meeting minutes as presented. Director Herman seconded the motion. The motion passed unanimously (Yes – 4, No – 0, Abstained - 1). Director Laurie abstained.

#### 6. STAFF & COMMITTEE REPORTS

- Executive Director Report

The Executive Director Management Report was presented.

- Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee using the provided meeting minutes.

Director Herman made a motion to move 2 Del Prado to Executive Session for discussion. Director Griffin seconded the motion. The motion passed unanimously (Yes - 4, No – 1). Director Laurie voted no.

- Common Property Report

An update was provided on the Common Property Committee by President House. The committee debriefed the HFRP grant and the transparency regarding the spraying as well as issuing community alerts when it is taking place. The committee also discussed encroachments and how the fines are not driving the action of removing the encroachments. President House discussed removing the encroachments and billing back the cost of the removal to the homeowner.

Director Cyr made a motion to approve sending the question of removing encroachments and billing back the cost of the removal to the homeowner be sent for legal opinion. Director Griffin seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

- Finance Committee Report

An update was provided on the Finance Committee by Director Cyr. Year-to-date the association is healthy and the committee expects that to continue through the end of the year. They also discussed the assessment increase for 2024.

President House made a motion to approve the assessment increase of 4.59% for 2024 as recommended by the Finance Committee. Director Herman seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

- Home Maintenance Committee Report

An update on the HMC was not provided due to liaison absence.

President House made a motion to approve the violations for 123 Kingsgate and 143 Kingsgate listed as recommended by the HMC. Director Laurie seconded the motion. The motion passed unanimously

(Yes – 5, No – 0).

HMC – New Notice of Violation Decisions Issued					
Property Address	Rule Number & Violation		Category	Standard Fine	Proposed Fine
123 Kingsgate	B. 1	General Maintenance	2	\$200	\$200
123 Kingsgate	B. 2	Roofs	2	\$200	\$200
123 Kingsgate	B. 1	Fences	2	\$200	\$200
143 Kingsgate	G. 1	Storage of Containers	1	\$100	\$100

- Clubhouse Report/Meeting Minutes – No meeting was held in August 2023.

**7. RESOLUTIONS** – None

**8. OLD BUSINESS**

- a. Monument Redesign Project/Landscape Design Proposal  
DeSantis' proposal includes a lot of native plantings. A request was made to get color as much of the year as possible. The final iteration of the design used grasses, perennials, and shrubs/trees with color. The designer will be onsite at each monument and navigate available water sources and planting pallet options. DeSantis' was amenable to all suggestions.

Director Laurie made a motion to approve DeSantis as the contractor for the monument redesign project. Director Herman seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

**9. NEW BUSINESS**

- a. Proposed Meeting Time Change

President House made a motion to move the Board of Director Meeting start time to 6:30pm as of October 2023. Director Laurie seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

**10. EXECUTIVE SESSION**

The Board moved into Executive Session at 7:50pm. The Board moved back into regular session at 8:37pm.

Director Laurie made a motion to move forward with injunctive relief on two properties discussed. President House seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

Director Herman made a motion to send a property to the attorney for a demand letter or collections. President House seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

President House made a motion to continue to fine 8 Becket, 10 Mountain Circle, and 32 Del Prado. Director Cyr seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

Director Herman made a motion to put the legal process on hold for a month for the staff to work with a homeowner on the state of their property. President House seconded the motion. The motion passed unanimously (Yes – 5, No – 0).



Director Cyr made a motion to move President House from the liaison position for CPC to ARC and Director Laurie will be the liaison to CPC. Director Herman seconded the motion. The motion passed unanimously (Yes – 5, No – 0).

#### 11. UPCOMING BOARD MEETINGS

- October 4 – Board Meeting

ADJOURNMENT – At 8:41pm, the meeting was adjourned.

  
Secretary Treasurer



**MEETING MINUTES  
BOARD OF DIRECTORS MEETING  
July 5, 2023 @ 7:00PM**

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, July 5, 2023.

**BOARD MEMBERS PRESENT:**

President Kevin House  
Vice President Janice Krem  
Treasurer Shirley Cyr  
Director Vatea Herman (Zoom)

**BOARD MEMBERS ABSENT:**

Director Daniel Griffin

**MT. PARK HOA STAFF PRESENT:**

Executive Director Jennifer Anne  
Executive Assistant Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

141 Del Prado (Zoom) 11 El Greco 13 El Greco 8 El Greco 47 Tanglewood  
10 Bolivar (Zoom) 20 Preakness 42 Churchill Downs (Zoom)

1. **CALL TO ORDER** - The meeting was called to order by President House at 7:06pm.
2. **AGENDA APPROVAL** – The agenda was approved unanimously.
3. **APPEALS TO THE BOARD** - None
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**
  - Hazardous Brush Piles – President House stated that the brush piles have been removed.
  - HFRP – The Board agreed that a communication plan for next steps will be shared with the community.
  - HOV Vehicles on Roads – President House stated that new vehicles that are road-approved will arrive this summer.

8 El Greco – Homeowner asked if the irrigation system around the Clubhouse has been turned on. The Executive Director answered yes but would check with the Landscape Department for confirmation.

47 Tanglewood – Homeowner shared opinions regarding the Hazardous Fuel Reduction Project, communication with the homeowner, and pesticides being used. President House suggested a debrief meeting with the 4 stakeholders involved in the project. Director Krem requested this topic be added to the agenda of the next Board Meeting.

42 Churchill Downs – Homeowner stated that the grant covered only 120 acres of the urban forest, the remainder of the 182 acres of common property consist of buildings and parks.



## 5. READING AND APPROVAL OF MINUTES

- May 3, 2023 & June 22, 2023 Work Session  
Director Cyr made a motion to approve the May 3, 2023 and June 22, 2023 meeting minutes as presented. President House seconded the motion. The motion passed unanimously (Yes – 4, No – 0).
- Action without a meeting:  
This ratifies the action without meeting regarding the approval for Mary Petrone to join the HMC and for Mary Oswald to join the Finance Committee. The motion passed unanimously by electronic vote (Yes – 5, No – 0).

## 6. STAFF & COMMITTEE REPORTS

- Executive Director Report  
The Executive Director Management Report was presented. President House inquired about the notation in the report regarding reviewing the Employee Annual Review process. President House also inquired about the turnover in staff in PlaySchool and if that is normal. Executive Director Anne stated that it is not and that we are currently recruiting for that department.

Director Krem recommended sharing the Compliance Department Quadrant Map with the community. Executive Director Anne stated that the new quadrant map is not available yet as the staff is currently testing the realigned changes to the map.

- Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee by Director Krem. A discussion was had regarding sub-HOA approval and how they are unresponsive to homeowners. President House suggested the ARC prepare a sample policy regarding MPHOA approving sub-HOA requests.

Director Krem made a motion to adopt the decision of the ARC committee for the \$200 standard fine for failure to file an application (A.1). President House seconded the motion. The motion passed unanimously (Yes - 4, No – 0).

ARC – New Notice of Violation Decisions Issued					
Property Address	Rule Number & Violation		Category	Standard Fine	Proposed Fine
21 Touchstone	A. 1	No Application	2	\$200	\$200

- Common Property Report  
An update was provided on the Common Property Committee by President House. The discussion included how to determine where a homeowner's property line is when it is under question.

President House made a motion to approve the \$100 initial fine of 103 Garibaldi for an encroachment of a stairway across common property. Director Cyr seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

## CPC – New Notice of Violation Decisions Issued

Property Address	Rule Number & Violation		Category	Standard Fine	Proposed Fine
103 Garibaldi	2.0	Encroachment	1	\$100	\$100

- Finance Committee Report

An update was provided on the Finance Committee by Director Cyr. The committee expressed concern over the number of past due assessments. The committee recommended to write off the unpaid assessments from Cervantes 284-288 as it was deemed uncollectable.

Director Cyr made a motion to adopt the Finance Committee recommendation to write off the amount due for unpaid assessments from Cervantes 284-288. President House seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

President House made a motion to approve the FCB Bank Resolution. Director Krem seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

- Home Maintenance Committee Report

An update was provided on the Home Maintenance Committee by Director Krem.

Director Krem made a motion regarding 28 Monticello to adopt the decision of HMC for violation of I. 2 (RV Parked) amounting to the standard fine of \$100. Director Cyr seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

Director Krem made a motion that the BOD ratify and adopt, on the expiration of the appeal period, a \$0 fine for 151 Kingsgate Rd for violation of G.1 (Garbage Cans). President House seconded the motion. The motion passed unanimously (Yes – 4, No – 0).

HMC – New Notice of Violation Decisions Issued					
Property Address	Rule Number & Violation		Category	Standard Fine	Proposed Fine
28 Monticello	I. 2	RV Parked	1	\$100	\$100
151 Kingsgate	G. 1	Garbage Cans	1	\$100	\$0

The continuing violation for 51 Tanglewood will be tabled until the next Board Meeting.

- Clubhouse Report/Meeting Minutes – No update was provided due to liaison absence.

## 7. RESOLUTIONS – None

## 8. OLD BUSINESS

- Nominating Committee Update – No updates have occurred.

## 9. NEW BUSINESS

- Monument Redesign Project – DeSantis Design Plan

Director House made a motion to table the discussion and approval of the monument re-design plan until the Board has set up a community forum for the topic. Then a final plan will be proposed to CPC for approval followed by the BOD. Director Krem seconded the motion. The motion passed unanimously (Yes – 4, No – 0).



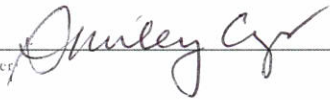
## 10. EXECUTIVE SESSION

## 11. UPCOMING BOARD MEETINGS

- August 2 – Board Meeting

**ADJOURNMENT** – At 9:51pm, the meeting was adjourned.

Secretary/Treasurer

A handwritten signature in dark ink, appearing to read "Shirley C. Galt", is written over a horizontal line.



**MEETING MINUTES**  
**BOARD OF DIRECTORS WORK SESSION**  
**June 22, 2023 at 3:30pm**

Pursuant to notice duly given, a work session of the Board of Directors of the Mountain Park Homeowners Association was held at the Clubhouse on June 22, 2023.

**BOARD MEMBERS PRESENT:**

President	Kevin House
Vice President	Janice Krem
Treasurer	Shirley Cyr
Director	Daniel Griffin
Director	Vatea Herman

**BOARD MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Ashley Yorra – HOA Attorney

**MT. PARK HOA STAFF PRESENT:**

Executive Director	Jennifer Anne
Executive Assistant	Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

141 Del Prado

1. **CALL TO ORDER** - The meeting was called to order by President House at **3:30pm**.
2. **AGENDA APPROVAL** – The Agenda was approved unanimously with two additions - President House added a bank document to the agenda that needs signature by the Board. Attorney Yorra suggested moving the fines and penalties discussion to Executive Session.
3. **NEW BUSINESS**
  - a. 30-Day Comment Period Results  
President House stated that the policies are expected to be adopted at the Board Meeting in July or August. This is subject to change.

The following topics from the 30-Comment Period were discussed:

- How the policies were presented to the community and whether they were accessible enough.
- A Fine/Penalty Schedule discussion was moved to Executive Session.
- The Board discussed if they should use a noise ordinance policy in lieu of the current procedures within the ARC document.
- Director Herman recommended creating “Good Neighbor Guidelines” and simplifying the policies.
  - i. President House stated that the staff would draft new policies and penalty schedule for Board review.



- ii. President House suggested gathering a group of Board Members and Jennifer to develop the framework to move forward on the “Good Neighbor Guidelines.”

#### 4. EXECUTIVE SESSION

- a. The policies and procedures were discussed further in relation to the fine and penalty schedule.

Regular session resumed at 5:28pm. No motions were made during Executive Session.

**ADJOURNMENT** – At 5:30pm, the meeting was adjourned.

*Shirley Cyr*

Shirley Cyr (Jul 10, 2023 14:09 PDT)

Secretary Treasurer

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, May 3, 2023.

**BOARD MEMBERS PRESENT:**

President Kevin House  
Vice President Janice Krem  
Treasurer Shirley Cyr  
Director Vatea Herman (via phone)  
Director Daniel Griffin

**BOARD MEMBERS ABSENT:****MT. PARK HOA STAFF PRESENT:**

Executive Director Jennifer Anne  
Executive Assistant Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

20 Preakness Ct (Zoom) 214 Oswego Summit (Zoom) 11 El Greco  
30 Del Prado 141 Del Prado

1. **CALL TO ORDER** - The meeting was called to order by President House at 7:00pm.
2. **AGENDA APPROVAL** – The agenda was approved unanimously.
3. **APPEALS TO THE BOARD** - None
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**

141 Del Prado – The homeowner has a question regarding a recent board work session held since it was not posted on the website calendar. President House and the Board decided that future work sessions will be posted online moving forward.

**5. READING AND APPROVAL OF MINUTES**

- April 5, 2023  
Director House made a motion to approve the April meeting minutes as presented. Director Cyr seconded the motion. The motion passed (Yes – 5, No – 0).

**6. STAFF & COMMITTEE REPORTS**

- Executive Director Report  
The Executive Director Management Report was presented. Discussion was had regarding the Paid Leave Act, the benefit/salary ratio for Mountain Park employees, the Leadership Outdoor Planting Day, and an update on the Hazardous Fuel Reduction Project.
- Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee by Director Krem. A discussion was had over providing updated approval lists and minutes to the Board. The ARC committee made a “Request for Board Action” for the new policies to be adopted by the

Board as soon as possible. The 30-day comment period is scheduled to begin on Friday, May 5.

- **Common Property Report**  
An update was provided on the Common Property Committee by President House. The discussion included encroachment violations moving forward. When an encroachment is suspected, the compliance staff, landscape staff, and a committee volunteer will make an effort to measure the area for confirmation of the encroachment.
- **Finance Committee Report**  
An update was provided on the Finance Committee by Director Cyr. The budget is currently in the positive but will likely change in the summer due to a higher number of staff working. The reserve expenditures for March were reviewed.
- **Home Maintenance Committee Report**  
An update was provided on the Home Maintenance Committee by Director Krem. The HMC had a "Request for Board Action" to approve a new chair for the committee.

Director Krem made a motion to approve DeeAnn Troutman to serve as chair of the Home Maintenance Committee. Director Cyr seconded the motion. The motion passed (Yes – 5, No – 0).

Director Krem stated that there is an issue of citing people for yard debris bins even though there are no listed rules within the HMC policies.

President House made a motion that the HMC revise the yard debris bin policies and bring their rule back to the Board for ratification and decision. Director Griffin seconded the motion. The motion passed (Yes – 5, No – 0).

Director Krem made a motion that the Board adopt and ratify the decisions of the HMC as they appear on the ratification list as presented. President House seconded the motion. The motion passed (Yes – 5, No – 0).

HMC - New Notice of Violation Decisions Issued					
Property Address	Rule Number and Violation		Category	Standard Fine	Proposed Fine
32 Del Prado	E.1	Outdoor Storage	1	\$100.00	\$100.00
34 Del Prado	G.1	Garbage Cans	1	\$100.00	\$100.00
127 Del Prado	E.1	Outdoor Storage	1	\$100.00	\$100.00
27 Del Prado	G.1	Garbage Cans	1	\$100.00	\$100.00
27 Del Prado	E.1	Outdoor Storage	1	\$100.00	\$100.00

Director Cyr made a motion to dismiss the violation for 80 St. Helens for yard debris bins. Director Krem seconded the motion. The motion passed (Yes – 5, No – 0).

President House made a motion that the Board move the fines of 1 Walking Woods and the fines for 8 Becket to collections. Director Cyr seconded the motion. The motion passed (Yes – 4, No – 0).  
Director Krem abstained.



HMC - Continuing Violations					
Property Address	Rule Number and Violation		Category	Standard Fine	Total Fine Amount
1 Walking Woods	B.1	General Maintenance	2	\$200.00	\$2,000.00
1 Walking Woods	B.3	Driveways	1	\$100.00	\$1,800.00
8 Becket	C.3	Weeds	1	\$100.00	\$1,000.00
8 Becket	B.1	General Maintenance	2	\$200.00	\$2,000.00

- Clubhouse Report/Meeting Minutes - No meeting last month.

## 7. RESOLUTIONS – None

## 8. OLD BUSINESS

- Nominating Committee Update – An e-mail blast will be sent to the community to gain the interest of potential volunteers for the Board of Directors.

## 9. NEW BUSINESS

- Reserves Plan/Budget Proposal

The Reserves will be increased more conservatively each year according to the Reserves Plan/Budget Proposal that was recommended by the Finance Committee until the loan is paid off.

Director Cyr made a motion to approve the budget proposal and reserves funding plan. President House seconded the motion. The motion passed (Yes – 5, No – 0).

- 2024 Budget – Board Input

President House suggested that the staff have time to look at the priority list and prepare a response for the Board on what, how, and if those priorities can be completed.

- Monument Redesign Project Funding Plan

Executive Director Anne recommended that the Board approve a contingency funding plan of \$110,000 for the redesign project. The design proposals will be reviewed by the CPC at a special meeting on May 8. The recommended proposals will then be provided to the Board via email.

Director Cyr made a motion to approve the funding plan contingent on the Board also approving the selected re-design plan after review. President House seconded the motion. The motion passed (Yes – 5, No – 0).

## 10. EXECUTIVE SESSION

The Board went into Executive Session at 9:04pm. The Board resumed regular session at 9:25pm.

## 11. UPCOMING BOARD MEETINGS

- June 7 – Board Meeting

**ADJOURNMENT** – At 9:25pm, the meeting was adjourned.

*Shirley Cyr*

Shirley Cyr (Jul 10, 2023 14:10 PDT)

Secretary/Treasurer

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, April 5, 2023.

**BOARD MEMBERS PRESENT:**

President Kevin House  
Vice President Janice Krem  
Treasurer Shirley Cyr (Zoom)  
Director Vatea Herman  
Director Daniel Griffin

**BOARD MEMBERS ABSENT:****MT. PARK HOA STAFF PRESENT:**

Executive Director Jennifer Anne  
Executive Assistant Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

20 Preakness Ct (Zoom)	16 Northview Ct (Zoom)	16 Del Prado (Zoom)
12 Polonius (Zoom)	12 Da Vinci (Zoom)	31 Del Prado (Zoom)
9 Bernini (Zoom)	42 Churchill Downs (Zoom)	10 Bolivar
141 Del Prado	2 The Grotto	109 Garibaldi
11 El Greco	59 Tanglewood	30 Del Prado
5 Cellini	2 Northview Ct.	216 Oswego Summit
4 Goya	8 El Greco	

1. **CALL TO ORDER** - The meeting was called to order by President House at 7:01pm.
2. **AGENDA APPROVAL** – The agenda was approved unanimously. President House announced the two new additions to the Board - Daniel Griffin and Shirley Cyr. Director Hass and Director Chapman resigned.
3. **APPEALS TO THE BOARD** - None
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**
  - Artificial Grass Vote
  - Recent Board Decision
  - Red Cross Event Letter – Mountain Park is now considered a Premiere Provider

59 Tanglewood – Homeowner had concerns regarding changes within the Board and the rules they are instituting.

16 Northview Ct – Homeowner is in favor of not allowing artificial grass in Mountain Park and would like clarification on the code of conduct and practices of committee members with a special interest in an issue.

4 Goya – Homeowner had concerns regarding HOA policies.

5 Cellini – Homeowner stated that homeowners are losing their property rights.

## **5. READING AND APPROVAL OF MINUTES**

- March 1, 2023

The minutes cannot be approved at this time due to the resignation of two Board members and not being able to obtain the 4 necessary votes to approve the minutes. Executive Director Anne will research how best to proceed.

## **6. STAFF & COMMITTEE REPORTS**

- Executive Director Report

The Executive Director Management Report was discussed. Director Herman would like to re-invigorate a welcome committee for new homeowners.

- Architectural Report/Meeting Minutes – An update was provided on the Architectural Committee by Director Herman. There was a hearing request but the property owner did not attend the meeting. A motion was made at ARC to request from the Board if they could move toward legal action with that property.

- Common Property Report

An update was not provided due to Board Liaison stepping down from the Board.

- Finance Committee Report

An update was provided on the Finance Committee by President House. There was a variance in regards to the transfer fees being below budget. The staff expect it to pick up with home sales in the spring. There are no areas of concern and expenses are in line with income coming in.

- Home Maintenance Committee Report

An update was provided on the Home Maintenance Committee by Director Krem.

Director House made a motion to rescind the previous fines that were assessed to 1 Walking Woods, 8 Becket, and 10 Mountain Circle. Director Herman seconded the motion. The motion passed (Yes – 5, No – 0).

Director House made a motion to ratify the revised violation schedule as recommended by the compliance staff to meet the actual rules in the violation schedule. Director Herman seconded the motion. The motion passed (Yes – 5, No – 0).

- Clubhouse Report/Meeting Minutes - No meeting last month.

## **7. RESOLUTIONS – None**

## **8. OLD BUSINESS**

- a. Artificial Grass Vote Clarification:

President House stated that Roberts Rules of Order has stipulations that do not allow voting more than once on a motion at the same meeting. The second motion that was voted on and passed at the March 1<sup>st</sup> meeting was invalid and the first motion to allow artificial grass did not pass.

## **9. NEW BUSINESS**

- a. 2022 Draft Audit

- The audit was conducted by Hudspeth. It was reviewed by the Finance Committee. The Finance Committee has moved it forward with a recommendation to approve it.



President House made a motion to accept the annual audit as presented to them from the auditors. Director Cyr seconded the motion. The motion passed (Yes – 5, No – 0).

b. Discussion of Tunnels/Culverts

The staff met with an engineering team and the City of Lake Oswego to discuss responsibility for the tunnels/culverts within Mountain Park. Further research will be conducted.

**10. EXECUTIVE SESSION**

The Board went into Executive Session at 8:33pm. The Board resumed regular session at 8:51pm.

The Board decided that President House and Director Krem will meet with the HOA attorney to further discuss the legal issue prior to making any decisions.

**11. UPCOMING BOARD MEETINGS**

- April 17 – Budget Work Session
- May 3 – Board Meeting

**ADJOURNMENT** – At 8:53pm, the meeting was adjourned.



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Secretary Treasurer

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, February 1, 2023.

**BOARD MEMBERS PRESENT:**

President Kevin House  
Vice President Ann Aman  
Treasurer Vatea Herman  
Director Janice Krem  
Director Andy Chapman (Zoom)  
Director Derek Hass  
Director Eiling Stopak (Zoom)

**BOARD MEMBERS ABSENT:****MT. PARK HOA STAFF PRESENT:**

Executive Director Jennifer Anne  
Executive Assistant Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

11 El Greco	10 Bolivar	8 El Greco	13 El Greco
141 Del Prado	2 Cellini	8 Tanglewood	30 Del Prado

- 1. CALL TO ORDER** - The meeting was called to order by President House at 7:02pm.
- 2. AGENDA APPROVAL** – The agenda was approved unanimously.
- 3. APPEALS TO THE BOARD**

2 Cellini - The homeowner explained the confusion regarding the notice he received in regards to the encroachment policies and what can or cannot be done on common property.

Director Krem made a motion to approve the CPC decision that the laurels planted on common property must be removed and that the staff will work with the homeowner if there are any other issues on common property by February 15. Director Hass seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

**4. VISITOR COMMENTS & LETTERS TO THE BOARD**

141 Del Prado – The homeowners discussed their opinions regarding artificial grass and conflict of interest. President House encouraged those in attendance to state their comments when the comment period for artificial turf is released to the community.

8 Tanglewood – The homeowner stated their opinion on the environmental cons regarding artificial grass.

30 Del Prado – The homeowner asked who put together the white paper on artificial grass and if it will be released to the community.

## 5. READING AND APPROVAL OF MINUTES

- January 4, 2023  
Director Krem made a motion to approve the minutes with the amendments to insert “had an experience with an unidentified individual” and change “conscientious” to “inconsiderate”. President House seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

## 6. STAFF & COMMITTEE REPORTS

- Executive Director Report  
The Executive Director Management Report was discussed with an update on the new management report layout. President House requested that the high-level monthly finances be part of the management report.  
  
The Executive Director discussed clubhouse hours, the pool resurfacing project, and the monument design project. The final monument design plan proposal will go to the CPC and then the Board.
- Architectural Report/Meeting Minutes  
An update was provided on the Architectural Committee by Director Herman. The discussion included unfinished roofing and that any voting could not take place due to not having quorum.
- Common Property Report  
An update was provided on the Common Property Committee by Director Hass. He discussed that there was a violation for a stairway that encroaches on common property along with other potential violations, and a committee member resigned.
- Finance Committee Report  
An update was provided on the Finance Committee by the Chair, Dwight Sangrey. Sangrey gave an “end of the year” report including a summary of the variances within operating funds, ending with a surplus of \$100,000. They ended up where they expected to. Going forward, the Finance Committee will provide the Board with a monthly variance report.

The auditors now have the financial records and the surplus is not finalized until those results come back. If the result of the audit finalizes that surplus, the Finance Committee will make a recommendation for where to use those funds. They anticipate the recommendation will be to put the extra money into the Reserves. The Finance Committee will also be providing an update with where the Association stands in Reserves after the audit is completed.

Director Herman stated: Be it resolved that we approve the recommendation from the Finance Committee regarding the CIT investment accounts and authorize the chair and treasurer to sign for the Board on behalf of the Mountain Park Home Owners Association. Director Hass seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

- Home Maintenance Committee Report  
An update was provided on the Home Maintenance Committee by Director Krem. In the meeting minutes for HMC, it should state under old business that the committee met on January 17, not January 10.

There were two hearings at the committee meeting but they were not listed on the ratification list. They will be on the list for March Board meeting.

The decision to ratify the continuing violations on the list was tabled until the next Board meeting. The



plan for the properties with long-standing violations will be to audit the fines for those properties. Director Krem will work with the Executive Director and Compliance Manager and find a solution.

- Clubhouse Report  
An update was provided on the Clubhouse Committee by Director Aman. The Clubhouse Standards will be brought back to the committee and the Board will vote on those policies at the March 1 meeting.

## **7. RESOLUTIONS – None**

## **8. OLD BUSINESS**

### **a. Task Force Committee/Artificial Grass Report**

Director Aman made a motion to send out a survey to the community with no materials but to vote yes, no, indifferent, and with a comment box on artificial grass to use that feedback to make a decision on a policy change. Director Chapman seconded. The motion passed (Yes – 5, No – 2). Director House and Director Krem voted no.

Director Herman made a motion to use the timeline provided in Director Herman's materials with the exception of adding the topic to the agenda for a vote at the March 1 meeting. Director Hass seconded the motion. The motion passed (Yes – 5, No – 2). Director House and Director Krem voted no.

Director Aman made a motion that we do not circulate Board materials to anyone outside of the Board until an attorney says it's appropriate. Director Chapman seconded the motion. The motion passed (Yes – 5, No – 2). Director House and Director Krem voted no.

President House made a motion to get legal opinion about disseminating Board materials, including this specific Board material. Director Aman seconded the motion. The motion passed (Yes – 6, No – 1). Director Krem voted no.

## **9. NEW BUSINESS**

### **a. Annual Meeting Timelines**

- Deadline for Candidacy Statements – January 31<sup>st</sup>
- Nomination Committee Interviews Candidates – February 1-13<sup>th</sup>
- Final Candidates Due – February 14<sup>th</sup>
- Election Information sent to Election Ballot Service – February 16<sup>th</sup>
- Notice of Election Sent/Ballot Opens – February 23<sup>rd</sup>
- Annual Meeting Presentation Slides on Agenda for Board Review – March 1<sup>st</sup>

### **b. Nominating Committee**

President House made a motion to have Director Aman, Director Hass, and Director Krem to serve as the nominating committee for the Board of Director candidates. Director Herman seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

### **c. Annual Newsletter Draft/Review February 8<sup>th</sup> via E-Mail**

## **10. EXECUTIVE SESSION**

The Board went into Executive Session at 10:14pm.

#### 11. UPCOMING BOARD MEETINGS

- Board Meeting – Wednesday, March 1, 2023
- Annual Meeting – March 23, 2023

**ADJOURNMENT** – At 10:37pm, the meeting was adjourned.



Vatea Herman (Mar 26, 2023 15:03 PDT)

Secretary Treasurer

Pursuant to notice duly given, a meeting of the Board of Directors of the Mountain Park Homeowners Association was held as an in-person and Zoom virtual meeting on Wednesday, January 4, 2023.

**BOARD MEMBERS PRESENT:**

President Kevin House  
Vice President Ann Aman (Zoom)  
Treasurer Vatea Herman (Zoom)  
Director Janice Krem  
Director Andy Chapman  
Director Derek Hass

**BOARD MEMBERS ABSENT:**

Director Eiling Stopak

**MT. PARK HOA STAFF PRESENT:**

Executive Director Jennifer Anne  
Executive Assistant Cassidy Boyd

**MT. PARK HOMEOWNERS PRESENT:**

141 Del Prado (Zoom) 11 El Greco (Zoom)

1. **CALL TO ORDER** - The meeting was called to order by President House at 7:01pm.
2. **AGENDA APPROVAL** – The agenda with the addition of an update on the Artificial Turf Task Force and follow-up on the HOA Attorney at the previous meeting was approved unanimously.
3. **APPEALS TO THE BOARD** - None
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**  
3 Saint Helens Circle – Homeowner had an experience with an unidentified individual biking on the trails who was being inconsiderate of others. Suggestions were made to add the rule about bikes not being allowed on the trails to the kiosks and to the HOA newsletter/communications.
5. **READING AND APPROVAL OF MINUTES**
  - November 29, 2022  
Director Krem made a motion to approve the minutes with the removal of the word “motion” under “Action without Meeting” and instead state that the decision was ratified via email. Director Chapman seconded the motion. The motion passed unanimously (Yes – 6, No - 0).
6. **STAFF & COMMITTEE REPORTS**
  - Executive Director Report  
The Executive Director Management Report was discussed with an update on the monument project, the cleanup of the wind/ice storm, progress on determining tunnel ownership, and swim lesson income.



- Architectural Report/Meeting Minutes  
An update was provided on the Architectural Committee by Director Herman. A violation regarding an issue with roofing was discussed to ensure that the rule is being imposed equally and consistently across the neighborhood.
- Common Property Report  
There was no CPC meeting in December 2022.
- Finance Committee Report  
There was no Finance Committee meeting in December 2022.
- Home Maintenance Committee Report  
There was no HMC meeting in December 2022.
- Clubhouse Report  
An update was provided on the Clubhouse Committee. Director Aman discussed that the Clubhouse has additions to their policies. The policies will be released to the community as part of the 30-day comment period in February.

**7. RESOLUTIONS – None**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

- a. Legal Review of Committee Policies & Procedures – Moved to Executive Session
- b. 74 Kingsgate – Survey Results  
President House made a motion that the HOA send a notice of violation to 74 Kingsgate, affirming the HOA surveyed the property, share those results with the homeowner, and have the homeowner remove the fences within the shortest timeline that the policies allow. Director Krem seconded the motion. The motion passed (Yes – 6, No – 0).

**10. EXECUTIVE SESSION**

The Board went into Executive Session at 8:00pm. The Board discussed the legal recommendations for the committee policy changes provided by the attorney.

**11. UPCOMING BOARD MEETINGS**

- Board Meeting – Wednesday, February 1, 2023

**ADJOURNMENT** – At 9:13pm, the meeting was adjourned.

Vatea Herman

Vatea Herman (Feb 15, 2023 14:19 PST)

Secretary Treasurer