



Meeting Minutes Board of Directors Meeting June 24, 2014, 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, June 24, 2014. Present at the meeting were Directors Dod, Kyle, O'Connor, Price, and Slaven. Executive Director, Carol Cook was also present. Directors Lazaris and Sangrey were absent.

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

1. Appeals to the Board – none

2. Visitor Comments & Letters to the Board

- a. Donnie Mattingly Letter – The Board reviewed and discussed a letter submitted to the Board of Directors by Donnie Mattingly on June 13, 2014 regarding the condition of the property at 37 Oriole. The Board agreed that a follow up letter would be sent to Ms. Mattingly to inform her of the steps that have been taken to address the property's substandard condition.

3. Reading and approval of minutes–

- a. Director Slaven made a motion to accept the May 27, 2014 minutes as written. Director Price seconded the motion. Director Kyle abstained. Upon vote by the Directors, the motion passed (4 Yes-0 No).
- b. Director Dod made a motion to accept the June 9, 2014 minutes as written. Director Kyle seconded the motion.. Upon vote by the Directors, the motion passed (5 Yes-0 No).

4. Reports –

- a. Executive Director – Presentation of May key performance indicators and financials.
- b. Architectural Review Committee – June report. The Architectural Committee is in the process of reviewing and updating the Architectural Application process and form to make the process more user-friendly.
- c. Homecare Subcommittee – June report.
- d. Clubhouse Committee – No report
- e. Governance Committee – May verbal report.
- f. Reserve Committee – June 2014 Reserve update presented.
- g. Finance Committee – June report.
- h. Common Property Committee – No report.

- i. HR Committee – No report
- j. Nominating Committee – No report.
- k. Yard Debris Sub-Committee – No report.

5. Old Business –

- a. FAB Marketing – Executive Director Cook reported that MPHOA department heads met individually with FAB Marketing to give input into the design of the new web page. FAB Marketing will make updates to the original wire frame design, incorporating MPHOA staff input and is targeting to present the second draft at the July 14 Board Work Session.
- b. Untenanted Houses – The status of untenanted houses was reviewed. The Board reviewed and discussed bids for minor cleanup of the properties. The Board approved the costs for landscape cleanup and roof and driveway sweeping.
- c. Summit of Mt. Park Tennis Court – Director O'Connor briefly reported on the Summit's plans for repurposing the use of the tennis court.
- d. Lake Oswego Summit – It was reported that the Lake Oswego Summit has not yet defined a renovation plan.
- e. Clubhouse Entryway Brick Repair & Tuck Pointing – The Board reviewed the bids for masonry work for the clubhouse entry and monuments. The Board approved the bids for repairing the bricks in the clubhouse entryway; however, agreed that Director O'Connor would meet with the contractor to further determine work to be done, if any, on the other 20 monuments.

6. Resolutions

- a. **Employee Merit Bonuses** – The Board reviewed and discussed the suggested changes to the Merit Bonus Guidelines. Director Dod made a motion to approve the Merit Bonus Guidelines. Director Kyle seconded the motion and upon vote by the Directors, the motion passed unanimously. Director Kyle made a motion that \$10,000 be set aside in the 2015 Budget for the proposed Merit Bonus Program. Director Slaven seconded the motion and upon vote by the Directors, the motion was passed unanimously.
- b. **2013 Deferred Income Surplus** – The Finance Committee recommended to the Board that \$310,893 income surplus from 2013 be invested into the Reserves Fund, allocating \$62,178 for the months of June, July, August, September, and October of 2014 and the 2014 Operating Budget be revised to reflect this allocation. Director Kyle made the motion to accept the recommendation, Director Slaven seconded the motion, and upon vote by the Directors, the motion passed unanimously.
- c. **New Capital Fund** – The Finance Committee recommended to the Board that 2014 Operating Budget be revised to include a \$50,000 expense line item for New Capital, allocated at \$10,000 per month for the months of July, August, September, October, and November. Director Kyle made the motion to accept the recommendation and to include that any remaining money in this line item at year-end would be transferred to the Reserves Fund. Director Price seconded the motion, and upon vote by the Directors, the motion was passed unanimously.

7. New Business

a. CC&R Violations – Board Approval for Fine Assessment.

- 1) 29 Tanglewood - The Board agreed to the assessment of a \$1,000 fine for building a fence encroaching on Common Property. The Board further agreed that if the fence (including footings, concrete, poles and all items associated with the fence) are removed from Common Property by July 31, 2014, the fine will be waived; however, if the fence, including all items associated with the fence, are not removed by July 31, 2014, then the owners would be liable for up to \$5,000 in additional fines. It was also agreed by the Board that once the fence was removed from Common Property, the owners must follow Mt. Park HOA standards and submit an Architectural Application to be approved by the Architectural Committee prior to re-installing the fence on private property.

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



Secretary Treasurer