



## Meeting Minutes Board of Directors Meeting May 27, 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, May 27, 2014. Present at the meeting were Directors Dod, Lazaris, O'Connor, Sangrey, Price, and Slaven. Executive Director, Carol Cook was also present. Director Kyle was 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** - none

**3. Reading and approval of minutes–**

a. Director Sangrey made a motion to accept the April 29, 2014 minutes as written. Director Lazaris seconded the motion. Director Dod abstained. Upon vote by the Directors, the motion passed (5 Yes-0 No).

b. Director Slaven made a motion to accept the May 12, 2012 minutes as written. Director Sangrey seconded the motion. Director Dod abstained. Upon vote by the Directors, the motion passed (5 Yes-0 No).

**4. Reports –**

a. Executive Director – Presentation of April key performance indicators and financials.

b. Architectural Review Committee – May report. The Board agreed that the Architectural Committee would review the Architectural Application process and form to see if more detail should be added.

c. Homecare Subcommittee – May report.

d. Clubhouse Committee – May report.

e. Governance Committee – May verbal report.

f. Reserve Committee – May 2014 Reserve update presented.

g. Finance Committee – No report.

h. Common Property Committee – May report.

i. HR Committee – No report

j. Nominating Committee – No report.

## 5. Old Business –

- a. Cole, 224 Hidalgo Roof Issue – The Board agreed that our attorney be instructed to execute the stipulated judgment as soon as possible. The Board would like a report as to the date the judgment was entered.
- b. PGE update was given. It was reported that the work repairing the primary electrical service to our clubhouse transformer has been replaced with new underground conduit and new cables. The Secondary's from the transformer to the clubhouse electrical room was replaced in 2010. FAB Marketing update – It was reported that the contract for website redesign had been signed, the down payment had been made, and work was progressing.
- c. Office Manager Recruitment Update – It was reported that a new Office Manager had been hired, she was already working part-time training, and her first full-time day would be June 2.
- d. Untenanted Houses – The status of untenanted houses was reviewed. The Board requested that an attorney from Vial Fotheringham attend the June 9 work session to discuss legal options in dealing with the untenanted houses.
- e. Summit of Mt. Park Tennis Court – Director Sangrey reported that the Summit was working with the City of Lake Oswego in developing a plan for alternative uses for the site.
- f. Lake Oswego Summit – It was reported that the new Board of Directors are working on a less expensive alternative plan that should take care of all the issues. Once an option was selected they would begin the work as soon as possible.
- g. Clubhouse Entryway Brick Repair & Tuck Pointing – Executive Director Cook reported that there were no reserves set aside for masonry work in the front entry. Reserves have been set aside for masonry work to be completed on the Clubhouse, which is not due for many years as it was completed in 2010 as part of the renovation project. Director O'Connor suggested that we use the excess funds set aside for Monument Repairs in 2013 be used to complete the tuck pointing for the entry way and monuments in need of repair. The Board agreed that bids for this work should be pursued and evaluated.
- h. 2013 Income Surplus – An e-mail update from the Auditor as to options for placement of tax deferred surplus income from 2013 was reviewed and discussed. The Board agreed that they would defer making a decision until the Research by the Auditor was completed.

## 6. Resolutions

- a. **Employee Merit Increases – The Board discussed the program and suggested changes. The revised program would be reviewed and evaluated via e-mail or at the next Board Meeting.**

## 7. Work Session - Discussion of Yard Debris Program


- a. The Board continued to discuss the advantages and disadvantages of the program. It was noted that continuing the program as is imposed significant safety risks to the landscaping staff. The Board agreed that a sub-committee would be formed to work

on this program with the community to come up with the proposed plan for yard debris pick-up by the City of Lake Oswego's Service provider. The Board would resume further discussion on the program at the June Work Session.

**8. New Business**

- a. CC&R Violations – The Board unanimously approved a \$50 fine assessment for the following properties for non-compliance to the Policy on Enforcement Control of the CC&R's:
  - 1) 20 Mountain Circle
  - 2) 44 Touchstone
- b. Touchstone Park Lights – Director Dod mentioned that the Touchstone Lights may be broken. Executive Director Cook agreed to investigate the matter.

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



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Secretary Treasurer