



Meeting Minutes Board of Directors Meeting July 28, 2015, 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, July 28, 2015. Present at the meeting were Directors Lazaris, Kyle, O'Connor, Price, and Slaven. Executive Director, Carol Cook was also present. Directors Dod 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** – Dmitry Savina attended the meeting to discuss the location of the 14 Hotspur St. project (retaining wall, fence, and concrete slab). After much discussion, the Board informed Mr. Savina that the Architectural Committee only approves applications from an aesthetic viewpoint and we follow the construction guidelines from the City of Lake Owego. The Board recommended that Mr. Savina pursue his structural concerns with the City of Lake Oswego.
2. **Visitor Comments & Letters to the Board** – none.
3. **Reading and approval of minutes**–
 - a. Director Kyle made a motion to accept the July 13, 2015 minutes as amended. Director Lazaris seconded the motion. Upon vote by the Directors, the motion passed (5 Yes-0 No).
4. **Work Session –Reports**
 - a. Executive Director – June KPI and June financial report.
 - b. Architectural Review Committee – July report. Director Price reported that the Committee was in the process of revising the Architectural Application to make it easier for applicants to understand. The Committee has met with a roofing expert and is in the process of developing a standard for roofing quality.
 - c. Homecare Subcommittee – The untenanted houses status report was reviewed and it was reported that the cleanup of five houses was targeted to be completed by early August.
 - d. Clubhouse Committee – July report and Room Environmental Audit review. The Board requested that a “Status” column be added to the audits.
 - e. Governance Committee – No report.
 - f. Reserve Committee – No report.
 - g. Finance Committee – July report. Resolutions were proposed for 2015 Surplus Income, Construction Loan Modification, and Line of Credit Renewal. Director Kyle proposed that the discussion of Pay Lease, an on-line payment option, be deferred to the next Board meeting.

- h. Common Property Committee – July report.
- i. Yard Debris Sub-Committee – No update; however, much positive input on the new program has been received.

5. Resolutions

- a. **Policy on Enforcement Control of the CC&R's** – The revised policy was reviewed and discussed by the Board. Director Kyle made a motion to accept the revised policy pending attorney approval. Director Lazaris seconded the motion and upon vote by the Directors, the motion passed (5 Yes-0 No).
- b. **2015 Surplus Income** – Director Kyle on behalf of the Finance Committee discussed the fact that the Association based on the June financials had a year-to-date surplus income of \$132,738. To mitigate the tax liability for 2015 the Committee proposed funding the Reserves Account \$60,000 before the end of the year and to revise the 2015 Operations Budget to reflect the change. Director Kyle made a motion that the Board of Directors approve adjusting the 2015 Operations Budget to reflect funding the Reserves Account \$15,000 in August, September, October, and November. Director Slaven seconded the motion and upon vote by the Directors the motion passed (5 Yes-0 No).
- c. **Construction Loan Modification** – Director Kyle on behalf of the Finance Committee reviewed the proposal from First Citizen's bank to reduce the interest rate floor of the construction loan to 3.95% versus 4.95%. The Loan Modification Fee would be \$10,000 and the 2% prepayment clause would be extended 3 years from the modification date; however, all other terms of the loan would remain the same. It was also discussed that the \$10,000 loan fee would be recouped in 5 months due to the \$2,000 per month savings and the long term savings would be very positive for the Association. Director Kyle made a motion for the Board to approve the Construction Loan Modification. Director Price seconded the motion and upon vote by the Committee, the motion passed (5 Yes-0 No). Director Kyle also made a motion for the Board to approve the Line of Credit Loan renewal. Director Lazaris seconded the motion and upon vote by the Directors, the motion passed (5 Yes-0 No).

6. Old Business

- a. **Cybersecurity** – The Board reviewed the cybersecurity report and privacy statement. Director Kyle made a motion for the Board to approve the Privacy Statement as written. Director Lazaris seconded the motion and upon vote by the Directors, the motion passed (5 Yes – 0 No). The Board discussed the proposal submitted by GRC Consulting to provide a HIPPA Business Associate policy manual template and to work with MPHOA staff to customize the policy manual to fit the organization's needs. Director Kyle made a motion for the Board to approve a budget of \$500 for a template and up to \$4,950 for consulting fees. Director Lazaris seconded the motion and upon vote by the Directors, the motion passed (5 Yes – 0 No).
- b. **Aquatics Lifeguard Strategy** – The Board reviewed and discussed information presented on the current and proposed lifeguard staffing. Additional staffing was proposed during Playschool swim lessons and during Water Aerobics classes.

Director Price made a motion for the Board to approve \$6,825 for additional lifeguard staffing. Director Kyle seconded the motion and upon vote by the Directors, the motion passed (4 Yes-1 No-Director Slaven).

- c. Smoking in Parks – Executive Director Cook reported that the “No Smoking” signs had arrived and would be posted at the trailheads within in the next week.
- d. Clubhouse Seismic Evaluation – Director O’Connor reported that he had talked to a structural consultant that would be putting together a proposal for the Association.
- e. Website Update – Executive Director Cook reported that we had just established a relationship with a new website development group, Dorey Group.

7. New Business

- a. Violations Report and Violation Follow up
 - 1) 288-294 Cervantes Circle – The Board reviewed the progress on the completion of yard maintenance and agreed to waive the fine if the structural repairs and cleaning were completed by August 10.
 - 2) 44 Touchstone – The Board discussed that the basketball hoop had not been removed and only about one-half of the yard maintenance had been completed by the target date of July 15. The Board agreed that if the roof had not been cleaned by the target date of July 31, the \$1,000 fine would be assessed.
- b. Voting rights for Mt. Park Neighborhood Association – The Board deferred the discussion to a Board meeting that would be attended by Director Sangrey who could further explain the requirements to achieve voting rights.

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



Secretary Treasurer