



**MEETING MINUTES
BOARD OF DIRECTORS MEETING
October 4, 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, 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.

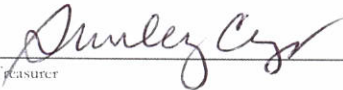
Director Krem made a motion to follow the legal advice presented regarding 140 Del Prado and 11 Hidalgo. Director Whitcombe seconded the motion. The motion passed. (Yes – 5, No – 0).

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

DRAFT



**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 **Daniel Griffin**
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 

Secretary



CRISTINE WENCKE
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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

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 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 MPHOA 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.

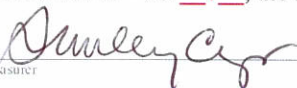
- **UPCOMING BOARD MEETINGS**

- 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





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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).

- 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

A handwritten signature in cursive script, appearing to read "Danley Cyr", is written over a horizontal line. The signature is written in black ink.



MEETING MINUTES
BOARD OF DIRECTORS MEETING
January 6, 2024 @ 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
- Treasurer Shirley Cyr
- Director Nicolette Laurie
- Director Daniel Griffin
- Director Bob Whitcombe

BOARD MEMBERS ABSENT:

- Director Vatea Herman
- Vice President Janice Krem

MT. PARK HOA STAFF PRESENT:

- Executive Director Jennifer Anne
- Compliance Manager Blake Stone

MT. PARK HOMEOWNERS PRESENT:

- | | | | |
|-------------------------------|----------------------|-------------------------|------------------|
| 14 Churchill Downs | 141 Del Prado (Zoom) | 20 Preakness Ct. (Zoom) | 30 Del Prado |
| 51 Galen (Zoom) | 50 Kerr Pkwy #54 | 94 Wheatherstone (Zoom) | 43 Becket |
| 4429 Thunder Vista Ln. (Zoom) | | 4 Bartok Pl. (Zoom) | 3 Hotspur (Zoom) |
| 7 Britten Ct. (Zoom) | | | |

1. **CALL TO ORDER** - The meeting was called to order by President House at 6:30pm.

2. **AGENDA APPROVAL** – None this month

3. **APPEALS TO THE BOARD**
None this month.

4. VISITOR COMMENTS & LETTERS TO THE BOARD

A presentation was given by the members of the Lake Oswego City Council on the work that they have been doing for emergency preparedness. They provided the Board with information on local resources and asked if Mountain Park could take on a leadership role in providing awareness and education to the membership.

14 Churchill Downs – The homeowner gave thanks to the Board for their exception of the recreational vehicle storage rule.

30 Del Prado – The homeowner requested extended Clubhouse hours to accommodate the various schedules of members in the community.

7 Britten Court – The homeowner thanked the City Council members for being present and encouraged the Board to consider a comprehensive plan for emergency preparedness in the neighborhood.

141 Del Prado – The homeowner expressed their desire to maintain the current Yard Debris Program and asked for clarification on the Good Neighbor Policy proposal. The Board informed the homeowner that the policies are still being reviewed and will be finalized at some point in 2024.

Red Cross Emergency Shelter Request – The Board reviewed the letter provided by the Red Cross regarding an emergency shelter survey.

President House made a motion that the Board allow the Red Cross to do a survey on the building and allow Executive Director Anne to move forward appropriately. The motion was seconded by Director Cyr. The motion passed unanimously (Yes – 5, No – 0).

5. READING AND APPROVAL OF MINUTES

- December 6, 2023 Meeting
Director Cyr made a motion to approve the December 6, 2023, meeting minutes as presented. Director Laurie 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 to the Board.
- Finance Committee Report
An update was provided on the Finance Committee by Director Cyr. Executive Director Anne informed the Board that the 2023 auditing process is underway.
- Home Maintenance Committee Report
The Board received and reviewed the Home Maintenance Committee fine summary provided by the Compliance Manager and requested that the accounts with the higher fines be added to the February 7, 2024, Board agenda for review.

7. RESOLUTIONS – None this month.

8. OLD BUSINESS

Revised Committee Policies

The Board reviewed the most recent version of the Good Neighbor Policies and made revisions to the policies and Enforcement resolution. The Board will continue to review the policies, processes and fine schedule over the next month directing any revisions to the Compliance Manager and Executive Director for formal review at the February 7, 2024, Board meeting.

Yard Debris Program

The Board discussed the possibility of conducting a community survey and will revisit this topic at their February 7, 2024, meeting once they have established the most valuable feedback to collect, and the most equitable way to gather it.

9. NEW BUSINESS

Emergency/Disaster Plan

A discussion ensued regarding the Emergency/Disaster Plan and proposal. The Board will update the Mountain Park website to include the links and literature provided by the City Council members.

10. EXECUTIVE SESSION

The Board moved into Executive Session to discuss legal matters at 8:08pm. The Board moved back into regular session at 8:16pm.

11. UPCOMING BOARD MEETINGS

- February 7 – Board Meeting

ADJOURNMENT – At 8:16pm, the meeting was adjourned.

Shirley Cyr

Shirley Cyr (Feb 29, 2024 16:45 PST)

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 7, 2024.

BOARD MEMBERS PRESENT:

- President Kevin House
- Director Nicolette Laurie
- Director Daniel Griffin
- Treasurer Shirley Cyr

BOARD MEMBERS ABSENT:

- Director Vatea Herman
- Vice President Janice Krem
- Director Bob Whitcombe

MT. PARK HOA STAFF PRESENT:

- Executive Director Jennifer Anne
- Compliance Manager Blake Stone

MT. PARK HOMEOWNERS PRESENT:

- 7 Britten Ct. (Zoom) 141 Del Prado (Zoom) 20 Preakness Ct. (Zoom) 30 Del Prado
- 42 Churchill Downs (Zoom) 4429 Thunder Vista Lane (Zoom)

1. **CALL TO ORDER** - The meeting was called to order by President House at 6:31pm.
2. **AGENDA APPROVAL** – None this month
3. **APPEALS TO THE BOARD**
None this month.
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**
30 Del Prado – The homeowner addressed the Yard Debris Proposal, expressing a desire that the introduction of a new program does not lead to additional fees for homeowners.

President House addressed the letters received by the Board of Directors concerning the recent Clubhouse closure and will provide appropriate responses at the right time.

7 Britten Court – The homeowner requested information about the progress of the Mountain Park Emergency Preparedness Plan.
5. **READING AND APPROVAL OF MINUTES**
 - December 6, 2023, Meeting
President House made a motion to approve the January 3, 2024, meeting minutes as presented. Director Laurie seconded the motion. The motion passed unanimously (Yes – 4, No – 0).
6. **Invasive Species/Fuel Reduction Presentation**

Jack Halsey and Justin Cooley provided a presentation on the Hazardous Fuels Reduction Project. The team plans to provide the association with updates that can be added to the website for the community's benefit.

7. STAFF & COMMITTEE REPORTS

- Executive Director Report
The Executive Director Management Report was presented to the Board.

- Snow/Wind Damage Update
Executive Director Anne provided an update on the damage to the Clubhouse caused by the recent winter storm, including:
 - Playschool closure/reopening plan
 - Insurance claim/loss of revenue
 - Clubhouse repair progress/plan
 - Clubhouse hours/accessible areas/ongoing classes

- Architectural Report
19 Becket – Director Cyr made a motion to accept the ARC's recommendation to send the current fines to the attorney for enforcement, and to deny any request for mitigated fines due to the ongoing nature of the violation. The motion was seconded by President House. The motion passed unanimously. (Yes – 4, No – 0).

- Common Property Report
Director Laurie gave CPC liaison report to the Board.
5 Cellini – Director Cyr made a motion to deny the homeowner's request to remove \$100 of the total fines imposed for this violation. The motion was seconded by Director Griffin. The motion passed unanimously. (Yes – 4, No – 0).

- Finance Committee Report
Director Cyr gave the Finance Committee liaison report to the Board.

- Home Maintenance Report
123 Kingsgate – Director Cyr made a motion that \$1,800 for the violations of B.1, B.2, and B.4 be sent to the attorney for collection. The motion was seconded by Director Laurie. The motion passed (Yes – 4, No – 0).

51 Tanglewood – Director Laurie made a motion that \$1,200 for the violation of B.2 and \$300 for the violation of B.3 be sent to the attorney for collection. The motion was seconded by Director Cyr. The motion passed (Yes – 4, No – 0).

21 Bloch Terrace – The Board has tabled the fines for the violation of B.1 until the fines total \$3,000

- Clubhouse Report
There was no Clubhouse Committee meeting in January 2024.

8. RESOLUTIONS – None this month.

9. OLD BUSINESS

Revised Committee Policies

President House discussed if the Board are prepared to move forward with the revised policies. Director Laurie shared concerns with the bulk of information. Staff were requested to implement the requested changes to the Good Neighbor Policy portion of the document. The Board will table approval until these edits are provided at the March BOD meeting.

Yard Debris Program Letter

The Board reviewed the proposed Yard Debris Program Proposal letter. Executive Director Anne provided the option of HOA Now for surveying the community. A discussion ensued regarding the proposal and survey.

Director Laurie made a motion that the association move forward with a survey. The motion was seconded by Director Griffin. The motion passed unanimously (Yes – 4, No – 0).

10. NEW BUSINESS

Annual Meeting Date

The annual meeting will take place on March 28, 2024. A discussion ensued regarding the process and expectations at the annual meeting.

Nomination Committee

Director Cyr and President House volunteered to take the two spots on the nomination committee. Director Griffin agreed to help review candidate documentation.

11. EXECUTIVE SESSION

None this month

12. UPCOMING BOARD MEETINGS

- March 6, 2024 – Board Meeting

ADJOURNMENT – At 8:29pm, the meeting was adjourned.


Shirley Cyr (Apr 1, 2024 17:34 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, March 6, 2024.

BOARD MEMBERS PRESENT:

- President Kevin House
- Vice President Janice Krem (Zoom)
- Treasurer Shirley Cyr
- Director Nicolette Laurie
- Director Daniel Griffin (Zoom – arrived at 6:39pm)
- Director Bob Whitcombe

BOARD MEMBERS ABSENT:

- Director Vatea Herman

MT. PARK HOA STAFF PRESENT:

- Executive Director Jennifer Anne
- Executive Assistant Cassidy Boyd

MT. PARK HOMEOWNERS PRESENT:

- 141 Del Prado 42 Churchill Downs (Zoom) 20 Preakness Ct. (Zoom)
- 1 Hidalgo (Zoom)

1. **CALL TO ORDER** - The meeting was called to order by President House at 6:30pm.
2. **AGENDA APPROVAL**
3. **APPEALS TO THE BOARD**
None
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**
None
5. **READING AND APPROVAL OF MINUTES**
 - February 7, 2024
President House made a motion to approve the February 7, 2024, meeting minutes as presented. Director Whitcombe seconded the motion. The motion passed unanimously (Yes – 4, No – 0, Abstained - 1). Director Krem abstained.
6. **STAFF & COMMITTEE REPORTS**
 - Executive Director Report
The Executive Director Management Report was presented to the Board.

- Snow/Wind Damage Update
Executive Director Anne provided an update on the damage to the Clubhouse caused by the recent winter storm. The current expectation is that repairs will be completed by June 2024.
- Architectural Committee Report
Director Whitcombe provided an update on the Architectural Committee.

President House made a motion to add Mary Petrone to the ARC committee effective immediately. Director Laurie seconded the motion. The motion passed (Yes – 6, No – 0).

- Common Property Committee Report
Director Laurie provided an update on the Common Property Committee. The committee discussed two properties with continuing violations.

The Common Property Master Plan is up for review in 2024 and the committee is going to review it.

| CPC – Continuing Violation Decisions Issued | | | | | |
|---|-------------------------|--------------|----------|---------------|---------------|
| Property Address | Rule Number & Violation | | Category | Standard Fine | Proposed Fine |
| 2 Del Prado | | Encroachment | 1 | \$100 | \$300 |

President House made a motion to send 2 Del Prado to legal. Director Whitcombe seconded the motion. The motion passed (Yes – 5, No - 1). Director Krem voted no.

- Finance Committee Report
Director Cyr gave the Finance Committee liaison report to the Board. The committee discussed the lost revenue due to the storm but expects the insurance to compensate those losses.
- Home Maintenance Committee Report

| HMC – Continuing Violation Decisions Issued | | | | | |
|---|-------------------------|---------------------|----------|---------------|-------------|
| Property Address | Rule Number & Violation | | Category | Standard Fine | Total Fines |
| 21 Bloch Terrace | B.1 | General Maintenance | 1 | \$100 | \$1,000 |

The decision regarding the violations for 21 Bloch Terrace will be tabled until the homeowner responds to the latest correspondence.

- Clubhouse Committee Report
Director Griffin provided an update on the Clubhouse Committee. The committee discussed the storm damage to the Clubhouse and their status.
 - Review of the Clubhouse Charter Draft will be tabled until the next meeting.

7. RESOLUTIONS – None this month.

8. OLD BUSINESS

Revised Committee Policies

- Good Neighbor Statement
 - Director Laurie made a motion to approve the statement for “Welcome to Mountain Park HOA”. Director Cyr seconded the motion. The motion passed (Yes – 6, No – 0).

 - Director Laurie made a motion to approve the policies contingent on amending the document to the correct version. Director Cyr seconded the motion. The motion passed (Yes – 5, No – 0, Abstained – 1). Director Krem abstained.

- Enforcement Resolution
 - The Executive Director will discuss the language in the Enforcement Resolution with the HOA attorney.

- Penalty Schedule
 - President House made a motion to approve the fine schedule with the change of moving “View Pruning, Solar Access, and Clearance Pruning” to a Class 4 violation to include the fine plus the common property violation policy as listed below it. Director Laurie seconded the motion. The motion passed (Yes – 5, No – 1). Director Krem voted no.

Yard Debris Program Survey

- The letter and survey will be sent to Director Whitcombe for revisions.

9. NEW BUSINESS

Annual Meeting

- The board discussed the presentation and meeting script.

10. EXECUTIVE SESSION

11. UPCOMING BOARD MEETINGS

- Annual Meeting – March 28, 2024
- Board Meeting – April 3, 2024

ADJOURNMENT – At 8:39pm, the meeting was adjourned.


 Kevin House (Apr 6, 2024 22:21 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 3, 2024.

BOARD MEMBERS PRESENT:

- President Shirley Cyr
- Vice President Bob Whitcombe
- Treasurer/Secretary Kevin House
- Director Nicolette Laurie (Zoom)
- Director Kyle Renalds

BOARD MEMBERS ABSENT:

- Director Charles Leverton
- Director Daniel Griffin

MT. PARK HOA STAFF PRESENT:

- Executive Director Jennifer Anne
- Executive Assistant Cassidy Boyd

MT. PARK HOMEOWNERS PRESENT:

- 141 Del Prado
- 42 Churchill Downs (Zoom)
- 20 Preakness Court (Zoom)

1. **CALL TO ORDER** - The meeting was called to order by President Cyr at 6:30pm.
2. **AGENDA APPROVAL**
3. **NEW BOARD MEMBERS/INTRODUCTION**
4. **VISITOR COMMENTS & LETTERS TO THE BOARD**
5. **APPEALS TO THE BOARD**
6. **VISITOR COMMENTS & LETTERS TO THE BOARD**
None
7. **READING AND APPROVAL OF MINUTES**
 - March 6, 2024
Director Whitcombe made a motion to approve the March 6, 2024, meeting minutes as presented. Director House seconded the motion. The motion passed unanimously (Yes – 4, No – 0).
8. **STAFF & COMMITTEE REPORTS**
 - Executive Director Report
The Executive Director Management Report was presented to the Board. Director House asked about the HVAC system being quoted for a new software application.

- Snow/Wind Damage Update
Executive Director Anne provided an update on the damage to the Clubhouse caused by the February winter storm. Repairs are underway in the Hawthorn Room and the PlaySchool.
- Architectural Committee Report
Director Whitcombe provided an update on the Architectural Committee.

| ARC – Notice of Violation Decisions Issued | | | | | |
|--|-------------------------|--------------------|----------|---------------|---------------|
| Property Address | Rule Number & Violation | | Category | Standard Fine | Proposed Fine |
| 21 Touchstone | | Unapproved Changes | 2 | \$200 | \$600 |

Director House made a motion to accept the recommendation of the ARC committee and move 21 Touchstone to legal action. Director Whitcombe seconded the motion. The motion passed (Yes – 5, No – 0).

- Common Property Committee Report
Director Laurie provided an update on the Common Property Committee. Properties were discussed that have continuing violations. They also discussed the Land Resiliency Management Plan and the Common Property Master Plan. The CPMP is currently being reviewed by the CPC.

Adoption of the Land Resiliency Management Plan will be tabled until the next meeting so all directors will have adequate time to review the plan.

- Finance Committee Report
President Cyr gave the Finance Committee liaison report to the Board. The Association is currently at a deficit of \$109,000 year-to-date due to the repairs for the damages from the February storm. Most expenses will be covered by insurance.
 - Draft Audit – The Finance Committee did an electronic vote in approval of the audit. Director House made a motion to approve the annual audit as recommended by the Finance Committee. Director Whitcombe seconded the motion. The motion passed (Yes – 5, No – 0).
- Home Maintenance Committee Report

| HMC – Notice of Violation Decisions Issued | | | | | |
|--|-------------------------|---------------------|----------|---------------|-------------|
| Property Address | Rule Number & Violation | | Category | Standard Fine | Total Fines |
| 12 Yorick | B.4 | Fences | 2 | \$200 | \$200 |
| 12 Yorick | I.3 | Inoperable Vehicles | 1 | \$100 | \$100 |

President Cyr made a motion to approve the listed violations and first fines of \$200 and \$100 against 12 Yorick. Director Whitcombe seconded the motion. The motion passed (Yes – 5, No – 0).

- Clubhouse Committee Report
An update from the Clubhouse Committee was not provided due to liaison absence.
 - Review of the Clubhouse Charter Draft

Director Whitcombe made a motion to approve the revised Clubhouse Charter. President Cyr seconded the motion. The motion passed (Yes – 5, No - 0).

9. RESOLUTIONS – None this month.

10. OLD BUSINESS

a. Revised Committee Policies

- Enforcement Resolution

- Director Whitcombe made a motion to adopt the Enforcement Resolution. Director House seconded the motion. The motion failed (Yes – 3, No – 0, Abstained – 2). President Cyr and Director Renalds abstained.

The Enforcement Resolution will be revisited at the next Board Meeting in May.

- Fine Schedule/Process

- Director House made a motion to change the fine schedule/process to the recommended timeline of 90 days, 3 fines, and a 30-day legal letter before moving an item to collections. Director Whitcombe seconded. The motion passed (Yes – 5, No – 0).

b. Yard Debris Program Survey

- Director Whitcombe made a motion to have the yard debris program survey completed by April 30 and the results reviewed at the May 1 Board Meeting. Director House seconded the motion. The motion passed (Yes – 4, No – 0, Abstained - 1). Director Laurie abstained.

11. NEW BUSINESS

- Committee Liaison Assignments

- Director Renalds will join the Common Property Committee
- Director Leverton will join the Home Maintenance Committee

- Board/Staff Dinner

- Tentatively April 18 – 6:00pm

- Board Orientation

- Tentatively April 18 – 4:30pm

12. EXECUTIVE SESSION

13. UPCOMING BOARD MEETINGS

- Board Meeting – May 1, 2024

ADJOURNMENT – At 7:51pm, the meeting was adjourned.



Kevin House (May 3, 2024 12:22 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 1, 2024.

BOARD MEMBERS PRESENT:

| | |
|---------------------|-------------------------|
| President | Shirley Cyr |
| Treasurer/Secretary | Kevin House |
| Director | Nicolette Laurie (Zoom) |
| Director | Daniel Griffin |

BOARD MEMBERS ABSENT:

| | |
|----------------|------------------|
| Director | Charles Leverton |
| Director | Kyle Renalds |
| Vice President | Bob Whitcombe |

MT. PARK HOA STAFF PRESENT:

| | |
|---------------------|---------------|
| Executive Director | Jennifer Anne |
| Executive Assistant | Cassidy Boyd |

MT. PARK HOMEOWNERS PRESENT:

| | | | |
|--------------|-------------------|---------------------|---------------------------|
| 30 Del Prado | 4 Mountain Circle | 15 Oriole Ln (Zoom) | 42 Churchill Downs (Zoom) |
|--------------|-------------------|---------------------|---------------------------|

- 1. CALL TO ORDER** - The meeting was called to order by President Cyr at 6:34pm.
- 2. AGENDA APPROVAL** - The agenda was approved unanimously.
- 3. VISITOR COMMENTS & LETTERS TO THE BOARD**
 - 30 Del Prado – The homeowner shared his opinion regarding the yard debris program.
 - 4 Mountain Circle – The homeowner was unable to complete the yard debris survey as she did not have enough information.
 - 15 Oriole – the homeowner wrote a letter to the board regarding the yard debris survey and would have preferred that there were more alternative suggestions beyond the yes and no choices.
- 4. APPEALS TO THE BOARD**
- 5. READING AND APPROVAL OF MINUTES**
 - April 3, 2024
Director House made a motion to approve the April 3, 2024 meeting minutes as presented. Director Cyr seconded the motion. The motion passed unanimously (Yes – 4, No – 0).
- 6. STAFF & COMMITTEE REPORTS**
 - Executive Director Report
The Executive Director management report was presented and included an update on the status of the Storm clubhouse damage. Checks have been received for the repair, mitigation and lost revenue for

both the Hawthorne Room and Playschool. Progress on the repairs continues in the Hawthorn Room and Playschool.

- Clubhouse Damage - Update
Executive Director Anne provided an update on the damage to the Clubhouse caused by the February winter storm. Progress on the repairs continues in the Hawthorn Room and the PlaySchool.
- Architectural Committee Report
An update on the Architectural Committee was not provided due to Board Liaison absence. The board reviewed the committee minutes to reference a discussion that took place on aluminum roof shingles.
 - 21 Touchstone Fence Update – The Compliance Manager reached out to the City of Lake Oswego and is waiting to hear back from them on whether there is an encroachment on the city right of way.
- Common Property Committee Report
Director Laurie provided an update on the Common Property Committee. They are in an intensive review of the Common Property Master Plan. Conversations are also being had regarding bike signage on the trails due to the prevalence of electric bike usage.

Director Laurie made a motion to add Stephanie Wagner to the CPC effective immediately. Director Cyr seconded the motion. The motion passed (Yes – 4, No – 0).

- Finance Committee Report
Director House gave the Finance Committee liaison report to the Board. They continue to monitor the financials provided and are trying to anticipate the recovery from the storm damage. Surplus funds will not be allocated until it is known if they need to be used for damage or reserves. It is expected that most of the lost income will be compensated by insurance claims.
- Home Maintenance Committee Report
No meeting held in April.
- Clubhouse Committee Report
An update from the Clubhouse Committee was provided by Director Griffin. The committee is discussing the topic of age restrictions on certain amenities, such as the sauna.

7. RESOLUTIONS – None this month.

8. OLD BUSINESS

- a. Revised Committee Policies
 - Enforcement Resolution - Revised
 - Director House made a motion to adopt the Enforcement Resolution as presented. Director Griffin seconded the motion. The motion was approved (Yes – 4, No – 0).
 - A summary of the changes and a link to the full policies will be sent to the community. It will include a full copy of the new enforcement resolution and will be reviewed by President Cyr before it is published and distributed.
 - Yard Debris Survey Discussion

- Director Griffin suggested that a second survey is needed to determine genuine feedback.
- Executive Director discussed the outcome of the meeting with Republic Services, how the transition of services would impact the residents and what communication plan would be distributed to the membership if the program was eliminated.
- The Board tabled the topic for further review of new information that was provided and it will be on the agenda for the June meeting.

9. NEW BUSINESS

- OLWC - Management Fee
 - Director House made a motion to approve a management fee of \$5,000 to the OLWC for the work they conduct for the HOA. Director Cyr seconded the motion. The motion passed (Yes – 4, No – 0).

10. EXECUTIVE SESSION

The Board entered Executive Session at 7:30pm. Regular session resumed at 8:00pm.

President Cyr made a motion to approve a settlement agreement on the account discussed and include a payment plan for the balance on the account. Director House seconded the motion. The motion passed (Yes – 4, No – 0).

11. UPCOMING BOARD MEETINGS

- Board Training/Dinner – May 9, 2024
- Board Meeting – June 5, 2024

ADJOURNMENT – At 8:01pm the meeting was adjourned.


Kevin House (Sun 14, 2024 16:08 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, June 5, 2024.

BOARD MEMBERS PRESENT:

- President Shirley Cyr
- Vice President Bob Whitcombe
- Treasurer/Secretary Kevin House (Zoom)
- Director Nicolette Laurie (Zoom)
- Director Daniel Griffin (Zoom)
- Director Charles Leverton
- Director Kyle Renalds

BOARD MEMBERS ABSENT:

None

MT. PARK HOA STAFF PRESENT:

- Executive Director Jennifer Anne
- Executive Assistant Cassidy Boyd

MT. PARK HOMEOWNERS PRESENT:

- 5 Peacock Pl (Zoom)
- 9 Oriole Ln. (Zoom)
- 30 Del Prado
- 215 Greenridge Dr. #225
- 6 Garibaldi
- 20 Preakness (Zoom)
- 4 Touchstone #102 (Zoom)
- 6 Walking Woods
- 1 Jefferson Pkwy #12
- 4 Walking Woods
- 4 Summit Ridge (Zoom)
- 141 Del Prado
- 50 Kerr Pkwy #54
- 3 Goya

1. **CALL TO ORDER** - The meeting was called to order by President Cyr at 6:30pm.
2. **AGENDA APPROVAL** - The agenda was approved unanimously.
3. **VISITOR COMMENTS & LETTERS TO THE BOARD**
 - 50 Kerr Pkwy #54 – The homeowner is visiting all Neighborhood Associations to discuss having Red Cross evaluate buildings for usage in case of emergencies.
 - 4 Walking Woods – Homeowner requested clarification regarding the yard debris program.
 - 30 Del Prado – Homeowner requested information on when the Clubhouse hours would be restored.
 - 9 Oriole Lane – Homeowner requested extending the hours for the Clubhouse.
 - 215 Greenridge Dr. #225 – Homeowner stated being grateful for the Thursday night drop-in basketball and is requesting a second scheduled court time allocated to drop-in basketball.
 - 1 Jefferson Pkwy #12 – Homeowner requested extending the Clubhouse hours and adding an additional day for drop-in basketball.

4 Touchstone #102 – Homeowner requested more information on the Clubhouse hours being changed.

4. APPEALS TO THE BOARD

5. READING AND APPROVAL OF MINUTES

- May 1, 2024
Director Renalds made a motion to approve the May 1, 2024 meeting minutes as presented. Director Whitcombe seconded the motion. The motion passed unanimously (Yes – 6, No – 0).

6. STAFF & COMMITTEE REPORTS

- Executive Director Report
The Executive Director management report was presented.
- Clubhouse Insurance Update
Executive Director Anne provided an update on the insurance coverage for the storm damage to the Clubhouse. The Hawthorn Room is now expected to re-open the third week of June after issues were uncovered regarding the sound system. The PlaySchool is expected to re-open on July 15.
- Architectural Committee Report
An update on the Architectural Committee was provided by Director Whitcombe. The committee discussed the high number of ARC applications coming in. Sub-Contractors have been asking the HOA to provide a complete list of all roofing materials that are disallowed. The committee still plans to only provide the list of what is approved.
- Common Property Committee Report
Director Laurie provided an update on the Common Property Committee. The CPC is still working on bicycle signage due to the increase of e-bikes on paths. They are also revising the Common Property Master Plan.
- Finance Committee Report
Director House gave the Finance Committee liaison report to the Board. The funds were all in balance and the HOA is looking at a positive recovery from the storm.
- Home Maintenance Committee Report
No meeting held in May – Still recruiting volunteers for the committee.
- Clubhouse Committee Report
An update from the Clubhouse Committee was provided by Director Griffin. The committee is currently reviewing the spa area and the age of members using it.

7. RESOLUTIONS – None this month.

8. OLD BUSINESS

- Yard Debris Survey Results
 - Republic Services includes one yard debris bin in the garbage/recycling bundle.
 - Currently, the Landscape Department delivers and picks up the bins for homeowners instead of Republic, adding to the cost of the program.

- Director Laurie made a motion to move to dismantle the current yard waste program and reverse it back to Republic Services by the end of Q3 2024. Should Republic Service's policy change, the Board will reevaluate the program at that point in time. Director Leverton seconded the motion. The motion was approved (Yes – 7, No – 0).

9. NEW BUSINESS

- July Meeting
 - The meeting will be moved to July 10 at 6:30pm.
 - Common Property Bench – Table until the next meeting so the Board can review the criteria used previously.

10. EXECUTIVE SESSION

The Board entered Executive Session at 7:41pm. Regular session resumed at 8:23pm.

Director Leverton made a motion that the Board authorizes the attorney to take action as discussed for the owner who is delinquent over \$12,000. President Cyr seconded the motion. The motion passed (Yes – 7, No – 0).

11. UPCOMING BOARD MEETINGS

- Board Meeting – July 10, 2024

ADJOURNMENT – At 8:21pm the meeting was adjourned.


Kevin House (Aug 13, 2024 13:46 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, July 10, 2024.

BOARD MEMBERS PRESENT:

| | |
|----------------|------------------|
| President | Shirley Cyr |
| Vice President | Bob Whitcombe |
| Director | Nicolette Laurie |
| Director | Daniel Griffin |

BOARD MEMBERS ABSENT:

| | |
|---------------------|------------------|
| Director | Charles Leverton |
| Treasurer/Secretary | Kevin House |
| Director | Kyle Renalds |

MT. PARK HOA STAFF PRESENT:

| | |
|---------------------|---------------|
| Executive Director | Jennifer Anne |
| Executive Assistant | Cassidy Boyd |

MT. PARK HOMEOWNERS PRESENT:

141 Del Prado (Zoom)

- 1. CALL TO ORDER** - The meeting was called to order by President Cyr at 6:30pm.
- 2. AGENDA APPROVAL** - The agenda was approved unanimously.
- 3. VISITOR COMMENTS & LETTERS TO THE BOARD**
- 4. APPEALS TO THE BOARD**
- 5. READING AND APPROVAL OF MINUTES**
 - June 5, 2024
Director Whitcombe made a motion to approve the June 5, 2024, meeting minutes as presented.
Director Laurie seconded the motion. The motion passed unanimously (Yes – 4, No – 0).
- 6. STAFF & COMMITTEE REPORTS**
 - Executive Director Report
The Executive Director management report was presented.
 - Clubhouse Insurance Update
Executive Director Anne provided an update on the insurance coverage for the storm damage to the Clubhouse. The Hawthorn Room is undergoing a final walkthrough and cleaning. The PlaySchool is still expected to reopen on July 15. Insurance checks have been delivered for lost inventory and repairs.
 - Architectural Committee Report
An update on the Architectural Committee was provided by Director Whitcombe. No meeting was

held in June. Architectural Applications submitted were approved by the committee via email vote.

- **Common Property Committee Report**
An update on the Common Property Committee was provided by Director Laurie. The June CPC meeting was held at the landscape headquarters. The committee was shown the new battery-operated and electric equipment that the department uses.
- **Finance Committee Report**
An update on the Finance Committee was provided by President Cyr. Revenue is far below budgeted due to storm-related losses. Expenses are high due to repairs. The committee is confident that the budget will balance once all insurance claims are collected.
- **Home Maintenance Committee Report**
No meeting held in June.

There was a request from a homeowner to park their van in their driveway. The Board will review sprinter van violations case-by-case.

37 Oriole Ln – General Maintenance - \$200

President Cyr made a motion to approve the fine for the violation of 37 Oriole Ln for general maintenance. Director Laurie seconded the motion. The motion passed (Yes – 4, No – 0).

- **Clubhouse Committee Report**
No meeting held in June.

7. RESOLUTIONS – None this month.

8. OLD BUSINESS

- **Homeowner Request to Install a Bench on Common Property**
 - MPHOA Memorial Donation/Gift Guide
 - Director Griffin made a motion to not approve the building of benches for memorials. Director Laurie seconded the motion. The motion failed (Yes – 3, No 0, Abstained – 1). Director Whitcombe abstained.

Director Laurie suggested memorializing loved ones through the planting of a donated tree.

The topic will be tabled until the next meeting.

9. NEW BUSINESS

10. EXECUTIVE SESSION

The Board entered Executive Session at 7:05pm. Regular session resumed at 7:35pm.

Director Whitcombe made a motion to waive the fines for the property discussed. President Shirley seconded the motion. The motion passed (Yes – 4, No – 0).

11. UPCOMING BOARD MEETINGS

- Board Meeting – August 7, 2024

ADJOURNMENT – At 7:35pm the meeting was adjourned.

Shirley Cyr

Shirley Cyr (Aug 20, 2024 22:09 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, August 7, 2024.

BOARD MEMBERS PRESENT:

| | |
|---------------------|------------------|
| President | Shirley Cyr |
| Vice President | Bob Whitcombe |
| Director | Nicolette Laurie |
| Director | Charles Leverton |
| Treasurer/Secretary | Kevin House |
| Director | Kyle Renalds |

BOARD MEMBERS ABSENT:

| | |
|----------|----------------|
| Director | Daniel Griffin |
|----------|----------------|

MT. PARK HOA STAFF PRESENT:

| | |
|---------------------|----------------------|
| Executive Director | Jennifer Anne (Zoom) |
| Executive Assistant | Cassidy Boyd |

MT. PARK HOMEOWNERS PRESENT:

| | | |
|------------------|---------------|--------------------|
| 20 Preakness Ct. | 141 Del Prado | 42 Churchill Downs |
|------------------|---------------|--------------------|

1. **CALL TO ORDER** - The meeting was called to order by President Cyr at 6:29pm.
2. **AGENDA APPROVAL** - The agenda was approved unanimously.

3. VISITOR COMMENTS & LETTERS TO THE BOARD

Members of the community who have children enrolled in the Mt. Park PlaySchool were present to discuss the closure of the PlaySchool to include the timeline for the completion of the repairs and the communication during that time. They also discussed offering more family-friendly activities to be offered by the HOA. The Board suggested adding a sub-committee to the Clubhouse Committee.

12 Mountain Terrace – Homeowner stated that the HOA policies do not cover commercial vehicles. The Board will research and discuss the issue.

4. APPEALS TO THE BOARD**5. READING AND APPROVAL OF MINUTES**

- July 10, 2024
Director Whitcombe made a motion to approve the July 10, 2024, meeting minutes as presented.
Director Laurie seconded the motion. The motion passed unanimously (Yes – 6, No – 0).

6. STAFF & COMMITTEE REPORTS

- Executive Director Report
The Executive Director management report was presented. Director Leverton suggested adding quarterly trends.

- Architectural Committee Report
An update on the Architectural Committee was provided by Director Whitcombe. There was no meeting in July.

President Cyr made a motion to amend the Architectural Policies to include the Lake Oswego statute that driveway aprons must be constructed of concrete only. Director House seconded the motion. The motion passed. (Yes – 6, No – 0)

- Common Property Committee Report
No meeting was held in July due to lack of quorum.
- Finance Committee Report
An update on the Finance Committee was provided by President Cyr. The second insurance check was issued to cover income loss through April 2024. The 2025 budget process has started.
- Home Maintenance Committee Report
No meeting held in June.

Director Whitcombe made a motion to approve the first fine of \$200 for 12 Yorick. Director Cyr seconded the motion. The motion passed (Yes – 6, No – 0).

- Clubhouse Committee Report
No meeting was held in July due to lack of quorum.

7. **RESOLUTIONS** – None this month.

8. **OLD BUSINESS**

- Homeowner Request to Install a Bench on Common Property
 - MPHOA Memorial Donation/Gift Guide
 - The discussion will be tabled until the September meeting.

9. **NEW BUSINESS**

10. **EXECUTIVE SESSION**

11. **UPCOMING BOARD MEETINGS**

- Board Meeting – September 4, 2024

ADJOURNMENT – At 7:30pm the meeting was adjourned.


Kevin House (Oct 7, 2024 15:34 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, September 4, 2024.

BOARD MEMBERS PRESENT:

| | |
|---------------------|-------------------------|
| President | Shirley Cyr |
| Vice President | Bob Whitcombe |
| Director | Nicolette Laurie |
| Director | Charles Leverton (Zoom) |
| Treasurer/Secretary | Kevin House |
| Director | Kyle Renalds (Phone) |
| Director | Daniel Griffin |

BOARD MEMBERS ABSENT:

MT. PARK HOA STAFF PRESENT:

| | |
|---------------------|---------------------|
| Executive Director | Jennifer Anne |
| Executive Assistant | Cassidy Boyd (Zoom) |

MT. PARK HOMEOWNERS PRESENT:

| | | |
|----------------------|------------------------|----------------------|
| 140 Del Prado (Zoom) | 42 Churchill Downs (Z) | 94 Wheatherstone (Z) |
| 31 Del Prado (Z) | 27 Bloch Terrace | 9 Britten Ct |
| 16181 Parelius Cr. | 50 Kerry Pkwy #54 | 50 Aquinas St. |

- **CALL TO ORDER** - The meeting was called to order by President Cyr at 6:35pm.
- **AGENDA APPROVAL** - The agenda was approved unanimously.
- **VISITOR COMMENTS & LETTERS TO THE BOARD**
 - a. Member Clubhouse Review – Satisfied member that enjoys the Clubhouse. It is now his go-to gym.
 - b. Thank you for Cellini Park – Homeowner stated they are grateful for the repaired play structure at Cellini Park.
 - c. Emergency Preparedness Fair – A representative from Prep LO discussed a new program called “Be 2 Weeks Ready” and made a request to organize a Mountain Park Emergency Preparation Team
- **APPEALS TO THE BOARD**
 - a. Hearing – 1 Icarus/Permanent Basketball Hoop – The homeowner will research and discuss the city ordinance that disallows permanent use of mobile basketball hoops.

Director House made a motion that until we receive word from the city, that MPHOA allow the basketball hoop to remain as long as it is maintained and until it has deteriorated, or the home is sold. Director Whitcombe seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

- **READING AND APPROVAL OF MINUTES**

- August 9, 2024

Director House made a motion to approve the August 7, 2024, meeting minutes as presented. Director Laurie seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

- **STAFF & COMMITTEE REPORTS**

- Executive Director Report

The Executive Director management report was presented. The Clubhouse hours were extended starting September 1. The website and Homeowner Portal is in the process of being re-designed. The Youth Programs Coordinator oversees family programming and has several events planned.

- Architectural Committee Report

An update on the Architectural Committee was provided by Director Whitcombe. The committee is hosting presentations for roof-grade materials.

- Common Property Committee Report

An update on the Common Property Committee was provided by Director Laurie. The committee discussed some of the plantings around Tanglewood.

- Finance Committee Report

An update on the Finance Committee was provided by Director House. The budgeting process starts next week with a Reserves Meeting to review the reserves budget for 2025. The assessment increase of 2025 will be 3.34%.

Director House made a motion to approve the 3.34% assessment rate increase for 2025. Director Laurie seconded the motion. The motion was approved unanimously (Yes – 7, No – 0).

- Home Maintenance Committee Report

No meeting held in June.

Inoperable Vehicle – 12 Yorick

President Cyr made a motion to send the 30-day notice and demand letter to the property being reviewed. Director House seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

- Clubhouse Committee Report

An update on the Clubhouse Committee was provided by Director Griffin. The committee has a request for action regarding Clubhouse age restrictions.

President Cyr made a motion to approve the adjustments to the policy with the caveat that an attorney review the Fair Housing Act to ensure it does not violate age discrimination rules. Director Griffin seconded the motion. The motion was approved unanimously (Yes – 7, No – 0).

- **RESOLUTIONS** – None this month.

- **OLD BUSINESS**

- Homeowner Request to Install a Bench on Common Property

Executive Director Anne will provide the Board approved memorial guide to the homeowner.

- **NEW BUSINESS**

- Sprinter/Work Vans

- The Board requested that research be done on how other HOAs manage these types of vans.

- **EXECUTIVE SESSION**

The Board entered executive session at 7:59pm. The Board resumed its regular session at 8:10pm.

- **UPCOMING BOARD MEETINGS**

- Board Meeting – October 2, 2024

ADJOURNMENT – At 8:11pm the meeting was adjourned.


Kevin House (Oct 7, 2024 15:33 PDT)

Secretary Treasurer



MEETING MINUTES
BOARD OF DIRECTORS MEETING
October 2, 2024 @ 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, October 2, 2024.

BOARD MEMBERS PRESENT:

| | |
|---------------------|------------------|
| President | Shirley Cyr |
| Vice President | Bob Whitcombe |
| Director | Nicolette Laurie |
| Treasurer/Secretary | Kevin House |
| Director | Kyle Renalds |
| Director | Daniel Griffin |

BOARD MEMBERS ABSENT:

Director Charles Leverton

MT. PARK HOA STAFF PRESENT:

| | |
|----------------------------|---------------|
| Executive Director | Jennifer Anne |
| Executive Assistant | Cassidy Boyd |
| Youth Programs Coordinator | Allana Nagy |

MT. PARK HOMEOWNERS PRESENT:

140 Del Prado 42 Churchill Downs

- **CALL TO ORDER** - The meeting was called to order by President Cyr at 6:30pm.
- **AGENDA APPROVAL** - The agenda was approved unanimously.
- **VISITOR COMMENTS & LETTERS TO THE BOARD**
 - a. 24 Becket – The homeowner stated that they would like the HOA to host a brainstorming event next year so the community can have input on what events are offered.
- **APPEALS TO THE BOARD**
- **READING AND APPROVAL OF MINUTES**
 - September 4, 2024
 Director Whitcombe made a motion to approve the September 4, 2024, meeting minutes as presented.
 Director House seconded the motion. The motion passed unanimously (Yes – 6, No – 0).
- **2024/2025 Event Presentation/Youth Programs Coordinator**
 - The Youth Programs Coordinator presented a slideshow on the upcoming youth events for the Mountain Park community.
- **STAFF & COMMITTEE REPORTS**
 - Executive Director Report
 The Executive Director management report was presented. Executive Director Anne said it is budget

season, and the operating and reserves budgets are being finalized for Board review. The annual pool closure is October 21 – November 4.

- **Architectural Committee Report**
No meeting was held in September.
- **Common Property Committee Report**
An update on the Common Property Committee was provided by Director Laurie. The committee is still working on the master plan updates. A new landscape supervisor was hired in the department.
- **Finance Committee Report**
An update on the Finance Committee was provided by Director House. The committee is still working through the insurance claims and payments. The Reserves Committee recommended the proposed budget to the Finance Committee. The first iteration of the operating budget will be proposed to the Finance Committee in October.
- **Home Maintenance Committee Report**
No meeting held in September.
- **Clubhouse Committee Report**
An update on the Clubhouse Committee was provided by Director Griffin. The committee is working on language in the Clubhouse Standards regarding violations, warnings, and the timing of associated suspensions. The policies regarding age restrictions in the pool area are being reviewed by the HOA attorney.

Policy Change Proposal – Cancellation/Programs & Classes:

Director Cyr made a motion to remove the section regarding program cancellations and classes from the Clubhouse Standards. Director Laurie seconded the motion. The motion was approved unanimously (Yes – 6, No – 0).

- **RESOLUTIONS** – None this month.

- **OLD BUSINESS**

- Emergency Preparedness

The Board President and Executive Director will determine offering the emergency preparedness committee a meeting space at the Clubhouse and/or other ways to assist them with their cause.

- **NEW BUSINESS**

- 2025 Reserves Projects/Costs
- Director Renalds made a motion to approve the 2025 Reserves Projects Budget. Director Laurie seconded the motion. The motion was approved unanimously. (Yes – 6, No – 0)

- **EXECUTIVE SESSION**

- **UPCOMING BOARD MEETINGS**

- Board Meeting – November 6, 2024

ADJOURNMENT – At 7:35pm the meeting was adjourned.



Kevin House (Jan 22, 2025 15:28 PST)

Secretary Treasurer



**MEETING MINUTES
BOARD OF DIRECTORS MEETING
November 6, 2024 @ 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 6, 2024.

BOARD MEMBERS PRESENT:

| | |
|---------------------|------------------|
| President | Shirley Cyr |
| Vice President | Bob Whitcombe |
| Treasurer/Secretary | Kevin House |
| Director | Nicolette Laurie |
| Director | Kyle Renalds |
| Director | Daniel Griffin |
| Director | Charles Leverton |

BOARD MEMBERS ABSENT:

None

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 Cyr at 6:30pm.
- **AGENDA APPROVAL** - The agenda was approved unanimously.
- **VISITOR COMMENTS & LETTERS TO THE BOARD**
 - a. Patrick Rowe/Commercial Vehicle Follow Up
- **APPEALS TO THE BOARD**
- **READING AND APPROVAL OF MINUTES**
 - October 2, 2024
Director House made a motion to approve the October 2, 2024, meeting minutes as presented. Director Whitcombe seconded the motion. The motion passed unanimously (Yes – 7, No – 0).
- **STAFF & COMMITTEE REPORTS**
 - Executive Director Report
The Executive Director management report was presented.
 - Architectural Committee Report
An update on the Clubhouse Committee was provided by Director Whitcombe. There was a presentation from two shingle roofers.
 - Common Property Committee Report

An update on the Common Property Committee was provided by Director Laurie. There was no quorum at the meeting. Items that were discussed were legacy landscaping versus hardscaping. The Common Property Master Plan is still undergoing updates.

Request to Assess for the violation of the CPC rules:

Director House made a motion to continue the fine against the discussed property for the fence and not send the property to collections at this time. Fines will continue for the same violation according to the penalty schedule until the violation has been resolved. Director Griffin seconded the motion. The motion was approved unanimously. (Yes – 7, No – 0)

- Finance Committee Report

An update on the Finance Committee was provided by Director House. Nearing completion of the final figures and checks from the insurance claims regarding the winter storm of January 2024. Also hosted a presentation from the new potential auditor company.

- Home Maintenance Committee Report

No meeting held in October.

President Cyr made a motion to send the property to legal for a continued general maintenance violation. Director Laurie seconded the motion. The motion passed (Yes – 4, No – 3). Director House, Director Leverton, and Director Renalds opposed.

- Clubhouse Committee Report

An update on the Clubhouse Committee was provided by Director Griffin. Since the age restrictions were deemed unacceptable by legal, the committee is looking at new options on signage and policies.

- **RESOLUTIONS** – None this month.

- **OLD BUSINESS**

- Commercial Vehicles

The Board discussed what type of vehicles can be classified as a commercial vehicle. Director Leverton encouraged a friendly approach to homeowners and small business owners who need to utilize commercial vehicles. The Board decided that the issue concerning commercial vehicles will not be reviewed at this time but will reconsider disallowing commercial vehicles in the future.

- Clubhouse Solar Panel Report

The preliminary information regarding installing solar panels on the Clubhouse roof suggests it would cost around \$640,000 to \$800,000. The Board will not be pursuing solar panels for the Clubhouse roof at this time.

- **NEW BUSINESS**

- 2025 Draft Budget

Director House stated that the Executive Director and her team made intelligent moves to balance the budget. The yard debris program savings was moved to the landscape department, as promised. Executive Director Anne stated that the team makes every effort to be conservative about income from services offered. Executive Director Anne provided a summary of any areas of concern with the budget. Director Leverton would like the Board to engage in brainstorming revenue generating opportunities. Executive Director Anne will put the brainstorming session on the meeting agenda for

January 2025.

- 2025 Department Budget
Director Leverton made a motion to approve the 2025 Operating Budget. Director Laurie seconded the motion. The motion was approved unanimously. (Yes – 7, No – 0)
- 2024 Auditor Proposal
 - The auditor is well-known in the HOA community and specializes in the same HOA software already used by Mountain Park.
 - Director Leverton moved to approve the proposal from the auditor to conduct the 2024 Audit and Tax preparation. Director Griffin seconded the motion. The motion passed unanimously (Yes – 7, No – 0).

- **EXECUTIVE SESSION**

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

Regular session resumed at 8:34pm.

- **UPCOMING BOARD MEETINGS**

- Board Meeting – No Meeting in December 2024
- Board Meeting – January 8, 2025

ADJOURNMENT – At **8:35pm** the meeting was adjourned.


Kevin House (Jan 22, 2025 15:27 PST)

Secretary Treasurer