



**Mountain Oaks Homeowners Association (MOHA)
Board of Directors Meeting Minutes
October 11, 2017**

The meeting was called to order at 6:30 pm by President Steve Carmichall and adjourned at 8:15 pm.

Present:

Steve Carmichall, President
Jill Mohler, Treasurer
Vince DeSandro, Vice-President
Bev Collins, Secretary
Dennis Collins, Special Projects

Next meeting date: TBD

Website: <http://www.mountainoakshoa.org>. Board Meeting minutes and Board Member contact information may be accessed at the website. Email notice of minutes posted to the website will be provided to members who have provided email addresses. You must be logged into the website to view the minutes. If you do not have a profile, please contact bev@sitesandsounds.com for help.

MOHA members are welcome to come to Board Meetings. Please let us know you are coming so we can plan adequate seating. (Email: bev@sitesandsounds.com)

Business:

1. Password protection of minutes/newsletter page on MOHA website

The Board unanimously approved password protecting the Minutes/Newsletter page on the MOHA website. If you have not created your profile with email address/password, you will no longer be able to view this page on the website. This step has been taken for greater cybersecurity. Please contact bev@sitesandsounds.com if you need help with accessing this page.

2. Mailboxes/mailbox posts

Steve will follow up with HOA attorney Debra Fortenberry on her plat analysis of easements/ownership/maintenance responsibility for mailboxes/posts.

A project being considered for 2018-2019 is replacement of the standard wood mailbox posts with a metal post and option of locking or non-locking mailbox. Steve will construct a survey to determine if there are a majority of residents who support a community wide project. If it appears viable, we would like to have 5 or 6 residents who would volunteer to have their current post/mailbox replaced as part of a pilot project. The HOA would cover the cost of removal of old box/post, the new mailbox/post, and installation.

The board has been approached with this project suggestion because:

1. A rash of mailbox thefts have occurred community wide in the last 2 years, with at least one reporting identity theft.
2. Several residents have stated they would like a locking mailbox to prevent identity theft.
3. Many, if not most, of the current wood mailbox posts are showing cracks and other deterioration.
4. The current cost of full replacement of the wood post is \$500-\$650 and takes significant time to contract for replacement.

3. Architectural Control

The following wording has been added to the Architectural Request Form: *It is the responsibility of the property owner to obtain required city permits for projects, such as decking, additions, roofing, etc. The HOA does not assume any liability where permits are required. Property owners should ensure their project contractors have obtained the required permits before the project begins.*

The MOHA approves projects to meet community standards, but it is the responsibility of the homeowner to acquire city permits or to assure that their contractor has purchased the required project permits.

The form is fillable online and may be mailed or emailed to Architectural control. There is also a version that can be printed out, filled, and mailed.

4. Dues unpaid.

Jill will be following up with homeowners who have delinquent dues. Interest will be charged at the prime rate+ as specified in the Policies.

5. Rules & Regulations

Bev and Steve will begin work on these. These will provide updates to the Covenants to keep pace with changes since 1987 when they were first written.

6. Snow Removal

We are reviewing 2 viable vendors. Dennis and Vince will walk the areas with the vendors.

7. Architectural Control issues

Homeowner with drainage problem – We are still consulting with construction engineers and exploring possible options.

Lawn overgrowth and landscape maintenance – letter has been sent to Renter. Letter has also been sent to homeowner for lawn/landscape maintenance, deteriorated house paint and driveway maintenance.

Lawn overgrowth and landscape maintenance, Canadian thistle, and water runoff causing foundation sinking – letter sent to homeowner.

Trailer parked on property – renter has removed trailer following a friendly contact.

Vehicle parked beside garage – issue temporarily put on hold for construction to resolve issue.

Overhanging branches on sidewalk – letter will be sent to owner notifying them of situation and that city ordinance requires trimming to minimum overhang of 8 feet above sidewalk.

Trampoline – letter has been sent to homeowner notifying that all new structures must be approved per Covenants. While trampolines and play equipment are not banned, they are subject to certain restrictions. We have discouraged trampolines in the past but not banned them.

8. Welcome letters

Bev will draft welcome letters to send to new homeowners and renters. We are taking steps to make this a more welcoming community for new people.

9. Renters not following the MOHA Covenants/Rules

A number of homeowners have called attention to problems with renters not keeping up the properties or abiding by Covenants/Rules. Problems include lawn mowing, weeds, landscape bed maintenance, dead trees and shrubs, trailers parked on property.

Bev will send a note to known homeowners who are renting their property, advising them to inform renters of the Covenants/Rules. The homeowner is ultimately responsible for the renter's follow-through. We are highly recommending that homeowners include a clause in their lease that the renter must abide by the MOHA Covenants/Rules – for the safety of the homeowner. MOHA requests that the homeowner provide us with the name of their renter so we may contact them first if a problem arises. If the homeowner uses a property manager, we would like that contact information so we may contact their property management company if a problem arises. MOHA keeps a Renter Folder, so we appreciate being kept up to date with any changes.

10. Fall cleanup will be done for common areas

11. New complaint procedure requested by Bev

Bev presented 2 new forms to use when there is an alleged covenant violation. The first contact would be informally via a friendly letter, email, phone call or personal visit. The purpose is that often a homeowner (or renter) may not realize there is a problem needing attention, and we want to resolve problems in a neighborly manner before they become ongoing issues.

If the friendly contact does not resolve the issue, the homeowner would receive a Notice of Alleged Covenant Violation with corrective action and date for completion. When corrective action has been completed, the homeowner would receive a thank you note.

The Board approved trying out the new procedure.



**Mountain Oaks Homeowners Association (MOHA)
Notice of Alleged Violation**

To:

Address:

Date:

From MOHA Board Member:

Re:

Covenant/Rule cited:

Corrective Action and Completion Date:

Homeowner may request a Hearing to present evidence concerning whether an Alleged Violation has occurred and must request such Hearing in writing within 14 days of the date of the notice of Alleged Violation. If a Hearing is not requested within the 14 day period, and the Owner has not ceased, or corrected, the violation, the Board shall conduct an informal fact-finding hearing at the next scheduled Board meeting.

Please note that the following fines may be assessed to the MOHA member if corrective action is not completed as scheduled:
SCHEDULE OF FINES (Enforcement and Fines Policy) [MOHA Enforcement And Fines Policywww.mountainoakshoa.org](http://www.mountainoakshoa.org)

- 1st offense-\$50.00 (for each infraction)
- 2nd offense-\$100.00 (for each infraction)
- 3rd offense-\$150.00 (for each infraction)
- 4th offense-\$200.00 (for each infraction)
- 5th and all subsequent offenses-\$250.00 (per occurrence of each infraction)

Action Items for MOHA Board (to be completed by Board Member)

____ Friendly Contact made: Date: _____ By: _____ How? _____

____ Homeowner/tenant/property manager has requested alternate time frame. Date: _____
Request made by: _____ Approved by MOHA: _____

____ Follow up to Friendly Contact by Board Member: Date: _____ By: _____

____ Notice of Alleged Violation sent: Date: _____ Sent by _____

____ Hearing has been requested by Homeowner. ____ Informal hearing will be done by MOHA Board.
Date: _____ From: _____

____ Fine(s) levied/Date(s)/Payment Rec'd _____

____ MOHA verification that Corrective Action has been completed: Date: _____
Approved by MOHA Board Member: _____

____ **MOHA has notified homeowner/tenant/property manager that corrective action is complete.**
Date: _____ By MOHA Board Member: _____

Thank you to homeowners who come to board meetings to be involved in the decision process and to share your ideas. New people, new ideas.