



Lea Terra Park Homeowners Association
7925 SW Connemara Terrace
Beaverton, OR 97008-6978

Lea Terra Park Homeowners Association

Board of Directors Meeting

December 2023

The meeting was called to order by Karla Marzineck on December 19, 2023 at 6:40 pm. Present: Karla Marzineck, Kelly Jones, Linda St. John, Marilyn Bader, Pat Lach, Randy Hoaglin, Scott Mahon, Winston Young; Not Present: Jan Murphy

Minutes:

The November meeting minutes were accepted. (Marilyn motioned to accept, Pat seconded.)

Financials:

The November financials were reviewed and accepted as presented. (Linda motioned to accept, Winston seconded.) The homeowner who has been long overdue on HOA dues is continuing to make payments to get caught up. All other homeowners are paid in full.

Landscape:

Expected trimming was completed. They will lay down fertilizer in January.

Architecture

A homeowner is working with Ion Solar to install solar panels but has not submitted the ARC form yet.

Linda sent letters to two homeowners (one with the unpainted rain gutters and the other with the unpainted downspout) and shared their information, suggesting that they share the painting cost since they are two houses away from each other. If they do this, Linda asked that they let her know when the work would be able to be completed and will contact them at the first of the year.

The committee is also awaiting paperwork for a homeowner who plans to install a new window.

2022–2023 Board of Directors and Committee Members

President: Karla Marzineck

Secretary: Kelly Jones

Treasurer: Jan Murphy

Vice President: Vacant

Architecture Chair:
Linda St. John

Landscape Chair:
Karla Marzineck

Committee:
Randy Hoaglin, Winston Young

Committee/Website:
Scott Mahon



Lea Terra Park Homeowners Association

Miscellaneous:

Karla spoke to the owner of the unauthorized rental, and the tenants have moved out.

The homeowner who requested the extension of their hardship rental plans to move out at the end February and the house may remain vacant.

The next board meeting will be held Tuesday, January 16th, 2024 at Linda's house. The meeting was adjourned by 7:25 pm.

Outstanding Action Items:

Who	What	Status
Kelly	Schedule risk analysis meeting for LTP reserve funds for January.	Still to be scheduled
Karla	Update board member info with State of Oregon to update the board members (Once done, Jan, Randy, Karla and Kelly will go to the bank to update signatures.)	Completed form and sent it in; will go online to check it's done after the holidays
Kelly/Scott	Set up Microsoft Office for board use in January	Will be completed in January
Karla, Linda	Schedule and conduct visual inspection of LTP fence condition	To be scheduled
Randy	Reach out to the Beaverton Library to learn the earliest the Annual Meeting reservation can be made (April 2024)	Will follow up in April to schedule – still need to decide on October date
Linda	Follow up with homeowners with who need to paint new gutter and downspout (January 2024)	Will contact again at the first of the year.
Karla	Ask CPA if the format for the financial statement can be changed to present a running monthly total	Will request and provide update at next meeting
Karla, Scott, Randy	Karla, Scott and Randy will get landscaper bids (from our existing landscaper Landscape East & West as well as others) in Jan/Feb 2024	Will complete in Jan/Feb 2024
TBD	The board will hire someone to review the water lines at Sorrento with a camera to continue to troubleshoot the reason for	Will be completed in Spring 2024



Lea Terra Park Homeowners Association

Who	What	Status
	exorbitant water usage at the Sorrento water meter.	

Completed Action Items:

Who	What	Status
Kelly	Follow up with interested homeowners re: joining the technology committee	Completed. The LTP Technology Committee (Chase Weholt, Scott Mahon and Kelly Jones) met 12/11/23.
Kelly	Resend the October minutes to the board so that they can review and provide feedback and/or accept them.	Completed – all accepted
All board members	Review October meeting notes and respond to email	Completed.
Kelly	Update the roof replacement specs to replace "Autumn Brown" with "Autumn Blend" and update website	Completed. The specifications and website were updated.
Kelly	Draft newsletter for December and include information about July 2024 HOA increase. (Newsletter was completed and sent via email)	Completed. The newsletter was drafted, approved and sent to all LTP homeowners 12/14/23.
Karla	Follow up with Alex re: Pat's hedges that need to be trimmed over 12 feet.	Completed. Pat's hedges were trimmed.
Karla, Scott	Follow up with Landscape East & West to confirm trimming work was completed	Confirmed it was completed.

Respectfully submitted,

Kelly Jones,
Secretary