



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

# **Lea Terra Park Homeowners Association**

## **Board of Directors Meeting**

### **March 2024**

The meeting was called to order by Randy Hoaglin on March 19, 2024, at 6:34 pm.  
Present: Karla Marzineck, Kelly Jones, Linda St. John, Scott Mahon, Randy Hoaglin, Marilyn Bader, Pat Lach (All present)

#### **Minutes:**

The February meeting minutes were accepted. (Karla motioned to accept, Pat seconded.)

#### **Financials:**

The February financials were reviewed and accepted as presented. (Pat motioned to accept, Kelly seconded.)

There was an issue with the escrow company for the new homeowners that resulted in a reflection of overdue HOA dues; it has been corrected. We transferred \$15K from the working capital account to the unrestricted money market account which is there for emergencies.

January HOA dues for 3 of 78 homeowners are still outstanding and emails/invoices have been sent to the outstanding homeowners (two with interest).

#### **Landscape:**

Scott and Karla learned from Alex (Landscape East & West) that the two controllers in lower loop will be replaced with the wi-fi controllers.

Landscapers plan to complete backflow testing after the water is turned back on.

Marilyn needs trimming completed, so she will show Karla and Karla will follow up with Alex to have it done.

#### **2023–2024 Board of Directors and Committee Members**

**President:** Randy Hoaglin

**Secretary:** Kelly Jones

**Treasurer:** Karla Marzineck

**Vice President:** Scott Mahon

**Architecture Review Chair:**  
Linda St. John

**Landscape Chair:**  
Karla Marzineck

**Architecture Review Committee:**  
Marilyn Bader, Pat Lach

**Landscape Committee:**  
Randy Hoaglin



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### Architecture

Parish Enterprises has received the list of 10-11 fences to be repaired; the board waiting for the proposal.

10 of the 11 houses to be painted have opted to complete exterior work with Parish.

Linda has received the approval form from the homeowner who wants to install a new white vinyl window.

Linda has asked the two homeowners on SW Raintree who need their gutters/ downspouts painted to contract with Verhaalen directly to get the required work done while the painters are on-site completing the scheduled house painting this spring.

The board is awaiting an application for a homeowner who will need her windows and skylight replaced.

### Miscellaneous:

The next LTP board meeting will be held Tuesday, April 16th, 2024. The meeting was adjourned by 7:45 pm.

### Completed Action Items:

Scott & Karla	Confirm the location of the second wi-fi controller and report to board.	Done – the second controller is within the lower loop. Scott will update the Google Map and resend.
Karla & Linda	Conduct visual inspection of LTP fence condition	Done – The board approved Parrish to complete the work.
Linda	Follow up with two homeowners who need their gutters and downspouts painted to suggest they contract with Verhaalen Painting when they are on-site this spring for scheduled house painting.	Done – Randy sent a letter and heard back from only one of the homeowners.  Linda will send emails to both homeowners once she knows the dates Verhaalen will be onsite and let them know they should have separate billing.
Scott	Scott will add Ion Solar’s information to the HOA Known Contractor’s list and	Done



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### Outstanding Action Items:

Who	What	Status
Kelly & Scott	Set up Microsoft Office for board use in January	In progress. The domain email has been set up, and Kelly and Scott need to share the emails with the board and set up shared inboxes and rules. Will ensure everyone can access.
Kelly	Schedule risk analysis meeting for LTP reserve funds.	Still to be scheduled Not weekends – Kelly will send "Doodle poll" and will draft pre-meeting preparation for each attendee.
Randy	Reach out to the Beaverton Library to learn the earliest the Annual Meeting reservation can be made (April 2024)	Will schedule for October 24th, Thursday night 6:30 pm.
Karla, Scott, Randy	Karla, Scott, and Randy will get landscaper bids	In progress – still vetting, have not received bids yet
Karla, Randy	The board will hire someone to scope the water lines at Sorrento to continue to troubleshoot the reason for exorbitant water usage at the Sorrento water meter.	Will schedule once water meters are unlocked and water is turned on
Randy	Contact City of Beaverton Emergency team to set up attendance meeting at the October annual meeting	Randy will contact them after the library room is booked for the October annual meeting. (Pat has a contact through the Greenway NAC and will reach out once the date is confirmed.)
Karla	Need to contact Beaverton Water to unlock water meters	Will reach out to Alex (Landscape East & West) to



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Who	What	Status
		determine when to submit the request to unlock the meters.

Respectfully submitted,

Kelly Jones,  
Secretary

### **GREENWAY NAC Notes (3-14-24)**

The last NAC meeting was a walkthrough of the Justice Center, so no NAC meeting notes were taken by Pat Lach.

However, meeting notes are available on the Beaverton Greenway NAC meetings webpage: <https://www.beavertonoregon.gov/1224/Greenway-Neighborhood>