Three Mountains Estates
Board Meeting Minutes

Date of Meeting: July 23, 2026

Time of Meeting: Dennis Joule started the meeting at 5:00pm

Location of Meeting: Dennis Joule 14299 S.W. 134th Dr.

In Attendance:
- **Dennis Joule: President**
- **Gary Kopka: Treasurer**
- **Doron Eskinazi: Secretary**
- **Matt Adamson: Member at Large**
- **Jack Gallagher: Appointed Architectural Review Committee (ARC) Member**

Meeting Minutes:

Treasurer Report:

Old Business:
- Reviewed the newsletter draft that is intended to go out to all neighbors.
-

New Business:
-

Time Meeting Adjourned: Dennis Joule adjourned the meeting at .

THREE MOUNTAINS ESTATES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

Date: July 23, 2026
Location: 14299 S.W. 134th Dr.
Meeting Type: Board of Directors Meeting

1. Call to Order

The Board of Directors of the Three Mountains Estates Homeowners Association met on July 23, 2026.

Board members and participants present included **Dennis Joul, Doron Eskinazi, Gary Kopka, Jack Gallagher, and Matt Adamson**. The meeting recording/transcript did not clearly identify all board titles or establish a formal quorum count; those details should be confirmed before final approval of these minutes.

2. Treasurer's Report and Bank Account Transition

The Board discussed the transition of the HOA's banking and financial responsibilities.

The Treasurer reported that the transfer of bank account authority had not yet been completed because the necessary parties had not been able to coordinate a visit to the bank. The Treasurer did not yet have access to current account balances or complete financial information.

The Board agreed that more than one current Board member should be authorized on the HOA bank account.

Action Item: Coordinate with Patrick and the appropriate current Board members to complete the bank account transition, update authorized signers, and provide the Treasurer with access to HOA financial information.

No formal financial report was presented.

3. Newsletter and HOA Website

The Board reviewed the status of the HOA newsletter discussed at the prior meeting. The draft was considered substantially complete, subject to final updates.

The Board discussed the need to update the HOA website so homeowners have current information regarding:

- Board members and contact information;
- How to contact the HOA with questions or concerns;
- Access to governing documents, including the CC&Rs; and
- Information concerning Board meetings and HOA activities.

The Board also discussed including a concise summary of commonly applicable CC&R provisions in the newsletter to help homeowners understand frequently encountered requirements.

Action Item: Contact Ross regarding necessary website updates.

Action Item: Finalize and distribute the HOA newsletter after the website and contact information have been updated.

4. Bull Mountain Road Fence

The Board discussed a proposed repair to the fence along Bull Mountain Road involving approximately five or six deteriorating fence posts.

Questions were raised regarding:

- The exact scope of the proposed work;
- The written cost estimate;
- Whether additional competitive bids should be obtained;
- Whether the fence is owned by or is the maintenance responsibility of the HOA; and
- The history of prior HOA-funded construction and repairs to the fence.

Board members recalled that the HOA had previously paid for repairs to portions of the fence. However, the Board agreed that the Association’s ownership and ongoing maintenance responsibility should be clarified before committing to additional expenditures or establishing further precedent.

No repair expenditure was formally approved at this meeting.

Action Item: Obtain a written scope of work and cost estimate from the contractor/landscaping provider.

Action Item: Consult with Patrick and review available historical HOA records regarding prior fence construction, repairs, and expenditures.

Action Item: If necessary, consult long-term residents or former Board members who may have knowledge of the fence's history and the HOA's responsibility for it.

5. Sidewalk Conditions and Potential Trip Hazards

The Board discussed raised and uneven sidewalk sections within the neighborhood that may present trip hazards, including areas where tree roots may be contributing to displacement of concrete.

The Board discussed the need to determine whether responsibility for inspection, repair, or enforcement rests with:

- The individual property owner;
- The HOA; or
- The applicable city or public agency.

The Board agreed that known safety concerns should be addressed through an appropriate and consistent process after responsibility has been clarified.

Action Item: Research the respective responsibilities of homeowners, the HOA, and the city for sidewalk maintenance and hazards.

Action Item: Determine whether the appropriate city department should be contacted regarding inspection or enforcement of sidewalk conditions.

6. CC&R Enforcement and Homeowner Communication Process

The Board discussed the need for a consistent process when addressing possible violations of the Association's governing documents.

Topics included:

- How potential violations should be evaluated;
- Whether initial homeowner contact should be informal or written;
- When formal written notices should be used;
- The extent of the HOA's enforcement authority under the CC&Rs and any adopted resolutions; and

- The importance of maintaining constructive relationships among neighbors.

The Board agreed in principle that before contacting a homeowner regarding an alleged violation, the Board should first determine that the condition is actually governed by the CC&Rs, resolutions, or other enforceable Association rules.

The Board expressed support for developing a consistent, documented communication process so enforcement matters are handled objectively and are not based solely on an individual Board member's opinion.

Action Item: Review the CC&Rs and other governing documents to identify the Board's authority and available procedures for addressing violations.

Action Item: Develop a consistent process for evaluating potential violations and communicating with homeowners.

7. Trees, Landscaping, and Architectural Review

The Board discussed trees and landscaping installed near sidewalks as examples of situations that may require clearer architectural or landscaping review procedures.

Concerns included trees planted without apparent prior HOA review that could eventually damage sidewalks or other property.

The Board discussed the need to clarify:

- Which exterior or landscaping changes require prior HOA approval;
- How homeowners should request approval;
- What standards apply to trees and other landscaping near sidewalks or common areas; and
- How the Board should respond when changes are made without required approval.

No enforcement action concerning a specific property was authorized at this meeting.

These issues will be considered as part of the broader review of the CC&Rs and architectural review procedures.

8. Review of CC&Rs and Homeowner Guide

The Board agreed that Board members should become more familiar with the Association's CC&Rs and other governing documents.

The Board discussed developing a concise, homeowner-friendly summary of commonly applicable rules and responsibilities. This summary could include frequently encountered topics such as:

- Architectural approval;
- Exterior modifications;
- Landscaping and trees;
- Exterior paint and roofing; and
- Other common homeowner responsibilities.

The complete CC&Rs would remain the controlling governing document, with the simplified summary serving as an informational reference for homeowners.

Action Item: Board members will review the CC&Rs before the next meeting.

Action Item: Identify key provisions that could be summarized for homeowners and potentially included in the HOA newsletter or website.

9. Professional HOA Management Services

The Board discussed whether the Association could benefit from engaging a professional HOA management company for administrative and compliance support.

Potential services discussed included:

- Collection and administration of HOA dues;
- Assistance with CC&R enforcement procedures;
- Preparation and delivery of formal homeowner notices;
- Guidance regarding HOA laws and regulatory requirements;
- Collection and lien procedures where legally appropriate;
- Reserve studies and long-term financial planning; and
- Administrative support for the Board.

The Board discussed retaining Board governance and decision-making authority while potentially using a management company for professional administrative and compliance support.

There was general interest in gathering additional information.

No decision was made to hire a management company.

Action Item: Identify and obtain information from approximately two or three HOA management companies regarding available services and pricing.

Action Item: Consider inviting one or more HOA management representatives to a future Board meeting to explain their services.

10. HOA Dues and Future Funding

The Board briefly discussed the Association's current annual dues, referenced during the meeting as approximately $99 per year, in comparison with dues charged by other associations.

No dues increase was proposed or approved.

The Board discussed possible future funding methods if significant projects or professional services become necessary, including:

- Adjustments to regular dues;
- Temporary dues increases; or
- Special assessments for specific projects.

The Board generally agreed that any future increase should be based on a clearly identified Association need and appropriate budgeting.

11. Summary of Follow-Up Items

Before the next meeting, the Board will work toward the following:

1. Complete the HOA bank account and authorized-signer transition.
2. Update the HOA website and Board contact information.
3. Finalize and distribute the homeowner newsletter.
4. Obtain additional information regarding the Bull Mountain Road fence repair proposal and clarify HOA responsibility.
5. Review the CC&Rs and governing documents.
6. Develop a concise summary of key CC&R provisions for homeowners.
7. Research responsibility and procedures regarding sidewalk hazards.
8. Develop a consistent process for handling potential CC&R violations and homeowner communications.
9. Research professional HOA management companies, services, and pricing.

12. Next Meeting

The next Board meeting was scheduled for:

Thursday, August 20, 2026 at 7:00 PM

A calendar invitation will be distributed to participants.

13. Adjournment

The meeting concluded following completion of Board discussion.

Prepared by:
Doron Eskinazi
Secretary
Three Mountains Estates Homeowners Association

Date Prepared: July 24, 2026

Approval: These minutes are a draft until reviewed and approved by the Board of Directors.

Approved by the Board on: ______________________

Secretary Signature: ____________________________