



MOUNTAIN PARK HOMEOWNERS ASSOCIATION  
9212 161<sup>ST</sup> STREET COURT EAST  
PUYALLUP, WASHINGTON 98375  
[MPHAPuyallup@gmail.com](mailto:MPHAPuyallup@gmail.com)

**Mountain Park Homeowners Association  
BOD Meeting Minutes 12/4/2025**

**Meeting called to order 19:10 by President Brett Evans**

**Roll call by Secretary Mychelle Evans**

Present were:

MPHA/P Brett Evans  
MPHA/T Robert Welsh  
MPHA/S Mychelle Evans  
MPHA/MAL Derek Zable  
MPHA/VP Lisa Mason

**Minutes Review-**

1. Minutes from the BOD meeting held on 10/29/2025 were reviewed. No additional discussion or changes needed. Vote held to submit to record. Motion to accept as written: P, 2<sup>nd</sup> VP. All board members present voted to approve the minutes. Approved 5/0. Minutes to be submitted to record as written.

**Member Communications:**

1. Website: Mountain-Park-HOA.com
  - a. Password for members: M0unt1982P@rk
  - b. ADMIN Access: wordpress.com/log-in PW: MtPark1982
2. Facebook:
  - a. Use for non-financial issues and general notices.
  - b. Consider making a new official FB page using MPHA email.
3. Email: [mphapuyallup@yahoo.com](mailto:mphapuyallup@yahoo.com) (PW: BODMpHa244#)
  - a. Used for first contact to/from members.
  - b. Gmail set up: [mphapuyallup@gmail.com](mailto:mphapuyallup@gmail.com) (PW: H0u\$esRU\$84)
4. USPS: MPHA 9212 161<sup>st</sup> Street Ct E Puyallup, WA 98375
  - a. Box 8 North side of park- Used for legal mailing address for MPHA.

**Treasury Report by Robert Welsh:**

1. Financial Status (12/4/2025):
  - a. Checking \$22,709.59
  - b. Savings: \$3509.23
  - c. Budget Status: Report attached
2. Major A/P
  - a. Report Attached
3. Current A/R Status
  - a. (\$8,912.44) (12/4/2025) \$400 check received today 12/4/25

4. Accountant Issues:
  - a. EFT System established with Quickbooks Online.
  - b. MPHA debit card received.
    - i. Yard Maintenance
    - ii. State Farm
    - iii. Storage
    - iv. Common Purchases
  - c. 2025 Budget (attached)
5. Bookkeeping research:
  - a. New potential bookkeeper, also CPA. Carrie Munson, CPA \$95/hr during transition.
  - b. Interviewed by Bob/T and Lisa/VP. Motion to hire Carrie Munson effective 1/1/2026, CPA P/2<sup>nd</sup> MAL 5/0 Approved
  - c. MPHA will notify Bookkeeping Gals of termination of services effective 12/31/2025.

**Legal:**

1. LEGAL ACTION: NEW LAWYER
  - a. Jim Arsenault has accepted our service for \$100/hr.
  - b. Motion to Approve new lawyer: T, 2<sup>nd</sup> P 5/0 Approved
2. Required BOD Action on Legal/Lein Approval
3. 14 possible liens

ACCOUNTS	PCA	AMT. OWED	STATUS
019	2007	\$395.55	NON PMT
024	2022	\$1,262.52	NON PMT, ACC
030	2003	\$528.16	NON PMT, FORECLOSING ACTION
046		\$2081.44	LEIN ATTACHED
058		\$259.12	INW
076		\$257.19	NEW
095	RENTAL	\$606.08	OUT OF STATE OWNERSHIP
225	UNK	\$448.80	INW(AWAITING PAYMENT MINUS LATE CHARGES DUE TO MEDICAL
226		\$317.21	LEIN ATTACHED
311		\$203.13	NEW
407	2016	\$225.09	NON PMT, PARTIAL PMT MADE
414	RENTAL	\$393.35	OUT OF STATE OWNERSHIP
426		\$244.86	NEW
428		\$2	NEW
439		\$201.38	NEW

4. Review of State requirements for HOA
  - a. Open BOD Meetings- new regulation
    - i. Members need 2 weeks' notice for BOD meetings.
    - ii. We will be working on inviting members via Zoom. Still in progress.
  - b. Reserves Required- Per member? Cash reserves?- in research.
    1. Updates to PCRE- needs addendums- OPEN.



**MOUNTAIN PARK HOMEOWNERS ASSOCIATION**

9212 161<sup>ST</sup> STREET COURT EAST  
PUYALLUP, WASHINGTON 98375  
[MPHAPuyallup@gmail.com](mailto:MPHAPuyallup@gmail.com)

**COMMON AREAS:**

**Mailbox Units:**

1. Need update: MAL
2. Three mailbox units vandalized tearing out package position 2.
  - a. Salsbury Industries 3316SAN-U 16 A Size Doors, United States Postal Access Type III Cluster Box Unit, Sanstone
  - b. Parts acquired- Need to coordinate with USPS for mailbox access to complete repairs.

**Parcel Post Mailbox Units**

1. There are two large parcel mailbox units located on the east side of the park and on the east side of account 066. These parcel units are not being used and need to be removed or sold.
  - a. One or more boxes will be used for parts to repair vandalized mailbox units.
  - b. Sell remaining boxes on Offer up. Makayla?

**Park:**

1. Park sprinkler system:
  - a. Sprinklers are off for season.
2. Shed
  - a. Inside needs cleaning and reorganization.
3. Grounds and Lawn Service:
  - a. Riviera Estates LLC (Austin)
4. Key Issue:
  - a. Bob is coordinating with locksmith. Will repair the lock and make 20 keys marked with DO NOT DUPLICATE.
5. Maintenance Needed:
  - a. Concrete needs to be pressure washed. Moss in areas can be slipping hazard. Refer to Austin.
  - b. Need to install a hose bib.
6. Thatch, Aerate, Overseed is needed. Schedule Spring 2026
7. Park Maintenance for early Spring 2026:
  - a. Add hose bib for maintenance.
  - b. Need new gravel added to parking area.
  - c. Need additional bark added to play area. It needs to be 6 inches deep, currently 3 inches deep.
  - d. Fence needs to be cleaned and repainted.

**Streetlights:**

1. LED Light Replacement
  - a. ALL lights have been converted to LED.
  - b. LED light in phase two by acct 251 needs repair.
    - i. Fuse has been checked and the issue is something else. MCE has been contacted.

### **Flag Project:**

1. Flags are down for the season.
2. Purchase 10 flags and longer poles for Spring.

### **Block Watch:**

1. MPHA has 3 signs mounted.

### **ACC BOD Action:**

1. Volunteers needed for reviews. NON BOARD MEMBERS
  - a. General review: Driveways(cracks), leaves, lawns, roofs, fences, and parking on seeded areas.
2. ACC Violations: Review done on 5/17/25: 10 major violations noted
  - a. 330 Garage Door and Fence
    - i. Review County Code for fence height
  - b. 440 lawn (rental)
  - c. Several section 5 parking: Trailers, Semi Truck, parking in lawns/landscaped areas

### **Website Update:**

1. Communications
  - a. Emails- Gmail transfer in progress
  - b. Website password change for membership: M0untian1982P@ark
2. WINTER NEWSLETTER
  - a. Annual meeting notice
3. Website needs update to include financial reports and BOD minutes

### **TRANSFERS UPDATE:**

1. Selling:
2. Newcomers:
3. Transfer Issues:
  - a. Account 101- Sold for \$152,000 Appraised for \$524,000- investigate this
  - b. Account 317- Paid \$150 transfer fee. Sold for \$555,000. Transfer fee should be \$555
    - i. Email sent to realtor in October with the transfer fee. Still only paid \$150.
    - ii. Escrow recommends we bill the buyer for the difference. Bob is still investigating this.

### **ACTIVITIES:**

1. Summer Activities
  - a. National Night Out- August Unable to support. NEED VOLUNTEERS
  - b. Summer BBQ: Unable to support. NEED VOLUNTEERS

### **NEW BUSINESS:**

1. Winter Newsletter- Makayla will work on this. Needs to be published no later than 12/15/25 for the Annual Meeting notice.
2. Annual Membership Meeting is scheduled January 15, 2026.
3. Reserves- Derek will review how much is needed,

### **INPUTS:**

1. Winter?



**MOUNTAIN PARK HOMEOWNERS ASSOCIATION**

9212 161<sup>ST</sup> STREET COURT EAST  
PUYALLUP, WASHINGTON 98375

[MPHAPuyallup@gmail.com](mailto:MPHAPuyallup@gmail.com)

**Next BOD Meeting:**

1. Next BOD meeting: January?

Motion to close meeting by P, 2<sup>nd</sup> MAL Approved 5/0

**MEETING CLOSED 20:40**

Minutes submitted by MPHA/S this date: 2/5/2026

MOTION made to accept: VP/ 2<sup>nd</sup> P

Approved: 5/0

Amendments: N/A