

SEPTEMBER 2017 Minutes
TANGLEWOOD TOWNHOUSE
ASSOCIATION
Board of Directors Meeting

Date: Monday September 18, 2017

Meeting Place: Home of Lorin Dunlop

Purpose: Monthly Association Board meeting

Present: President, Craig Whitten; Secretary, Marcia Lynch; Landscaping, Jim Maughn; Maintenance, Lorin Dunlop

The meeting was called to order at 7:00 PM by Craig Whitten, president.

July minutes approved with minor amendment for posting on the TTA website.

President's Report:

Craig has met our new neighbor at 15 Britten Court, David Watkins. The owner of this property is using it as a rental.

Craig also plans to pay a visit to welcome our new neighbors at #35 Bloch Terrace.

He will provide welcome packets and CC&R discussion points to both households and supply names, email addresses and phone numbers for the TTA roster.

Treasurer's Report: Allen was not able to attend but supplied board members with the following:

*The current budget including bank statement for TTA accounts ending 8/31/17 at ONPoint FCU.

*Our bank balances at the end of August, 2017 are as follows:

*Checking, \$24,910;

*Savings, \$5,195;

*Money Market, \$37,036.

*Our total, including reserves = \$40,409.

The Board reviewed and approved all above items of the budget.

Allen also reported the following. Some items have since been resolved as noted:

- a. I did manage to collect unpaid July dues from 5 homeowners in the last 2 weeks. The problem for most was we emailed invoices in June and they expected snail-mail paper copies.
- b. We still have two homeowners who have not paid their July dues. I have made multiple attempts to contact each and so far no response from either. I will [continue trying to contact them] since that is really our only option.
- c. We do have sufficient funds to pay for half of the tree and pipe repair work at 15 Britten, should the board choose to support that. (Jim Maughn was able to report we did not pay any portion of the pipe repair but did pay half the cost for stump removal and grinding which amounted to \$425).

- d. Allen reported we could easily pay for repair to the recent break in the irrigation system at 12 Britten, up to \$500. (Jim Maughn reported it had been done prior to this meeting).
- e. Bill Hitchcock has suggested we consider adding battery-powered timers to all our irrigation sprinklers. If the board is interested, I believe we can afford that too, but would like a written quote from Grover before we act. (Since we will not need irrigation before next spring, the board elected to table this proposal until March).
- f. If we plan to turn off the irrigation water meters in October, please copy me (Allen) on the email to city of LO, so I can track the service-end date. (Lori Dunlop agreed to follow through with Allen's request).
- g. Allen states: I do plan to start working in October on finding a bookkeeper. First step will be a description of all the activities involved and how the bookkeeper interfaces with the board and the bank. I should have a draft of that by late October so we can start discussing in November.

Maintenance Report

Lorin Dunlop reports:

*Homeowner at #5 Bloch Terrace was issued notice by Mt Park of a deadline to complete needed maintenance to the property. That deadline was not met so a subsequent letter has been sent per Mt Park issuing a fine. Lorin & Craig will set up a meeting with Steve Milton, the new Mt Park CC&R Manager.

*Significant soil erosion on both sides of the driveway at 6 Bloch Terrace. Lorin will draft a letter to the homeowner alerting to the necessity of maintenance to repair existing erosion and work to shore-up the area surrounding the driveway to prevent re-current erosion.

*2 non-board members attended our meeting last spring to discuss several households who not comply with CC&Rs to keep garbage and recycling bins out of sight. All the households who were not in compliance have resolved the problem with the exception of #8 Britten Court. Lori will draft a letter requesting compliance.

*Lorin will call the City of Lake Oswego to turn off our water meters in early October. Grover's was to turn off the irrigation system the week of this meeting.

*Lorin contacted Leggett who is the company that repaved our roads in 2012 regarding application of slurry as part of regular road maintenance. She got a quote from them for \$10,290.00 which includes cleaning the street, cleaning and filling any cracks in the pavement, 2 coats to seal the pavement and clean up after the work is completed. They would not do this until after winter weather, probably in June. The board will consult with our treasurer at our next meeting in October.

Landscape Report:

Jim Maughn reported our landscaping is now in good shape following tree service completed earlier this month.

One TTA resident suggested to Jim we revamp our center islands on Bloch Terrace and submitted a list of suggested plantings which Jim presented at the meeting. Jim has submitted to Dave Grover for feasibility of the plan and an estimate

Old Business

New website: Now that school is back in session Craig will be able to research website development for TTA with the PSU IT dept.

Jim Maughn provided board members with an informative, thorough and very enlightening analysis of our TTA insurance needs and costs along with his personal conclusions in a packet for us to review. The packet included comparisons of several companies with high ratings including State Farm who currently holds our policy. Jim also had extensive discussions with our agent, Jay Puppo & David Bates an insurance broker and provided informative copies of the email discussions he had with both.

Jim also spent time in discussion with Steve Chinn, the Property Manager for Charbonneau, a very large HOA. This association is also insured by State Farm and are satisfied with their policy and the company. Mr Chinn sent Jim a copy of their board resolution from September 2013

In his personal conclusions, Jim strongly recommended the board provide ample information to our homeowners and residents regarding the extent of coverage provided by our TTA policy and what is not included in order for each association member to make an informed decision regarding their own personal homeowners insurance, not only to be certain they have adequate coverage but also to avoid the expense and confusion of duplicate coverage.

The board agreed we would present this information at the annual meeting in May.

Lastly, Jim suggested and board members in attendance agreed that with current trends global weather and related disasters, fires in the Western US, eruptions and earthquakes, it is not a good time to switch our insurance carrier. We agreed to revisit the question of insurance carrier in the early Spring & present to Association members at the May annual meeting.

New Business:

Even though October 8 is only 2 weeks after this current meeting, attending board members agreed to have the meeting then to continue with a pattern of 1st Monday of the month meetings. Firstly, it seems to usually be a convenient time for members and we can always adjust accordingly. Lastly, having skipped August, we had a heavy agenda with a few items left up in the air so it seemed a good way to get the board caught up on most TTA issues.

And, the secretary would like to note although we had a heavy agenda (thus the 3 pages here), we agreed prior to diving in that we would stay on point, try to address each item on the agenda, and get out on time. We succeeded!

*The meeting was adjourned at 8:20 PM

October meeting: Monday, 10/2/17 at the home of Al & Marcia, 7 Britten, Court, 7PM respectively submitted by Marcia Lynch (9/24/17)

