

October 2017 Minutes
TANGLEWOOD TOWNHOUSE
ASSOCIATION
Board of Directors Meeting

Date: Monday, October 2, 2017

Meeting Place: Home of Marcia Lynch & Al Belais

Purpose: Monthly Association Board meeting

Present: President, Craig Whitten; Vice President, Al Belais; Secretary, Marcia Lynch; Landscaping, Jim Maughn; Maintenance, Lorin Dunlop; Treasurer, Allen Robinson

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

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

President's Report:

Craig plans to meet our new neighbors at # 19 & 15 Bloch Terrace.

Treasurer's Report:

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

Checking, \$23,532;

Savings, \$5,191;

Money Market, \$37,040.

Estimated reserves balance = \$46,129.

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

Allen reported that as planned, recent tree care expenses of \$2,720.00 came from our reserve balance rather than budgeted yearly tree care budget.

We had further discussion regarding hiring a bookkeeper to act as our board Treasurer. Allen presented an outline delineating the various responsibilities of a bookkeeper and stressed the importance of increased board involvement in staying abreast of monies paid out (Accounts Payable, AP) and money coming in to our accounts (Accounts Receivable, AR).

For example, there are occasional bills coming to us for an unusual or one time service that are not accounted for in the budget and will therefore require more board involvement. These normally would be paid or otherwise dealt with by our treasurer who would simply report their action at the next board meeting without otherwise involving the board.

It would also be up to board members to contact association members who are in arrears with bi-yearly association dues in order to elicit payment.

The board will further discuss hiring a treasurer at next months meeting.

Maintenance Report

Lorin & Craig met with Steve Milton, the new Mt Park CC&R Manager regarding needed and overdue maintenance at #5 Bloch Terrace. The board determined more thought was needed in how to work with the homeowner before any action should be taken.

We returned to discussing responsibility for correcting soil erosion on both sides of the driveway at 6 Bloch Terrace. In researching driveway maintenance, Lorin found language in our CC&Rs indicating homeowners are responsible for maintenance of their driveways. She will draft a letter for board review to the homeowner regarding repair to correct the existing erosion and prevention of further soil loss at the site.

As of this meeting, the homeowner of #8 Britten was continuing to leave garbage and recycling bins out in front of their house and visible to passers-by. They have been informed they are out of compliance with the associations CC&Rs some months ago so Lori will draft a letter for board review requesting compliance.

Lorin emailed the City of Lake Oswego on 9/26 requesting they turn off our water meters. They responded the following day that it had been done.

Landscape Report:

Jim reported on additional tree work that has been recommended by both Grovers and our tree care service for the health of some trees and also for safety of people, pets and structures. One was a fallen tree on the bank above Tanglewood Drive.

The other area of concern was some overgrown arborvitae between #s 14 & 16 Britten Court. The homeowners of #14 voiced no objection to the work but Jim had some difficulty in contacting the owner of #16. Marcia agreed to write the homeowner a letter.

Subsequent to the meeting, the homeowner responded with her agreement for the work which was completed the last week in October.

Old Business

Please see the bookkeeper discussion under the treasurers report.

New Business:

AI requested contact information for new residents in order to update the association roster.

November meeting: Monday, 11/6/17 at the home of Allen Robinson, 25 Bloch Terrace, 7PM

respectively submitted by Marcia Lynch (11/3/17)

