

November 2017 Minutes
TANGLEWOOD TOWNHOUSE
ASSOCIATION
Board of Directors Meeting

Date: Monday, November 6, 2017

Meeting Place: Home of Allen & Patricia Robinson

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.

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

President's Report:

Neighbors of #5 Bloch Terrace have again complained about the neglect of maintenance and so the board agreed we should not put off more assertive means of advising the resident. Craig intends to start by writing the owner a letter about the needed maintenance.

The homeowner at 10 Moartem Court contacted Craig regarding concerns of maple tree branches, from a tree on the TTA common property, that are over his roof and requesting they be trimmed. Since we have completed our yearly landscaping, and did not budget for additional tree work, the board agreed Craig would write to Mt Park to see if they would share in the cost of pruning. Jim Maughn noted Mt Park has crews working on trees throughout the year.

Craig has met the new owner of #19 Bloch Terrace. Her name is Lise Macado and living with her are her daughter Amy and a foster daughter Holly.

Treasurer's Report:

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

Checking, \$22,083;

Savings, \$5,196;

Money Market, \$37,043.

Estimated reserves balance = \$46,129.

October expenses totaled \$2,155 and include:

Grovers landscaping, \$1,508;

Tree care, \$18;

Water, \$523;

Maintenance, \$40;

PGE, \$66.

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

Maintenance Report

Lorin is writing drafts for letters to be sent to #8 Britten regarding trash cans and #6 Bloch Terrace regarding erosion around their driveway.

Lorin is communicating with the city regarding the street light which is out on Bloch Terrace.

Lorin has been in communication with PDX Windows who will once again do our annual gutter cleaning within the first 2 week of December, weather permitting. Some residents expressed concern about clogged downspouts and in speaking with PDX Widows, Lorin learned they always test and clear downspouts if needed when they clean the gutters. An email will be sent to residents to inform scheduling of the work and options for moss cleaning from roofs.

Landscape Report:

Jim has been investigating solutions along with Craig regarding the tree branches as discussed under the president's report.

Old Business

Our ongoing discussion about hiring a bookkeeper as our board treasurer was included with discussions covered under "New Business."

New Business:

Jim Maughn suggested we begin soliciting potential board members for seats that will be vacated this coming Spring.

Allen Robinson said the process to recruit is traditionally begun months before voting in new board members.

The board agreed a letter will be sent in January to impress upon association members the need for participation and the increased cost of HOA fees if board positions are contracted out. A survey will then be sent within a month of the letter to determine members opinions about hiring out the board, volunteering to participate on the board and other thoughts/suggestions.

Allen Robinson has boxes stored in his garage which contain old TTA business. He asked permission of the board to dispose of some quite old documents after determining anything they contain of on going importance has been stored electronically.

The board agreed it would only be necessary to keep any documents that are 3 years old or less.

The meeting was adjourned at 8:30 PM

December meeting: Monday, 12/4/17 at the home of Jim Maughn, 37 Bloch Terrace, 7PM

For **January**, 2018, the board agreed to meet on the 8th since the first Monday of the month falls on New Years Day.

respectively submitted by Marcia Lynch (11/19/17)