

Meeting Minutes of the
2018 Annual Meeting of
TANGLEWOOD TOWNHOUSE
ASSOCIATION Members

MAY 24, 2018

Meeting Place: Hawthorne Room, Mt Park Recreation Center

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

Board members introduced themselves.

Annual meeting minutes for May 2017 were read and approved by TTA members in attendance.

Election of new board members

It was determined the election for board members and yearly budget approval required a vote from the majority of homeowners within the Tanglewood Townhouse Association. 27 Ballots for three new board members were either mailed in or collected at the meeting, totaling a majority.

All 27 ballots were in favor in electing the following to the board: Pam Berg, John Mahedy & Lisa Machado.

President's Report:

Craig Whitten reviewed several projects undertaken by the board this past year and their outcomes.

Craig first reported on research undertaken by board member Jim Maughn to investigate the insurance company market for homeowners insurance including costs and types of coverage offered. Craig explained the board had decided to continue our policy with State Farm due to their record of high quality service and high ratings within the industry as well as an earthquake clause they have grandfathered for us. Through Jim's investigation, we learned any earthquake insurance coverage is rare throughout the industry. Craig explained it would be an important commitment for the board to evaluate State Farm's fees with yearly policy renewal each June.

The other board project Craig discussed was a review of the survey sent to all TTA members from the board in January this year. The survey was to determine the desire to maintain a board made up of volunteers within the association or to hire out services from a property management company. Al Belais obtained estimated costs from property management services and these amounts were included within the survey. By nearly 100%, our TTA members indicated they did not want to pay for outside services for management of our neighborhood. Craig then took the opportunity to once more stress the importance for involvement within the community by volunteering to work on the board.

Treasurer's Report:

Lisa Machado has been acting as our interim board treasurer since Allen Robinson moved out of state earlier this year.

Lisa reviewed this last years actual costs and compared this to the projected budget for the year. The budget shows there were no significant increases in cost and in some line items, less was spent than projected.

She noted our largest expenses are for landscaping and insurance.

Lisa just recently received the June 2018 bill for homeowners insurance from State Farm with an increase of \$350 for the policy year; \$150 less than the board's estimated increase for this line item.

We are starting the 2018-2019 budget year with \$59,000 in reserves.

The Proposed Operating Budget for July 2018 - July 2019 was mailed to members along with ballots in April and copies were also provided at the meeting.

The majority of TTA members voted to approve the budget by a show of hands.

Landscape Report:

Jim Maughn reported on his most recent activities pertinent to the annual meeting.

He has recently compiled information and written a document to explain our landscaping contract with Grover's. This outlines what they will and will not do, boundaries around our homes in which they will and will not do landscape maintenance and tree work they contract to do. An example is they will work on trees below 12 feet. Anything higher than 12 ft off the ground is work to be done by an arborist. We specifically have been using "Tree Care" for needed work on the trees higher than 12 ft.

Jim's document about our weekly landscaping will be distributed by mail to all residents by the first week in June.

He also reported the annual "walk about," to review specific landscape needs will be done on June 8 with Mr Grover. Any interested residents are invited to join in the walk.

A walk about with our arborist, Tree Care, will be done by early summer as well.

Maintenance Report

Lorin Dunlop summarized the various projects she undertook in the past year.

The street light at the corner of Bloch cul-de-sac and Terrace was fixed with a new light once it was determined we are responsible for maintenance of our street lamps. In the past, the City of Lake Oswego &/or PGE has taken responsibility. Christensen Electric was hired for the work and it is anticipated other lights will need maintenance in the future. All of our streetlights can be retro-fitted to LED for an estimated cost of \$2,000 or replaced altogether with updated lights for \$1,000 each.

Lorin asked for storage ideas or space for old lights & parts which Mt Park will let TTA have at no cost for our future needs/repair of our lights and should we decide to switch out parts of the lights so that they all match throughout the neighborhood.

Our roads, Britten & Bloch now need a slurry coat as regular maintenance. It is tentatively scheduled for June 13 &14, depending upon sewer work completion at 13 Bloch Terrace. Lorin will be keeping residents up to date with the timing & sending residents an email with a map and explanation of management of parking cars while the work is being done. Lorin arranged for the company who paved our roads 5 years ago to do the slurry.

Lorin recently spoke with our trash collector who expressed some frustration with placement and access to our trash bins. In summary, 1) often he cannot maneuver the garbage truck in the Bloch cul-de-sacs and in many instances on the other areas of our

streets because they are congested with cars. 2) bins should be placed within 3 feet of the curb and with the opening of the lid facing the street. Also, the lids should not be gaping open but completely closed. Unless the bins are situated in this way, he has to get out of his truck to move the bins &/or manually remove some of the trash so the lid will close and he can then use the lift on the truck to empty the bin. 3) if a household has more than 1 bin or other containers out for collection, they need to be placed at least 2 feet apart so that the lift mechanism has enough clearance to operate. Collection also requires bins and other containers have 2 feet clearance from other obstacles such as cars, basketball hoops, lamp posts, cable boxes or other obstacles. When there is not enough space between bins or other obstacles, he has to get out of his truck to re-situate them. Lorin asked our co-operation in rectifying these problems with trash collection. This information will also be included in the next Tanglewood Tales.

Gutter cleaning was done on schedule this winter by PDX Cleaning. Lorin thought they did a good job and did not receive any complaints from residents.

Lorin reminded us all to obtain approval for any exterior work our homes, first from the TTA board and then Mt Park. She also reminded us that as a courtesy to our neighbors, to inform those living close when workmen will be about.

Website

Sally Mahedy, TTA member and past-president, worked with her son to develop a new website for the Tanglewood Townhouse Association. It is now in draft form and she, along with the board, requested association members all look at the site and make suggestions to the board about what is desired to be included or excluded on the site. the web address is <https://ttamountainpark.wordpress.com> Currently, no password is needed.

During the meeting, several board members including Craig Whitten expressed the need for association members to volunteer to serve on the board. it is a rewarding way to meet neighbors and to serve our community. Active participation is needed by all in the neighborhood to maintain the quality of life we all enjoy living in this lovely neighborhood.

Crag thanked the 3 retiring board members, Lorin Dunlop, Al Belais and Marcia Lynch for their service on the board and welcomed the 3 new board members.

A drawing for door prizes was done and gifts distributed among the winners.

Craig adjourned the meeting at 8PM.

Respectively submitted, Marcia Lynch (5/26/18)