

**Tanglewood Townhouse Association  
Board Meeting Minutes  
March 18, 2020**

Present: Pam Berg, John Mahedy, Lise Machado, Judy Contolini

The board meeting was called to order at 7:05 pm by President Pam Berg.

The minutes from the February 2020 Board Meeting were approved and will be posted on the website.

<b>President's Report</b>	<p>Pam updated us on Mt. Park community center being closed till April 1st. Since the community center may still be closed on May 21, the board is making plans to have all homeowners mail in their ballot by May 11. The annual meeting packet will contain the minutes from the annual meeting 2019 for review, the proposed budget, and the proposed dues increase. These items will be on the ballot as well as the new board member nominations. A landscaping and maintenance report summarizing last year's activities will also be enclosed. The format/location of the annual meeting - teleconference or community center- will be determined as we approach the actual date.</p>														
<b>Treasurer's Report</b>	<p>Expenses for February totaled \$87.40. Grover's monthly charge and the payment to Light-Waves will be reflected in the March budget summary due to the checks being cashed in March.</p> <p><b><u>Budget Summary:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">PGE</td> <td style="text-align: right;">\$ 87.40</td> </tr> <tr> <td>Dues collected:</td> <td style="text-align: right;">\$20,580.00</td> </tr> <tr> <td>Yearly budget:</td> <td style="text-align: right;">\$60,816.00</td> </tr> <tr> <td>Spent YTD:</td> <td style="text-align: right;">\$20,036.86</td> </tr> <tr> <td>Remaining balance:</td> <td style="text-align: right;">\$40,779.14</td> </tr> </table> <p><b><u>Reserves:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Balance beginning 2020</td> <td style="text-align: right;">\$56,160.00</td> </tr> <tr> <td>End of year balance (est)</td> <td style="text-align: right;">\$52,384.00</td> </tr> </table> <p>Five homeowners have not yet paid their dues.</p> <p>Lise presented the proposed budget for 2020-2021 with the following changes in categories and dollar amounts.</p> <ul style="list-style-type: none"> <li>● The total operating expenses will decrease from \$60,816.00 to \$58,383.00.</li> </ul>	PGE	\$ 87.40	Dues collected:	\$20,580.00	Yearly budget:	\$60,816.00	Spent YTD:	\$20,036.86	Remaining balance:	\$40,779.14	Balance beginning 2020	\$56,160.00	End of year balance (est)	\$52,384.00
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	<ul style="list-style-type: none"> <li>● Bank Care rolled up into Tree Care, thus increasing the budgeted amount in Tree Care by \$500 to \$2,500.</li> <li>● Insurance increased by 7% from \$23,820 to \$25,487.</li> <li>● Budgeted dollars decreased in these categories: Additional Landscaping ( ↓ \$500); water ( ↓ \$400); gutter cleaning ( ↓ \$400); PGE ( ↓ \$100); Professional Fees ( ↓ \$2,000); Mail and Office ( ↓ \$100); and Fees, taxes, and misc ( ↓ \$100).</li> </ul> <p>Lise also presented the proposed dues increase that will be presented at the Annual meeting for a vote. There is concern among the board that it may not be approved if homeowners are not given a forewarning of the increase. Lise and the finance committee will hold teleconferencing calls before the annual meeting packet is mailed out to help explain the need for the dues increase. The main rationale for the increase is to prevent a decline in the reserve fund. We are trying to maintain one year of operating expenses in the reserve fund at any given time.</p>
<p><b>Landscaping</b></p>	<p>The completed front yard work at Casey’s, 8 Britten Court, looks very nice. The astroturf was removed and the landscaping is complete.</p> <p>Hitchcock’s, 7 Bloch Terrace, submitted a proposal for a change in the patio surface in their front yard. We approved their request and Pam will notify Mt. Park.</p> <p>A letter will no longer be sent to Mt. Park about their negligence in not requesting the removal of the AstroTurf when it was installed and after the property changed hands twice. Also, Judy will review the MPHOA CC&amp;Rs online to see if there are any mailbox requirements.</p>
<p><b>Maintenance</b></p>	<p>Light-Waves Electronics was given a copy of our PGE bill so they could submit our rebate to Energy Trust of Oregon. Our remaining fixtures are still in China, so there may be a delay when we will get them.</p>

The meeting was adjourned at 8:32pm.

The next board meeting will be April 8, 2020. It will be a teleconference meeting where all board members call in.

Respectively submitted, *Judy Contolini*