

Minutes of the Annual TTA Meeting
Tanglewood Townhouse (Homeowners) Association
Mountain Park Clubhouse, May 15, 2014

The annual meeting of the Tanglewood Townhouse Association was held at the Mountain Park Clubhouse at 7 p.m. on May 15, 2014. President Pam Berg called the meeting to order and asked if everyone had submitted a ballot.

- Out of 38 homeowners, 32 ballots were either mailed or brought to the meeting. Therefore, our TTA had the necessary 20-ballot quorum for approving the three members on the ballot: Pam Berg, Allen Robinson and Allen Ryman; and passing the budget for July 2014 through June 2015.
- Allen Robinson, who graciously offered to take over the treasurer's role, when Paul Torgerson became ill last year, was thanked for generously offering his time & talents.
- The President asked if there were any further nominations from the floor, for the three positions. There were none.
- Members were polled to see if attendees had read last year's annual meeting minutes or if they wanted them read before approving. No one requested the minutes to be read; there was a motion to approve as written – they were approved.
- Wilson Lu and Lucy Liu are the new homeowners of 35 Bloch Terrace, after being renters for several years. Welcome to the TTA!
- Pam thanked the Board for all their hard work this year that included many improvements in maintenance and landscaping, plus careful budget planning. Priscilla Maughn, will be leaving her post after 2-yrs doing a stellar job in Maintenance!

Update from Board Members:

Maintenance – Priscilla Maughn:

The Bloch Terrace arborvitae hedge planting was completed last year to replace a dying hedge. To ensure the health and growth of these young shrubs, a new sprinkler head was installed next to the hedge. This was required because watering with a soaker hose was unsuccessful and had been dependent on individuals watering the area.

- Annual cleaning of the gutters was done in November/December. Initially, the gutters couldn't be cleaned because of freezing weather, but was finished a week later. When the company does it later in the year, most of the leaves have fallen and the price is more reasonable.
- As for future expenses, the common fences will be the next task to address over the next few

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That falls right into our reserves and our reserves is where the 2nd part of our budget falls - the 7-yr Budget plan.

- As stated in the handouts for this meeting, the “TTA 7-year Budget & Reserve Plan” includes estimated capital improvements, such as tree care (i.e. road repair done last year). Road repair is not something we do every year, so it’s not included in the Operating Budget. But it does require planning ahead to identify where funds will be needed and to have funds available.
- Also in the mailing, the 7-year budget includes maintenance and improvements, such as repair or replacement of the ‘common’ fences. Ellen Pullen asked which fences are targeted for repair. Allen stated that they are the perimeter fences that separate our property from other parts of Mountain Park. One of the fences begins near #5 Britten and then goes behind #33 to #37 Britten & down to #27 Bloch, then runs over to #25 Bloch Terrace. There are no fences on the other side of Britten.
- The budgeted money is for repair or replacing perimeter fences only – those between other parts of Mountain Park. The bylaws say nothing about fences. Just a few days ago, the homeowner on the other side of Bloch Terrace cul-de-sac, replaced the fence without any cost to us. If there are shared fences with another Mountain Park HOA, we would work with Mountain Park to split the costs with the other HOA.
- The TTA dues increase is a conservative estimate (meaning that we will hopefully collect more than we need for our reserves). The plan for a dues increase is for \$10/mo in July 2015 and then again in July 2016. This should hopefully provide a safety net for years to come. The reserves funded the \$12,000 of good work that Maintenance & Landscaping did this last year. With the upcoming dues increase, the TTA should be able to provide more than adequate funds for future maintenance or landscaping projects and still keep \$10,000 in our reserve account.
- Our insurance deductible is \$5,000 and having twice that amount is a good safety net.
- No action needs to be taken now, but the discussion of a dues increase as noted above can begin. At the beginning of next year, the TTA board can write the bylaw amendment necessary; then vote on it to get the 26 signatures needed to pass this change at the next May 2015 annual meeting.

Questions from homeowners:

1. How do our dues compare with the other HOA’s? Pam stated that she did a survey of 8 other Townhome Associations. The last time she did it in 2007, she found great

AGENDA FOR TTA HOMEOWNERS TRANSITIONAL BOARD MEETING

MONDAY JUNE 2, 7:00 P.M., 2014, BERG HOME

Following our social time!

1. APPROVAL OF MAY MINUTES: Ann
2. PRESIDENTS REPORT: Pam
3. Annual meeting wrap up, things to keep, things to change
4. TREASURER'S REPORT: Allen
5. MAINTENANCE: Allen. Solving the sprinkler dispute
6. LANDSCAPE: Bill and Carole
7. OLD BUSINESS: continuing problems with 8 Britten
8. NEW BUSINESS: discussion on instigating a fine system
9. ADJOURN

**June 2014 Minutes
Board of Directors Meeting
Tanglewood Townhouse Association**

Date: 6/2/14 at 6:30 PM

Meeting Place: Pam Berg's house, 9 Britten Court

Purpose: Transitional Monthly Board Meeting

Present: President Pam Berg, Treasurer Allen Robinson, Maintenance – Priscilla Maughn (out-going) and Allen Ryman (newly-elected), Landscaping Bill & Carole Hitchcock, Secretary Ann Anderson.

- Pam served a delicious dinner for our “transitional” meeting (new member replacing outgoing member) and spouses attended: Patricia Robinson, Jim Maughn, and Chuck Anderson
- The business meeting was called to order at 7:30 PM. Pam had distributed the June agenda to all members prior to the meeting. May's board minutes were distributed to all members prior to the meeting via email. They were unanimously approved. They are posted on the Tanglewood Townhouse Association website at this web address: <https://sites.google.com/site/ttaloor>
- A discussion was held about this year's Annual homeowner's May meeting. We had a great number of voter mail-in ballots, but poor attendance for the meeting. The question is how to get more people to attend? This year we had wonderful door prizes – hanging flower baskets, shrub, cheesecake, & homemade cookies. Since many people did not use the self-addressed, stamped envelopes, it was suggested that we not include stamps next year.
- There was a “formal” election of officers for the board: Allen C. Ryman for Maintenance, Allen D. Robinson for Treasurer and Pam Berg for President.

Treasurer Report (Allen):

Allen distributed the current June Summary budget. The water bill has increased and we have more sprinklers. The TTA received a \$95 credit, but we may have more coming back. When the water meters/sprinklers are turned off, the water dept said there should be no bill. Two meters get billed consistently and three don't. Allen will contact the water bureau to resolve this discrepancy. Notice of the potential \$10/month dues increase for next year, went out with the HOA July-Dec, 2014 bill.

Maintenance Report (Allen Ryman)

Allen Ryman & Priscilla have recently visited the LO water bureau about the water bill discrepancy. When the water is turned off this fall, Allen will send the water bureau an email, confirming the shutoff so there is no question of when the water is turned off. Allen will continue to work on solving the water discrepancy – there may be more of a refund.

**June 2014 Minutes
Board of Directors Meeting
Tanglewood Townhouse Association**

Landscaping Report (Bill & Carole):

Mike, from Tree Care Unlimited recommends that we can 'hold' on planting a tree to replace the trees taken out last year. We haven't heard anything from LO about replacing the tree. Will do another walk-around with a Tree Care arborist in July/August. Pictures had been taken last year for each tree needing care, so there will be follow-up evaluation on those trees this year. One tree has died near #18, Britten Court, in the common green area. However, no permit will be needed to take out a dead tree.

Old Business:

- A barking dog at 8 Britten Ct. has disturbed several neighbors, multiple times. Individual neighbors are addressing this issue.
- There is also a Tanglewood Townhome unit that's in need of painting and has been repeatedly asked to paint since 2007. Bill will check with Mountain Park HOA's Compliance Committee about the best way to handle this issue.
- We discussed the option of introducing fines, which other HOA's have instigated to deal with personal issues such as pet problems. Pam pointed out in her experience that fines are usually difficult to enforce, often cause resentment, with more complaints to the Board from compliant residents. It's recommended that homeowners call the police for barking dog problems, if contacting the resident does not resolve the situation.

New Business:

The TTA neighborhood Annual Potluck will be Tuesday August 12th at 6pm (Bloch Terrace cul-de-sac) and organized by Carole Hitchcock with Patricia Robinson assisting! Thanks to you both! Planning meetings to start in July!

Next Meeting:

- July 7, 2014 at 7PM
- Address: 7 Bloch Terrace, Carole & Bill Hitchcock's house

Meeting adjourned at: 8:30PM

Respectfully submitted,
Ann Anderson
Secretary, TTA

Treasurer's Report to Board
For year July, 2013 thru June, 2014

Tanglewood Townhouse Assn
June 1, 2014

Budget Summary

Landscaping	Budget	Spent in May	Spent, FYTD	Available
Grovers	\$18,360	\$1,508	\$15,080	\$3,280
Add'l landscaping	\$4,400	\$0	\$2,285	\$2,115
Tree care	\$4,000	\$0	\$2,400	\$1,600
Water	\$850	\$45	\$1,545	(\$695)
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$1,520	\$80
General maint.	\$1,200	\$0	\$242	\$958
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$14,800	\$15,769	\$15,769	(\$969)
PGE	\$870	\$63	\$741	\$129
Professional fees	\$500	\$0	\$300	\$200
Mail and office	\$400	\$83	\$304	\$96
Fees, taxes, misc	\$150	\$79	\$303	(\$153)
Other	\$0	\$0	\$0	\$0
Totals	\$47,130	\$17,547	\$40,489	\$6,641

Expenses in May

Grovers	\$1,508
Water	\$45
Insurance	\$15,769
PGE	\$63
Mailings	\$83
Annual Meeting	\$79
Total	\$17,547

Income in May

Dues	\$240
Interest	\$2
Total	\$242

Bank Balances			Reserve balances	
	end Apr	end May	Start year	\$22,585
Checking	\$11,520	\$2,213	Spend, AV	\$6,140
Savings	\$502	\$502	Spend, trees	\$6,174
Money Market	\$29,599	\$21,601	Est. add	\$6,895
Totals	\$41,621	\$24,316	Est year-end	\$15,349

Proposed Dues Increase

Dear Tanglewood Townhouse Neighbors:

After a year of study and discussion, the Board continues to strongly recommend the homeowners approve a dues increase in the early spring of 2015. This will allow the 2015 operating budget, formulated in April, to have the funds needed to continue our on-going improvements.

Our recommendation is a dues increase of **\$10 per month, effective July, 2015, and a second increase, also of \$10 per month, effective July, 2016.** This two-step increase will be enough to make all the needed improvements and also keep our reserve balance strong through at least year 2020.

The expected improvements are:

- Upgrade all common-property irrigation sprinkler systems, \$12,000
- Replace all fences at the perimeter of the common property, \$15,000
- Continue bi-annual major tree care, \$18,000
- Slurry seal streets, \$15,000

These improvements will be done in steps, from 2015 thru 2020. Details of these steps are shown below.

Our Association has a strong history of doing very well with finances and improvements. Our last dues increase was 7 years ago, in 2007. Our dues today are among the very lowest in Mountain Park and we keep our properties in excellent condition. We accomplished a full street repaving in 2012 and replacement of an arbor vitae hedge, including a new irrigation system and arborist-recommended major tree care in 2013.

To accomplish these major improvements, our reserve balance rose to \$40,000 between 2007 and 2012 then was drawn down to \$16,000 between 2012 and 2014. We will spend \$6,000 on major tree care later in 2014, which will further reduce our reserve balance to \$10,000. \$10,000 is as low as we can prudently take our reserves. We cannot take on any further improvements unless we increase our dues.

Note that all the needed improvements are exterior maintenance. Our Association's Declaration defines our exterior maintenance obligations in Article VIII. This Article has been amended multiple times and the resulting language today is fragmented and unclear. To ensure our obligations are clear, and we can fund them appropriately, the Board recommends updating Article VIII. Both the dues increase and the Article VIII update can be done with a single amendment to the Declaration. Proposed language of such an amendment is shown below.

The Board included an informal survey of this proposed increase with the July dues invoices. 24 homeowners responded. The response was slightly below the 2/3rds support required. Several owners indicated they want to know more. In October, the Board will call each owner to discuss the proposed changes, hear any concerns, and answer any questions. After that we will communicate next steps based on what we learned.

Respectfully,

The Board of Directors
Tanglewood Townhouse Association

July 2014 Minutes

Board of Directors meeting

Tanglewood Townhouse Association

Date: July 7, 2014

Meeting Place: 7 Bloch Terrace (Carole and Bill Hitchcock)

Purpose: Monthly Board Meeting

Present: President, Pam Berg; Treasurer, Allen Robinson; Maintenance, Allen Ryman; Landscaping, Bill and Carole Hitchcock

The meeting was called to order at 7pm. June's board minutes were reviewed and approved for posting on the Tanglewood Townhouse Association website.

Treasurer report (Allen Robinson) Allen distributed the year-end report (July, 2013 through June, 2014). He will continue to examine a plan to increase fees in the future. A review of the water bills resulted in a refund of over \$300 from Lake Oswego, due to confusion over billing of 9 different water meters under the Association's responsibility.

Maintenance report (Allen Ryman) Allen met with Allen Robinson and sorted out the water meters and billing, resulting in several erroneous charges. There were no other issues.

Landscaping Report (Bill and Carole Hitchcock) Bill has recommended hiring Tree Care Unlimited, to do the walk around and continue evaluating the priorities for tree care. The board agreed to authorize up to \$700 for the walk through and permit authorization process. Tree Care Unlimited charges \$110/hr. Allen Ryman will join Bill and the arborist for the evaluation.

Old business: Neighborhood issues with noise should be reported to the non-emergency Lake Oswego Police. Instituting a fine system for TTA violations was discussed, but it appears that this is uncommon in other associations in Mt. Park. Generally it was felt that it is not a good idea, since there is no good way to enforce the system. It is most important that any incident be documented for future reference.

New Business: Bill will contact potential candidates about replacing Ann as Secretary.

Pam Berg will attend the Mt. Park meeting of all associations July 16th.

Allen Ryman will check with Priscilla Maughn about the paving for the water line in front of 29 Bloch Terrace. It appears that the seams need to be sealed.

Miscellaneous: Bill will be responsible for the three islands and arborvitae. Allen Ryman will check with Paul Torgerson re: watering the common area between #19 and #21 Bloch Terrace.

The Potluck committee will meet July 10 to finalize plans, and get invitations ready for distribution.

There was a discussion concerning the responsibility of the association for gutter cleaning and replacement. Is once a year cleaning effective? Should replacement be removed from the by-laws? More to follow.

Next meeting: August 4, 2014 at 25 Bloch Terrace. Allen Robinson

Meeting adjourned at 8:30pm

Respectfully submitted;

Allen Ryman

August 2014 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: August 4, 2014

Meeting Place: 25 Bloch Terrace (Allen & Patricia Robinson's)

Purpose: Monthly Board Meeting

Present: President, Pam Berg; Treasurer, Allen Robinson; Maintenance, Allen Ryman; Landscaping, Bill and Carole Hitchcock; Secretary, Sally Mahedy

Meeting called to order at 7 PM. The July Board Minutes were approved as amended for posting on the Association's website. Regarding the Treasurer's report, "the reserves were decreased by \$6,000. There are \$16,500 now in reserves."

President's report: Pam reported on the Mtn. Park Home Community Meeting. The Tanglewood Townhouse Association will not have a representative at the next meeting (August 13).

Treasurer's report: Allen presented the Treasurer's Report for July 2014 through June 2015. He recommends the Association keep a minimum of \$10,000 in reserves and encourages a \$10 monthly dues increase to keep the Association in good standing until 2020. Allen recommends presenting, in writing, an explanation for the need for changes to the By-Laws, and subsequent calls to all members of the TTA to explain and answer questions homeowners might have. Allen will have a draft communication prepared for Board review by the September meeting.

Maintenance: Allen will check with Lake Oswego and Scott Leggett to confirm the state of the street patching. Allen Robinson to provide the contact info.

Landscape: Bill presented the tree care proposal, ranging in cost from \$4,400 to \$6,600. Bill and Allen Ryman will look at the trees in question and get final costs.

Pot Luck: Carole is hosting a planning meeting August 5 – Board to provide hors d'oeuvres.

September meeting: The next meeting will be held 7:00 PM Thursday, September 4 at Allen Ryman's home, 27 Bloch Terrace.

Meeting adjourned at 8:00 PM.

Sally Mahedy

Proposed Dues Increase

Dear Tanglewood Townhouse Neighbors:

After a year of study and discussion, the Board continues to strongly recommend the homeowners approve a dues increase in the early spring of 2015. This will allow the 2015 operating budget, formulated in April, to have the funds needed to continue our on-going improvements.

Our recommendation is a dues increase of **\$10 per month, effective July, 2015, and a second increase, also of \$10 per month, effective July, 2016**. This two-step increase will be enough to make all the needed improvements and also keep our reserve balance strong through at least year 2020.

The expected improvements are:

- Upgrade all common-property irrigation sprinkler systems, \$12,000
- Replace all fences at the perimeter of the common property, \$15,000
- Continue bi-annual major tree care, \$18,000
- Slurry seal streets, \$15,000

These improvements will be done in steps, from 2015 thru 2020. Details of these steps are shown below.

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To accomplish these major improvements, our reserve balance rose to \$40,000 between 2007 and 2012 then was drawn down to \$16,000 between 2012 and 2014. We will spend \$6,000 on major tree care later in 2014, which will further reduce our reserve balance to \$10,000 by January, 2015. \$10,000 is as low as we can prudently take our reserves. We cannot take on any further improvements unless we increase our dues.

Note that all the needed improvements are exterior maintenance. Our Association's Declaration defines our exterior maintenance obligations in Article VIII. This Article has been amended multiple times and the resulting language today is fragmented and unclear. To ensure our obligations are clear, and we can fund them appropriately, the Board recommends updating Article VIII. Both the dues increase and the Article VIII update can be done with a single amendment to the Declaration. Proposed language of such an amendment is shown below.

The Board included an informal survey of this proposed increase with the July dues invoices. 24 homeowners responded. The response was slightly below the 2/3rds support required. Several owners indicated they want to know more. In September and October, the Board will call each owner to discuss the proposed changes, hear any concerns, and answer any questions. After that we will communicate next steps based on what we learned.

Respectfully,

The Board of Directors
Tanglewood Townhouse Association

Details of needed improvements, with projected reserve balance, assuming increase is approved:

	2015	2016	2017	2018	2019	2020
Major tree care		\$6,000		\$6,000		\$6,000
Sprinkler upgrade		\$6,000	\$6,000			
Fence replacement	\$7,500	\$7,500				
Slurry seal streets					\$15,000	
Projected reserve balance	\$18,645	\$11,531	\$16,374	\$19,627	\$12,242	\$12,171

Proposed language of amendment to Declaration:

The actual amendment we sign will begin with several paragraphs of required legal recitals that are not shown here. What is shown here is only the proposed wording of the actual change itself.:

Now, therefore, the undersigned amend said restrictions as follows:

- 1) The maximum annual assessment will be increased to \$1,560 per unit, effective July 1, 2015.
- 2) The maximum annual assessment will be increased to \$1,680 per unit, effective July 1, 2016.
- 3) Article VIII, "Exterior Maintenance", shall read:
 "8.1 The Association shall maintain or provide for the maintenance of the Common Properties. This includes, and is limited to, landscaping, irrigation, tree care, streets, street lighting, and fences on the perimeter of the Common Properties, meaning fences separating property owned by the Association or any Owner from property not owned by the Association or any Owner.

8.2 All maintenance of the Dwelling Units and Lots, interior and exterior, shall be the responsibility of each Owner and shall be performed in accordance with all provisions of the Declaration and its current amendments. This includes, but is not limited to, roofs, exterior Dwelling Unit surfaces, glass, paint, gutters and downspouts, driveways, decks and patios, privacy walls, walkways, retaining walls and borders, and fences not on the perimeter of the Common Properties.

8.3 In exception hereto, specific items from the annual operating budget, such budget being approved by the Board and the Owners, may be devoted to exterior maintenance of the Dwelling Units or Lots. For example, gutter cleaning for all Dwelling Units might be provided.

8.4 Any maintenance normally required under 8.1 caused by negligent or intentional action of any Owner or their agents or guests shall be the responsibility of said Owner to fully repair. In such events, the Board will provide Owner written notice of need to repair. If satisfactory repairs are not begun within 30 days of such notice, the Board may make such repairs for the Owner's account and add the costs to the Owner's Lot assessment, enforceable by lien in the same manner as all other Lot assessments.

8.5 All prior versions of Article VIII, the original and all amendments, are superseded by this amendment."

Treasurer's Report to Board
For year July, 2014 thru June, 2015

Tanglewood Townhouse Assn
August 1, 2014

Budget Summary

Landscaping	Budget	Spent July	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$1,508	\$17,192
Add'l landscaping	\$4,500	\$115	\$115	\$4,385
Tree and bank care	\$4,000	\$0	\$0	\$4,000
Water	\$1,400	\$109	\$109	\$1,291
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$0	\$1,600
General maint.	\$1,000	\$0	\$0	\$1,000
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$0	\$0	\$15,200
PGE	\$900	\$52	\$52	\$848
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$0	\$0	\$500
Fees, taxes, misc	\$200	\$0	\$0	\$200
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$1,784	\$1,784	\$46,716

Expenses in July

Grovers	\$1,623
Water	\$109
PGE	\$52
	<u>\$1,784</u>

Income in July

Dues	\$2,280
Assessments	0
Interest	3
	<u>\$2,283</u>

Bank Balances			Reserve balances	
	end June	end July	Start year	\$16,620
Checking	\$7,212	\$3,708	Spent	
Savings	\$502	\$502	Add	
Money Market	\$34,604	\$38,607	End year	
Totals	\$42,318	\$42,817		

Mt. Park Community Homecare Meeting
August 13, 2014
Meeting Minutes

1. Welcome/Agenda Review

Russ O'Connor, President of MPHOA Board of Directors, welcomed HOA representatives and explained the purpose of the Home Care program. The purpose of the Home Care Program is to introduce a Proactive versus Reactive Approach to home care, one which involves education of new homeowners and working together as a team.

2. Introduction of each HOA representative in attendance

The following HOA Community representatives introduced themselves, including their name, role and size of their HOA. HOA's participating:

- Avocet
- Cervantes Villas
- Condalea HOA
- Jefferson Park
- Kingsgate
- Mt. Park Heights
- Oswego Hills
- Oswego Ridge
- Summit Ridge Ct.
- Touchstone Townhouses
- Mountain Park Home Owners Association

3. MPHOA Community Homecare Goal and Ground Rules

Russ O'Connor reviewed the Mt. Park Community Homecare Goal developed in the July meeting: "To enhance our Community's pride of ownership, safety, and quality of life by using our common resources and knowledge to benefit all people who live in Mountain Park. To maintain a strong community through positive communication and interaction, building on our strength in numbers and recognizing and sharing common challenges, opportunities and best know solutions". The ground rules for the meeting were reviewed as follows:

- Be on time
- Notify ahead of time if you cannot make it. Send someone from you HOA in your place
- Place cell phones and pages on silence
- Be open and honest
- Seek first to understand
- Seek win-win solutions
- Build trust and respect
- Promote open communication
- Attack the issue not the person
- Use constructive confrontation
- Be brief and succinct
- Maintain confidentiality
- Have fun

4. "A" Priority Challenges & Opportunities

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

THURSDAY SEPTEMBER 4, RYMAN HOME

1. APPROVAL OF AUGUST MINUTES: Sally
2. PRESIDENTS REPORT: Mt Park Homecare Community Meeting upcoming B priorities, any issues that we want to weigh in on?
3. TREASURER'S REPORT: Allen 1: Approval of letter to go out for raising dues
4. MAINTENANCE: Allen 2
5. LANDSCAPE: Bill and Carole
Confusion with Mt Park and TTA paint colors
6. OLD BUSINESS:
7. NEW BUSINESS:
8. ADJOURN

September 2014 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: September 4, 2014

Meeting Place: 27 Bloch Terrace (Allen Ryman's)

Purpose: Monthly Board Meeting

Present: President, Pam Berg; Treasurer, Allen Robinson; Maintenance, Allen Ryman; Landscaping, Bill and Carole Hitchcock; Secretary, Sally Mahedy

Meeting called to order at 7 PM. The August Board Minutes were approved as amended for posting on the Association's website. Regarding the Landscape report, "tree care proposal ranges from \$4,400 to \$6,600."

The Board moved and accepted non-Board member, Sally Mahedy, to act as Secretary until spring, 2015.

President's report: Pam initiated discussion on the Mtn. Park Home Community Meeting and the issues prioritized by the committee chairs. The TTA Board decided sending a representative to the Community Meetings will not be necessary as Pam, as President of TTA, will receive/read minutes of future meetings.

Pam looked at the B priority list to be considered at the next meeting on September 17, and added comments that have helped TTA in the past. In addition the Board discussed how we might smooth the entry of a new owner into an HOA where so many people who have not lived in a community before have very different ideas about the Association's responsibility and their involvement in the community. This was emailed to Christina Thomas and the TTA Board.

Treasurer's report: To date, all dues are paid.

Proposed Dues Increase: Allen presented a letter to be sent to all members explaining the need an increase in dues and the need for changes to the By-Laws. The Board approved his draft and the letter will be mailed before the end of September. The Board also agreed to call to all members of the TTA in October to explain and answer questions homeowners might have. Allen drafted a roster for calls and reminded us that the calls are to be explanatory in nature (NOT a sales pitch).

Maintenance: Allen received no response from Scott Leggett to confirm the state of the street patching, however Joel Kuhnke, LO Water Superintendent, was able to confirm

the TTA is on the paving list. The patching is slated to be completed by the end of the year. Allen will follow up in January, 2015.

Landscape: Bill reported the leaking pipe in the common area between 10 and 12 Britten Court has been repaired. Bill submitted and paid.

The paint pallet has been updated. 19 and 21 Britten Court will be painted this month.

Work on the Tanglewood bank, trees behind 6 and 18 Britten Court will be trimmed/removed and the large maple on Bloch Terrace will be limbed up according plan.

Bill recommends committing to an annual walk-through for maintenance review with the arborist.

The blackberries on both banks need to be sprayed. Bill will discuss this with Shannon.

Old Business: Carole was thanked for a successful Potluck – good attendance, ample food, low cost.

New Business: Regret to announce that Don Peterson died this week. The Board will send a sympathy card to Paul Torgerson.

October meeting: The next meeting will be held 7:00 PM Monday October 6 at Bill and Carole Hitchcock's home, 7 Bloch Terrace.

Meeting adjourned at 8:10 PM.

Respectfully submitted,

Sally Mahedy

Treasurer's Report to Board
For year July, 2014 thru June, 2015

Tanglewood Townhouse Assn
Sept 1, 2014

Budget Summary

Landscaping	Budget	Spent Aug	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$3,016	\$15,684
Add'l landscaping	\$4,500	\$0	\$115	\$4,385
Tree and bank care	\$4,000	\$0	\$0	\$4,000
Water	\$1,400	\$198	\$307	\$1,093
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$0	\$1,600
General maint.	\$1,000	\$245	\$245	\$755
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$0	\$0	\$15,200
PGE	\$900	\$55	\$107	\$793
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$0	\$0	\$500
Fees, taxes, misc	\$200	\$42	\$42	\$158
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$2,048	\$3,832	\$44,668

Expenses in Aug

Grovers (normal)	\$1,508
Grovers (maint)	\$245
Water	\$198
PGE	\$55
Potluck	\$42
	<u>\$2,048</u>

Income in Aug

Dues	\$4,800
Assessments	\$0
Interest	\$4
	<u>\$4,804</u>

Bank Balances			Reserve balances	
	end July	end Aug	Start year	\$16,620
Checking	\$3,708	\$6,460	Spent	
Savings	\$502	\$502	Add	
Money Market	\$38,607	\$38,611	End year	
Totals	\$42,817	\$45,573		

Dear Tanglewood Townhouse Neighbors:

After a year of study and discussion, the Board continues to strongly recommend the homeowners approve a dues increase in the early spring of 2015. This will allow the 2015 operating budget, formulated in April, to have the funds needed to continue our on-going improvements.

Our recommendation is a dues increase of \$10 per month, effective July, 2015, and a second increase, also of \$10 per month, effective July, 2016. This two-step increase will be enough to make all the needed improvements we now anticipate and also keep our reserve balance strong through at least year 2020.

The improvements we anticipate being needed are:

- Upgrade all common-property irrigation sprinkler systems, \$12,000
- Replace all fences at the perimeter of the common property, \$15,000
- Continue bi-annual major tree care, \$18,000
- Slurry seal streets, \$15,000

These improvements will be done in steps, from 2015 thru 2020. Details of these steps are shown below.

Our Association has a strong history of doing very well with finances and improvements. Our last dues increase was 7 years ago, in 2007. Our dues today are among the very lowest in Mountain Park and we keep our properties in excellent condition. We accomplished a full street repaving in 2012 and replacement of an arbor vitae hedge, including a new irrigation system and arborist-recommended major tree care in 2013.

To accomplish these major improvements, our reserve balance rose to \$40,000 between 2007 and 2012 then was drawn down to \$16,000 between 2012 and 2014. We will spend \$6,000 on major tree care later in 2014, which will further reduce our reserve balance to \$10,000. \$10,000 is as low as we can prudently take our reserves. We cannot take on any further improvements unless we increase our dues.

Note that all the anticipated improvements are exterior maintenance. Our Association's Declaration defines our exterior maintenance obligations in Article VIII. This Article has been amended multiple times and the resulting language today is fragmented and unclear. To ensure our obligations are clear, and we can fund them appropriately, the Board recommends updating Article VIII. Both the dues increase and the Article VIII update can be done with a single amendment to the Declaration. Proposed language of such an amendment is shown below.

The Board included an informal survey of this proposed increase with the July dues invoices. 24 homeowners responded. The response was slightly below the 2/3rds support required. Several owners indicated they want to know more. In October, the Board will call each owner to discuss the proposed changes, hear any concerns, and answer any questions. After that we will communicate next steps based on what we learned.

Respectfully,

The Board of Directors
Tanglewood Townhouse Association

The "A" Priorities of challenges and opportunities created in the prior Community Homecare Meeting listed by each HOA placing dots to represent a vote on the top 5 priorities of their association and were reviewed as follows:

"A" Priorities – those Challenges and Opportunities receiving 4-6 votes: (Total of 9)

- Tree Roots – 6 votes
- Bankruptcies and untenanted houses – how to get dues paid & maintenance completed; who is responsible – 5 votes
- Low owner occupancy – hard to enforce CC&R's with renters in the home – 5 votes
- Disruptive homeowners during Board meetings – how to run meeting – 4 votes
- How to lower landscape costs – 4 votes
- Delinquencies in HOA dues payment – 4 votes
- Water costs, no individual meters to set fees; HOA pays water bill – how to lower usage – 4 votes
- How to assure adequate Reserves for your needs - 4 votes
- Professional Management vs. Self-Management – 4 votes

5. Best Know Solutions

a. Tree Roots

#1 We have used an arborist that is affiliated with the non-profit "Friends of Trees" to help assist with taking care of the tree roots maintenance.

#2 We have been very happy with Tree Care Unlimited. We are having their arborist do a walk of our property once a year prioritizing work that needs to be done. In the past year we removed a large leaf maple which cost the association \$6,000. Tree Care is also very good at obtaining permits efficiently. Tree Care is used by Mountain Park.

#3 Know the type of trees you are planting and what the tree's root structure will be before planting.

#4 Have an arborist cut and remove the roots without damaging the tree and patch the sidewalk affected.

#5 Use a sewer scope for waterlines-Pipe Repair services 971.570.5452.

#6 Remove the problematic tree and replace with one that has a root system that will not affect roads or sidewalks.

#7 Develop 3-year plan to research and resolve root issues. Prepare for evaluating tree issues.

#8 Separate the Arborist and Landscaper when evaluating a fix for root issues.

b. Bankruptcies and Untenanted Houses – How to get dues paid and maintenance?

#1 Collecting Dues-start with warning letters, impose fines, use a legal counsel to put lien on the property and assist with collections.

#2 Pursue legal action against banks who own condos after foreclosure to recoup delinquent monthly fees, with mixed results.

#3 Oregon Condominium Act ORS 100.450.

(7) Notwithstanding the priority established for a lien for unpaid assessments and interest under subsection (1) of this section, the lien shall also be prior to the lien of a first mortgage or trust deed of record for the unit and the undivided interest in the common elements, if:

(a) The association of unit owners for the condominium in which the unit is located has given the lender under the mortgage or trust deed 90 days prior written notice that the owner of the unit is in default in payment of an assessment. The notice shall contain:

(A) Name of borrower;

(B) Recording date of trust deed or mortgage;

(C) Recording information;

(D) Name of condominium, unit owner and unit designation stated in the declaration or applicable supplemental declaration; and

(E) Amount of unpaid assessment.

(b) The notice under paragraph (a) of this subsection shall set forth the following in 10-point type

#4 We had one owner move out and stop paying dues over two years ago. We put a lien on his property and thought all would be sufficient but later he declared bankruptcy and we were told by our lawyer that we were out of luck. We signed on to Vial Fotheringham's collection program to help us with this problem and for similar ones in the future involving dues collections.

#5 Attend Vial Fotheringham's monthly seminars.

c. Low Owner Occupancy Rates

#1 Vote by HOA to change the CC&R's to limit number or percentage of renters allowed. Need 2/3 vote. CC&R's need to state specifically what your rental restrictions are. Fine if rental rules are violated.

#2 Issue fines to owners when tenants break HOA rules, noise violations, unleashed, pets, etc.

#3 Hire a property management company to do application process and background checks of tenants that all HOA owners need to use before renting.

d. Disruptive Homeowners During Board Meetings.

#1 Set meeting ground rules

#2 Have homeowners notify when attending.

#3 If homeowner has something they would like to address have their comments at the beginning of the meeting and also have allotted time for the discussion on the agenda.

#4 Once formal meeting starts, no more comments-part of ground rules

#5 Allow owners to fully describe their problem, then discuss the issue once homeowner is no longer present to address it.

#6 We've had problems with a new homeowner attending every meeting and has persisted in speaking out throughout the meetings. Having run our meetings in a father informal style in the past, this constant disruption has proved to be counterproductive. We

read about the "Open Forum" in Regenesys and are now in the process of adopting it for meetings

#7 Use Executive Sessions process to discuss personal issues. Ask homeowners to leave at that time.

#8 Members can observe, but cannot participate in discussions unless invited.

e. How to Lower Your Landscape Costs

#1 Use less grass

rock #2 Plant drought tolerant plants, native plants, perennials vs. annuals, use river areas and rocks for appearance rather than plants.

#3 Use bark dust to cut down on water usage.

#4 Have used the same company for years, Grover's is very reasonable.

#5 Volunteer Days

#6 Use drip irrigation below grown.

easier. #7 Reduce plantings in grassy areas to make mowing more streamlined and

f. Delinquencies in HOA Dues

#1 If homeowners are slightly overdue we try to work with them to recoup and is generally appreciated and yields good results. We have a handful of very delinquent which are in litigation.

#2 Monthly payment plans rather than paying every six months.

#3 Create and Enforce protocols for collection. Treat all delinquencies the same. Send delinquent claims to a lawyer for collection before they become large. Get liens for dues owed in a superior position to the first mortgage lien as soon as possible.

g. How to Lower Your Water Costs

will #1 Install individual meters for each homeowner runs off Wi-Fi to company that charge and bill each owner.

the city #2 We have 6 common sprinkler heads but are being charged for 9, check with of LO for accurate billing.

#3 Have each owner pay individual bill based on usage.

#4 Install low flow toilets/faucets

#5 Read literature about decreasing water usage.

h. How to Assure Adequate Reserves Are Available for Your Needs

#1 Re-examine reserve study annually.

#2 Raise monthly dues

#3 Work out the budget with consideration of age of buildings and trees.

for assessments. Reserve #4 Seek assistance from professionals regarding appropriate methods of funding major maintenance and repairs before you impose significant Study will determine account requirements.

for the #5 Special assessments are reactive and a failure to proactively financially plan future.

#6 Get vote from members to increase dues to the COLA index.

outside #7 Get the information for the Reserves Study yourself vs. delegating to an agency.

i. Professional Management vs. Self- Management

management #1 With a smaller number of units and congenial homeowners a property company would just raise the dues.

required #2 Depends on the willingness and ability of board members to do the work without pay. Make sure the property manager is only getting paid for the work they are doing.

from a #3 Self -Management keeps the cost down, but requires a fair amount of work few willing people. Delegating tasks by the Board President is important in this case so that they are not overwhelmed with responsibilities.

a #4 When all Board members have full time jobs, it makes it much easier to have a Professional Management company to run HOA.

the load. #5 Add Committees with a Board Liaison – the more people involved spreads

luck with #6 If anticipating hiring a Management Company has the property management company justify the fact that hiring them will pay for itself. LO Hills had good Appleton Properties.

6. **“B” Priority Challenges & Opportunities**

The “B” Priorities of challenges and opportunities created in the prior Community Homecare Meeting were reviewed as follows:

“B” Priorities – those Challenges and Opportunities receiving 2-3 votes: (Total of 12)

- Lack of participation – 3 votes
- Serious, confrontational disputes between neighbors – 3 votes
- Increasing HOA dues to keep in step with inflation – 3 votes
- Fluid communication between all homeowners, especially during repairs – 3 votes
- Who to use for repairs, equipment and resources
- Repair project that has divided the Community – 2 votes
- Secure insurance policy – 2 votes
- How to involve homeowners with decision making – 2 votes
- Assessments – Annual, special? – 2 votes
- Small HOA size, how to make decisions about repairs; what contractors to use – 2 votes
- Group contract for smaller HOA’s, join together for maintenance and repairs -2 votes
- Who is responsible for what repairs – HOA or individual homeowner? – 2 votes

It was agreed that each HOA representative would submit their best known solutions for the “B” Priorities to Christina in preparation for the September meeting.

7. Pluses and Minuses of the Meeting

Pluses

- Fabulous; I enjoyed it
- Got though the list
- Organized
- Excited about the next meeting

Minuses

- Terrible acoustics in the room – could not hear well
- More intimate seating arrangements – Why not set up in the Lupine Room for next meeting
- Low attendance - More HOA's need to participate
- At times felt we were covering too much; assure we have time to exchange thoughts

8. Next Meeting Date – Wednesday, September 17, 2014 at 6:00pm. Agenda – address the “B Priorities

"A" Priorities – those Challenges and Opportunities receiving 4-6 votes: (Total of 9)

- Tree Roots – 6 votes
- Bankruptcies and untenanted houses – how to get dues paid & maintenance completed; who is responsible – 5 votes
- Low owner occupancy – hard to enforce CC&R's with renters in the home – 5 votes
- Disruptive homeowners during Board meetings – how to run meeting – 4 votes
- How to lower landscape costs – 4 votes
- Delinquencies in HOA dues payment – 4 votes
- Water costs, no individual meters to set fees; HOA pays water bill – how to lower usage – 4 votes
- How to assure adequate Reserves for your needs - 4 votes
- Professional Management vs. Self Management – 4 votes

"B" Priorities – those Challenges and Opportunities receiving 2-3 votes: (Total of 12)

- Lack of participation – 3 votes
- Serious, confrontational disputes between neighbors – 3 votes
- Increasing HOA dues to keep in step with inflation – 3 votes
- Fluid communication between all homeowners, especially during repairs – 3 votes
- Who to use for repairs, equipment and resources
- Repair project that has divided the Community – 2 votes
- Secure insurance policy – 2 votes
- How to involve homeowners with decision making – 2 votes
- Assessments – Annual, special? – 2 votes
- Small HOA size, how to make decisions about repairs; what contractors to use – 2 votes
- Group contract for smaller HOA's, join together for maintenance and repairs -2 votes
- Who is responsible for what repairs – HOA or individual homeowner? – 2 votes

"C" Priorities – those Challenges and Opportunities receiving 0-1 votes: (Total of 6)

- Non-supportive homeowners of the HOA Board – 1 vote
- How to develop a fine assessment system – any ideas or examples? – 1 vote
- Equity from HOA dues – 1 vote
- Non HOA garbage dumped in HOA dumpsters – 0 votes
- Pet Policies and enforcement of leash laws – 0 votes
- Potential risks for Board of Director members to be personally sued, held responsible – 0 votes

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY OCTOBER 6, HITCHCOCK HOME

1. APPROVAL OF SEPTEMBER MINUTES: Sally
2. PRESIDENTS REPORT: Mt Park Homecare Community Meeting results of B priorities meeting
3. TREASURER'S REPORT: Allen 1 dues raising letter/establishing phone tree
Addressing issues brought up by Ellen
4. MAINTENANCE: Allen 2
5. LANDSCAPE: Bill and Carole
Tree removal project update
6. OLD BUSINESS:
7. NEW BUSINESS: amending CC&R's regarding rental agreement length/residents who move away
8. Tanglewood Tales newsletter.
9. ADJOURN

October 2014 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: October 6, 2014

Meeting Place: 7 Bloch Terrace (Bill and Carol Hitchcock's)

Purpose: Monthly Board Meeting

Present: President, Pam Berg; Treasurer, Allen Robinson; Maintenance, Allen Ryman; Landscaping, Bill and Carole Hitchcock; Secretary, Sally Mahedy

Meeting called to order at 7 PM. The September Board Minutes were approved for posting on the Association's website.

President's report: Pam reviewed the minutes of the September Mt. Park Community Homecare meeting with the Board. Particular concerns raised at the Homecare meeting included lack of participation of homeowners; serious, confrontational disputes between neighbors; increasing dues to keep in line with inflation; and a lack of fluid communication, especially during repairs. The next Mt. Park Homecare meeting will be in January 2015, with future quarterly meetings anticipated.

The Board discussed our association's lapse in keeping members informed of current matters. Board members all had received and noted the concerns from Ellen Pullen on the issue of lack of timely communication and collectively appreciated her comments. The Board agreed that our newsletter, "Tanglewood Tales", will be prepared and distributed quarterly to all owners. The fall 2014 issue will mail early the week of October 14, with future issues mailing in January, April, July and October.

Treasurer's report: The Treasurer's report was presented and approved. Allen proposes that, upon mailing of the fall 2014 Tanglewood Tales, Board members contact their nominated homeowners to discuss the proposed dues increase. Ideally, all calls will be completed by Thanksgiving.

Landscape: The tree removal and trimming was completed within budget and time anticipated (actually completed in two, not three days). Bill will get quotes from Shannon Landscape for dealing with the blackberry bushes on both banks.

Discussion ensued on the responsibility of Grover's and of pruning methods used. The Board agreed a landscape survey of the common areas is appropriate. Bill Hitchcock will draft a protocol for what Grover's does and does not do according to our contract.

Maintenance: In anticipation of the water cut-off for winter, Allen will compile a list of the meters.

The location of telephone utility boxes was discussed. Allen will check with Xfinity/Comcast to find out if, when upgrades take place, the boxes might be moved to more generally accessible and less visible locations.

New Business: The CC&Rs require thorough updating. Article 8 needs to be amended. The declarations are in conflict and obsolete. Bill Hitchcock will contact Mike Vial, Vial Fotheringham, to discuss drafting the revisions.

November meeting: The next meeting will be held 7:00 PM Monday, November 3, at Patricia and Allen Robinson's home, 25 Bloch Terrace.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

Treasurer's Report to Board
 For year July, 2014 thru June, 2015

Tanglewood Townhouse Assn
 Oct 1, 2014

Budget Summary

Landscaping	Budget	Spent Sept	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$4,524	\$14,176
Add'l landscaping	\$4,500	\$250	\$365	\$4,135
Tree and bank care	\$4,000	\$0	\$0	\$4,000
Water	\$1,400	\$251	\$558	\$842
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$0	\$1,600
General maint.	\$1,000	\$0	\$245	\$755
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$0	\$0	\$15,200
PGE	\$900	\$65	\$172	\$728
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$0	\$0	\$500
Fees, taxes, misc	\$200	\$0	\$42	\$158
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$2,074	\$5,906	\$42,594

Expenses in Sept

Grovers (normal)	\$1,508
Grovers (extra)	\$250
Water	\$251
PGE	\$65
	<u>\$2,074</u>

Income in Sept

Dues	\$120
Assessments	\$0
Interest	\$3
	<u>\$123</u>

Bank Balances			Reserve balances	
	end Aug	end Sept	Start year	\$16,620
Checking	\$6,460	\$4,746	Spent	
Savings	\$502	\$502	Add	
Money Market	\$38,611	\$38,614	End year	
Totals	\$45,573	\$43,862		

November 2014 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: November 3, 2014

Meeting Place: 25 Bloch Terrace (Allen and Patricia Robinson's)

Purpose: Monthly Board Meeting

Present: President, Pam Berg; Treasurer, Allen Robinson; Maintenance, Allen Ryman; Landscaping, Carole Hitchcock; Secretary, Sally Mahedy

Meeting called to order at 7 PM. The October Board Minutes were approved for posting on the Association's website.

President's report: The Board received positive comments on the fall Tanglewood Tales.

Pam raised the importance of preparation for emergencies including major geological events. The Board discussed the importance of knowing where and how to turn off water, what to do or not do, who to contact and how, in case of an emergency. The next Tanglewood Tales will include information and guidelines for homeowners.

Regarding the proposed dues increase, Carole Hitchcock called everyone on her call list and reported a distinct lack of enthusiasm from homeowners. Many were unaware of (or had not read) the letter they had received.

The Board agreed that it is taking the right leadership position in moving forward with the proposed dues increase; the Association must have a reserve.

The remainder of the calls by other Board members will be made along the lines of following script:

1. I am calling on behalf of the TTA Board.
2. We are recommending a dues increase.
3. Do you understand the letter you received?
4. Do you have any questions/concerns?
5. Will you support it?

The remainder of the calls to homeowners will be made by Thanksgiving. After the results are in, there will be another communication (January).

Treasurer's report: Allen distributed the Treasurer's Report. The tree work was within the estimate. Allen pointed out that the tree work came out of the reserves which will drop to our \$10,000 minimum in 2015 if we do not increase the dues.

Landscape: Carole reported on follow-up tree work. A tree hanging over the garage at 33 Bloch Terrace (the Shaw's) was removed.

Shannon Landscaping will do blackberry control work on both banks in November.

Maintenance: The sprinklers have been turned off for winter.

Allen received an estimate of \$1,689 from Clearly Amazing for gutter cleaning. He will send a notice to all homeowners at the end of November, providing the anticipated schedule for the cleaning and in time for people to request additional work (at the homeowner's expense) or to opt out.

Old Business: 8 Britten Court has been sold and the new owners took occupancy October 31.

New Business: The Board discussed the tarped car in the driveway of 6 Bloch Terrace. Allen Robinson and Bill Hitchcock will check the By-Laws.

December meeting: The next meeting will be held 7:00 PM Monday, December 1, at Pam Berg's home, 9 Britten Court.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY NOVEMBER 3, ROBINSON HOME

1. APPROVAL OF OCTOBER MINUTES: Sally
2. PRESIDENTS REPORT: Pam
3. TREASURER'S REPORT: Allen 1 phone tree assignments and ideas
4. MAINTENANCE: Allen 2. Sprinkler turn off update
5. LANDSCAPE: Bill and Carole
6. OLD BUSINESS: 8 Britten Court. FHA loan question
7. NEW BUSINESS: home owner concern re car parked in driveway
8. ADJOURN

Treasurer's Report to Board
 For year July, 2014 thru June, 2015

Tanglewood Townhouse Assn
 Nov 1, 2014

Budget Summary

Landscaping	Budget	Spent Oct	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$6,032	\$12,668
Add'l landscaping	\$4,500	\$0	\$365	\$4,135
Tree and bank care	\$4,000	\$0	\$0	\$4,000
Water	\$1,400	\$201	\$759	\$641
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$0	\$1,600
General maint.	\$1,000	\$0	\$245	\$755
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$0	\$0	\$15,200
PGE	\$900	\$66	\$238	\$662
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$0	\$0	\$500
Fees, taxes, misc	\$200	\$0	\$42	\$158
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$1,775	\$7,681	\$40,819

Expenses in Oct

Grovers (normal)	\$1,508
Major tree care	\$4,646
Water	\$201
PGE	\$66
	<u>\$6,421</u>

Income in Oct

Dues	\$240
Assessments	\$0
Interest	\$4
	<u>\$244</u>

Bank Balances			Reserve balances	
	end Sept	end Oct	Start year	\$16,620
Checking	\$4,746	\$3,566	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$38,614	\$33,617	End year	
Totals	\$43,862	\$37,685		

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY DECEMBER 1, 2014 BERG HOME

1. APPROVAL OF NOVEMBER MINUTES: Sally
2. PRESIDENTS REPORT: Pam
3. TREASURER'S REPORT: Allen 1 phone tree results/homeowners concerns.
4. MAINTENANCE: Allen 2.
5. LANDSCAPE: Bill and Carole
6. OLD BUSINESS:
7. NEW BUSINESS: ~~Holiday~~ Tanglewood Tales: discussion of contents.
8. ADJOURN

new year's

?

December 2014 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: December 1, 2014

Meeting Place: 9 Britten Court (Pam Berg's)

Purpose: Monthly Board Meeting

Present: President, Pam Berg; Treasurer, Allen Robinson; Maintenance, Allen Ryman; Landscaping, Bill and Carole Hitchcock; Secretary, Sally Mahedy

Meeting called to order at 7 PM. The November Board Minutes were approved as amended for posting on the Association's website.

President's report: Pam announced the new owners of 8 Britten Court, Jeremy and Lacey Davis and son, Gunner. Later in the evening, all three attended and introduced themselves to the Board.

Treasurer's report: Allen distributed the Treasurer's Report. No outstanding issues. The dues will be sent out December 1.

The Board has completed initial calls to homeowners encouraging the proposed dues increase. To date, there are 21 "yes" votes, two in opposition (according to the July survey) and 13 "undecided".

Discussion ensued regarding whether to include removal of gutter repair with a vote to increase the annual dues. The dues increase can be approved with a two-thirds vote, however a change to the By-Laws (gutters) requires 75% approval. The Board agreed to send a draft proposal for signature to all homeowners after the Holidays and will include an increase in dues and removal of gutter repair.

Maintenance: Allen reported on the burst of water/cracked pipe on Britten Court. Lake Oswego patched the repair (no cost to the Association) and will complete the repair at a later date.

The Association is "on the list" for the work ordered for Bloch Terrace.

Allen will send a notice to all homeowners providing the anticipated schedule for gutter cleaning (December 15).

The Board discussed the tarped car and multiple vehicles at/near 6 Bloch Terrace and decided not to take any action at this time.

Landscape: Shannon Landscaping began the bank work on December 1 and should complete the job on schedule (December 2). Bill reported they are doing a good job cleaning up the bank and eradicating blackberries.

Grover's has not been pruning trees on a regular schedule. Bill will discuss this with Dave Grover.

New Business: The Board received a letter from Tom and Patti Wilser, 1 Bloch Terrace. They plan to replace their driveway, but before they proceed, there are tree roots that require removal. Bill will ask Mike Meyer to look at the driveway and roots and advise the best course of action. Bill will discuss this with the Wilsers.

Sally will draft the next Tanglewood Tales to be distributed the first weeks of January.

January meeting: The next meeting will be held 7:00 PM Monday, January 5, at Bill and Carole Hitchcock's home, 7 Bloch Terrace.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

Treasurer's Report to Board
 For year July, 2014 thru June, 2015

Tanglewood Townhouse Assn
 Jan 1, 2015

Budget Summary

Landscaping	Budget	Spent Dec	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$9,048	\$9,652
Add'l landscaping	\$4,500	\$0	\$365	\$4,135
Tree and bank care	\$4,000	\$2,400	\$2,575	\$1,425
Water	\$1,400	\$0	\$931	\$469
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$1,689	\$1,689	(\$89)
General maint.	\$1,000	\$0	\$245	\$755
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$0	\$0	\$15,200
PGE	\$900	\$88	\$399	\$501
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$21	\$189	\$311
Fees, taxes, misc	\$200	\$100	\$142	\$58
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$5,806	\$15,583	\$32,917

Expenses in Dec

Grovers	\$1,508
Bank Care	\$2,400
Gutter Cleaning	\$1,689
PGE	\$88
Stamps	\$21
Gift to gardeners	\$100
	<u>\$5,806</u>

Income in Dec

Dues	\$5,520
Assessments	\$0
Interest	\$4
	<u>\$5,524</u>

Bank Balances			Reserve balances	
	end Nov	end Dec	Start year	\$16,620
Checking	\$1,830	\$6,243	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$33,617	\$28,922	End year	
Totals	\$35,949	\$35,667		

**AMENDED DECLARATION OF RESTRICTIONS AND SUPPLEMENTAL DECLARATION OF RESTRICTIONS OF
THE DECLARATION OF RESTRICTION OF DITZ-CRANE OF OREGON, INC.**

DRAFT ONLY, NOT VALID FOR SIGNATURE

This Amended Declaration, made this _____ day of _____, 2015 by the homeowners of Tanglewood Townhouses as provided for in the Declaration recorded June 25, 1971, Fee Number 14564 of the film records of Clackamas County, Oregon, covering real property as shown on the plat which is attached hereto marked as "Exhibit A" and made part hereof:

WITNESSETH:

WHEREAS, the undersigned are at least 75% of the homeowners of Lots within the boundaries of TANGLEWOOD TOWNHOUSES, a subdivision of Block 10 of "Mountain Park No. 1", located in section 5, T. 25, R1E, W.M. City of Lake Oswego, County of Clackamas, State of Oregon, as shown on the attached "Exhibit A" and;

WHEREAS, the undersigned desire to amend and supplement said Declaration of Restriction of Ditz-Crane of Oregon, Inc. for the benefit of the property and its present and subsequent owners as hereinafter specified, so that the declarations and restrictions shall become and are hereby made part of all conveyances of property within said plat of Tanglewood Townhouses, and they shall apply thereto as fully and to the same effect as if set forth in full therein.

NOW, THEREFORE, the undersigned amend said restrictions as follows:

- 1) In accordance with Article IV, section 4.3 of the Declaration:
 - a. The maximum annual assessment will be increased to \$1,560 per unit, effective July 1, 2015.
 - b. The maximum annual assessment will be increased to \$1,680 per unit, effective July 1, 2016.
- 2) Article VIII of the Declaration, "Exterior Maintenance", shall read:

"8.1 The Association shall maintain or provide for the maintenance of the Common Properties. This includes, and is limited to, landscaping, irrigation, tree care, streets, and perimeter fences of the Common Properties. "Perimeter fences" shall mean fences separating property owned by the Association or any Owner from property not owned by the Association or any Owner.

8.2 All maintenance of the Dwelling Units and Lots, interior and exterior, shall be the responsibility of each Owner and shall be performed in accordance with all provisions of the Declaration and its current amendments. This includes, but is not limited to, roofs, exterior Dwelling Unit surfaces, glass, paint, gutters and downspouts, driveways, decks and patios, privacy walls, walkways, retaining walls and borders, and fences other than perimeter fences of the Common Properties.

8.3 Notwithstanding the provisions of Sec. 8.2, the Association may include in the annual operating budget an allowance for certain general exterior maintenance such as providing gutter cleaning for all Dwelling Units if deemed to be in the interest of preserving Dwelling Units.

Unit	Homeowner	Signature	Date
4 Britten Court	Joanne Undi		
5 Britten Court	Anne Parks		
6 Britten Court	Joe and Wanda vanGulik		
7 Britten Court	Marcia Lynch		
8 Britten Court	Jeremy and Lacy Davis		
9 Britten Court	Pam Berg		
10 Britten Court	Linda Ann Cook		
11 Britten Court	Betty Harless		
12 Britten Court	Augusta Shipsey		
13 Britten Court	John and Sally Mahedy		
14 Britten Court	Pamela Wilcox		
15 Britten Court	Jennifer Grant		
16 Britten Court	Renaud Kauffmann and Entela Kusi		
17 Britten Court	Mark Nielsen		
18 Britten Court	John and Ellen Pullen		
19 Britten Court	Jacqueline Andrews		
21 Britten Court	Mohammed al Hoty		

Treasurer's Report to Board
For year July, 2014 thru June, 2015

Tanglewood Townhouse Assn
Dec 1, 2014

Budget Summary

Landscaping	Budget	Spent Nov	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$7,540	\$11,160
Add'l landscaping	\$4,500	\$0	\$365	\$4,135
Tree and bank care	\$4,000	\$175	\$175	\$3,825
Water	\$1,400	\$172	\$931	\$469
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$0	\$1,600
General maint.	\$1,000	\$0	\$245	\$755
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$0	\$0	\$15,200
PGE	\$900	\$73	\$311	\$589
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$168	\$168	\$332
Fees, taxes, misc	\$200	\$0	\$42	\$158
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$2,096	\$9,777	\$38,723

Expenses in Nov		Income in Nov	
Grovers (normal)	\$1,508	Dues	\$360
Tree care, 33 Bloch	\$175	Assessments	\$0
Water	\$172	Interest	\$0
PGE	\$73		\$360
Mailbox rental	\$168		
	<u>\$2,096</u>		

Bank Balances			Reserve balances	
	end Oct	end Nov	Start year	\$16,620
Checking	\$3,566	\$1,830	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$33,617	\$33,617	End year	
Totals	\$37,685	\$35,949		