

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY JANUARY 5, HITCHCOCK HOME

1. APPROVAL OF DECEMBER MINUTES: Sally
2. PRESIDENTS REPORT: Pam
3. TREASURER'S REPORT: Allen 1
Follow up calls re dues increase
4. MAINTENANCE: Allen 2.
5. LANDSCAPE: Bill and Carole
6. OLD BUSINESS: results of Wilser driveway request: Hitchcocks
Tanglewood Tales: earthquake preparedness, instructions on turning off gas etc. Sally
7. NEW BUSINESS
8. ADJOURN

January 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: January 5, 2015

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

Purpose: Monthly Board Meeting

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

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

President's report: Pam initiated discussion on emergency and safety information and shared the Lake Oswego Preparedness Guide from November. Sally will incorporate highlights in the winter Tanglewood Tales.

Treasurer's report: Allen distributed the Treasurer's Report and a draft of the Amended Declaration of Restrictions which proposes an increase in the annual dues, 2015 and 2016 and clarification of the wording of Article VIII regarding responsibility of exterior/interior maintenance.

The Board will finalize the wording and methodology at the February meeting and will collect signatures in February and March in anticipation of the Annual Meeting.

Maintenance: Allen was unable to attend, however the Board discussed the December gutter cleaning in his absence. Since Clearly Amazing has been sold, new bids for gutter cleaning in 2015 will be necessary, with Mountain Park Homeowners' Association as an initial source for bids.

Landscape: The Board approved the Wilser's request to replace their driveway, with the stipulation that the surface will have the same appearance as other newly replaced driveways in the Association. The Wilsers are in the process of getting bids. The tree roots under the driveway will be removed as a part of the job.

New Business: Pam will reserve a room at the Mountain Park Recreation Center for the Annual General Meeting – tentatively, May 14.

February meeting: The next meeting will be held 7:00 PM Monday, February 2, at John and Sally Mahedy's home, 13 Britten Court.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY FEBRUARY 2, MAHEDY HOME

1. APPROVAL OF JANUARY MINUTES: Sally
2. PRESIDENTS REPORT: Pam
3. TREASURER'S REPORT: Allen 1
Dues increase strategy
4. MAINTENANCE: Allen 2
5. LANDSCAPE: Bill and Carole
6. OLD BUSINESS: annual meeting date set
7. NEW BUSINESS request for antenna
Seminar on deferred maintenance and reserves
8. ADJOURN

February 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: February 2, 2015

Meeting Place: 13 Britten Court (John and Sally Mahedy's)

Purpose: Monthly Board Meeting

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

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

President's report: Pam noted the new Director for CC&Rs for the Mountain Park HOA is Marcelino (marcelino@mtparkhoa.com).

The Annual General Meeting will be held May 14 in the main room of the Mountain Park Recreation Center.

Treasurer's report: Allen distributed the Treasurer's Report, reflecting dues receipt is in good order.

Allen presented a cover letter to accompany the ballot for the proposed dues increase. The Board agreed on the wording of the letter, discussed the best method to collect signatures, and agreed to send the ballot via email where possible. (In subsequent discussions, the Board unanimously agreed to approach homeowners via traditional mail, thus maintaining paper records.)

Maintenance: No new business.

Landscape: The Wilser driveway replacement is proceeding. Mike Meyer, Tree Care, will paint the roots that need to be cut.

New Business: Carol Fuller is considering installing an antenna. The Board will inform her that reception may be an issue; clear reception requires line of sight from the tower.

The Board discussed possible candidates for Board positions 2015-16.

March meeting: The next meeting will be held 7:00 PM Monday, March 2, at Allen Ryman's home, 27 Bloch Terrace.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

Budget Summary

Landscaping	Budget	Spent Jan	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$10,556	\$8,144
Add'l landscaping	\$4,500	\$0	\$365	\$4,135
Tree and bank care	\$4,000	\$0	\$2,575	\$1,425
Water	\$1,400	\$0	\$931	\$469
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$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	\$487	\$413
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$22	\$211	\$289
Fees, taxes, misc	\$200	\$0	\$142	\$58
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$1,618	\$17,201	\$31,299

Expenses in Jan

Grovers	\$1,508
PGE	\$88
Stamps	\$21
Totals	\$1,617

Income in Jan

Dues	\$17,640
Assessments	\$0
Interest	\$3
Totals	\$17,643

Bank Balances			Reserve balances	
	end Dec	end Jan	Start year	\$16,620
Checking	\$6,243	\$4,265	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$28,922	\$46,926	End year	
Totals	\$35,667	\$51,693		

March 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: March 3, 2015

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

Purpose: Monthly Board Meeting

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

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

President's report: The Annual General Meeting is confirmed for Thursday, May 14 in the main room of the Mountain Park Recreation Center.

Treasurer's report: Allen distributed the Treasurer's Report; no concerns noted.

The votes in favor of increasing the annual fees for the association stand at 19. The Board agreed to call all homeowners who have not yet submitted ballots, encouraging affirmative votes in order to maintain existing landscaping and maintenance programs as the Association plans for the 2015-16 budget. The votes must all be in the end of March in order to give Allen enough time to prepare the budget for the AGM.

Maintenance: The paint chip sample board is missing. Pam and Allen Ryman will endeavor to locate it.

Allen attended one of the Mountain Park meetings regarding coming changes to yard debris removal program. The issue is one of safety (weight of debris and how handled). In the future, bags will be replaced by carts.

Anthony Hooper, Lake Oswego street repair, informed Allen that there is a new contractor responsible for repairing the damaged street and that this contractor is looking for a new paver.

Landscape: The Wilser driveway repair is complete.

Bill and Dave Grover inspected the area behind 29 Bloch Terrace (Tafari's). Grover's cleaned the roses, but did not prune the trees. The project is ongoing.

Grover's presented an estimate of \$850 to level, remove stumps and distribute bark dust in the common area between 11 and 13 Britten Court. This is within the existing budget and received Board approval.

Old Business: Allen Robinson was unable to attend the March attorney information session for associations (fully booked). The session will be repeated in September; Allen hopes to be able to attend.

Possible candidates for the 2015-16 Board: Lorin Dunlop regrets. Jennifer Grant is still a possibility.

The Spring Tanglewood Tales will be included in the AGM agenda and ballot mailing.

April meeting: The next meeting will be held 7:00 PM Monday, April 6, at 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
 Mar 1, 2015

Budget Summary

Landscaping	Budget	Spent Feb	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$12,064	\$6,636
Add'l landscaping	\$4,500	\$0	\$365	\$4,135
Tree and bank care	\$4,000	\$0	\$2,575	\$1,425
Water	\$1,400	\$0	\$931	\$469
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$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	\$85	\$572	\$328
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$22	\$233	\$267
Fees, taxes, misc	\$200	\$0	\$142	\$58
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$1,615	\$18,816	\$29,684

Expenses in Feb

Grovers	\$1,508
PGE	\$85
Stamps	\$22
Totals	\$1,615

Income in Feb

Dues	\$2,280
Assessments	\$0
Interest	\$3
Totals	\$2,283

Bank Balances			Reserve balances	
	end Jan	end Feb	Start year	\$16,620
Checking	\$4,265	\$4,930	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$46,926	\$46,929	End year	
Totals	\$51,693	\$52,361		

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY APRIL 6, ROBINSON HOME

1. APPROVAL OF MARCH MINUTES: Sally
2. PRESIDENTS REPORT: Pam
Common wall problems
3. TREASURER'S REPORT: Allen 1
Final voting count. Can gutter verbage be included?
Budget and letter for annual meeting.
Open board position: candidates-all
4. MAINTENANCE: Allen 2
Outside painting issues: can residents still use old color palette?
5. LANDSCAPE: Bill and Carole
6. OLD BUSINESS:
7. NEW BUSINESS can there be a rule that homeowners need to do a stint on the board within a certain period of home purchase?
8. ADJOURN

April 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: April 6, 2015

Meeting Place: 25 Bloch Terrace (Allen 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 March Board Minutes were approved for posting on the Association's website.

President's report: Pam Berg, at 9 Britten Court (sharing a wall with 11 Britten Court) must have major repair work caused by rodent infestation, including replacement of all the insulation beneath the flooring. 11 Britten Court also requires treatment for pest infestation. Alpha Pest Control informed the owner that her unit needed insulation replacement.

The Board discussed the matter of shared walls and responsibility for proper home maintenance. The next Tanglewood Tales quarterly newsletter will include a reminder to homeowners.

Treasurer's report: Allen distributed the Treasurer's Report; no concerns noted.

Allen submitted the voting ballots regarding the proposed dues increase and proposed declaration amendment. The Board resolved:

1. Authority for amending the Declaration: As provided for in Article XII, section 12.1 of the Declaration, the Board finds the assent of two-thirds of all Owners is sufficient to amend the Declaration, since we are beyond the initial 20 year term of the Declaration.
2. Voting results: The Board counted ballots and found these results:

27 Approve, 4 Disapprove, 7 no response
3. **Therefore:** The 27 Approve votes, being more than two-thirds required, are sufficient and the Amendment of February 9, 2015 is approved. The full text of the Amendment is included in these minutes and the Amendment will be duly recorded with Clackamas County.

An exact copy of the full Amendment is attached to these minutes.

In anticipation of the AGM to be held Thursday, May 14, 2015, the formal notice will be mailed out by April 14 and will include the meeting announcement, notice of approval of the dues increase, the Ballot for Board and Budget, minutes of the previous year's meeting, and the spring Tanglewood Tales.

Maintenance: The paint pallet has been located and will be returned to Allen after its use. Allen reported that Mountain Park now requires a paint chip from the homeowner before approval of paintwork. Since our association has an existing approved pallet for paint selection, this seems to be an onerous requirement. Allen will discuss the matter with Mountain Park.

Landscape: The common area between 11 and 13 Britten Court has been cleared. Bill noted there is a broken tree on the Bloch bank, but it is supported by another tree and is not a cause for concern at this time.

The next scheduled walk-through with Tree Care Unlimited will be in early summer.

Old Business: The AGM will be May 14. Jennifer Grant is the only remaining potential candidate for the 2015-16 Board; Pam will phone and encourage her to stand for election.

Pam and Carole will provide refreshments and door prizes for the meeting.

The Spring Tanglewood Tales will be included in the AGM agenda and ballot mailing.

New Business: The fence replacement project should start this summer. The TTA should coordinate with Mountain Park and adjoining neighbors in this endeavor.

May meeting: The next meeting will be held 7:00 PM Tuesday, May 5, at Pam Berg's home, 9 Britten Court.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

This is the exact language of the recently-approved amendment. The needed header citations will be added and then the package will be registered with Clackamas County.

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

WITNESSETH:

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.

8.4 Any maintenance normally required under Sec 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 90 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 accordance with Article 4.9.

8.5 All prior requirements and provisions of Article VIII, in the original Declaration and all Amendments to the original Declaration prior to this Amendment, are hereby rescinded and are fully replaced by this Amendment."

end of amendment

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

Tanglewood Townhouse Assn
 Apr 1, 2015

Budget Summary

Landscaping	Budget	Spent Mar	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$13,572	\$5,128
Add'l landscaping	\$4,500	\$850	\$1,215	\$3,285
Tree and bank care	\$4,000	\$0	\$2,575	\$1,425
Water	\$1,400	\$0	\$931	\$469
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$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	\$74	\$646	\$254
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$0	\$233	\$267
Fees, taxes, misc	\$200	\$0	\$142	\$58
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$2,432	\$21,248	\$27,252

Expenses in Mar

Grovers	\$2,358
PGE	\$74
Totals	\$2,432

Income in Mar

Dues	\$1,080
Assessments	\$0
Interest	\$3
Totals	\$1,083

Bank Balances			Reserve balances	
	end Feb	end Mar	Start year	\$22,463
Checking	\$4,930	\$3,577	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$46,929	\$46,933	End year	
Totals	\$52,361	\$51,012		

AGENDA TTA HOMEOWNERS BOARD MEETING May 5, 2015 Berg home

- 1 APPROVAL OF APRIL MINUTES: ALL**
- 2. PRESIDENTS REPORT: Pam: Annual meeting arrangements, individual responsibilities.. Sunday's social wrap up: all
Number of ballots received . ? phone tree required for reminders**
- 3. TREASURERS'S REPORT: Allen:**
- 4. MAINTENANCE: Allen**
- 5. LANDSCAPE: Bill and Carole:.**
- 6. OLD BUSINESS: further action on 11 Britten Court..**
- 7: NEW BUSINESS: scheduling another community ladies lunch**
- 8. ADJOURN**

May 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: May 5, 2015

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 April Board Minutes were approved as amended for posting on the Association's website.

President's report: The Sunday social hosted by the Hitchcock's was a big success. 25 people attended including new residents. Priscilla Maughn took candid shots and some will be included in an email to Association members, encouraging attendance at the annual meeting, Thursday, May 14, 2015.

Treasurer's report: Allen distributed the Treasurer's Report; it met with Board approval.

The State Farm insurance policy for the Association has increased by \$2,000 for the coming year. Although State Farm indicated the reason for the increase is to cover earthquake damage, Allen has asked for an itemized account.

Maintenance: Allen Ryman confirmed that Mountain Park requires a paint chip and approval from the local homeowners' association of the selected color before receiving approval from Mountain Park for painting a residence. Bill will format a standard letter and send it to Allen Ryman so that he will be able to forward it on to any of our homeowners requesting permission to paint their unit. This generic letter will be included in future homeowner's welcome packets.

Landscape: It is time to turn the sprinklers on for summer. Bill will ask Grover's to take care of this.

We will review appearance of common areas in front of and between units this spring. Areas that may need beautification will be compiled and reviewed by the Board in line with the landscape budget.

The Annual Meeting: The annual meeting will be May 14. Bill and Carole Hitchcock will provide refreshments and door prizes for the meeting. Pam will provide the coffee and all Board members are requested to arrive by 6:30 to help set up the room.

June meeting: The next meeting will be held 7:00 PM Monday, June 1, at Bill and Carole Hitchcock's, 7 Bloch Terrace.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

Budget Summary

Landscaping	Budget	Spent Apr	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$15,080	\$3,620
Add'l landscaping	\$4,500	\$0	\$1,215	\$3,285
Tree and bank care	\$4,000	\$0	\$2,575	\$1,425
Water	\$1,400	\$0	\$931	\$469
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$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	\$68	\$714	\$186
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$132	\$365	\$135
Fees, taxes, misc	\$200	\$0	\$142	\$58
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$1,708	\$22,956	\$25,544

Expenses in Apr

Grovers	\$1,508
PGE	\$68
Mailing	\$132
Totals	\$1,708

Income in Apr

Dues	\$120
Assessments	\$0
Interest	\$5
Totals	\$125

Bank Balances			Reserve balances	
	end Mar	end Apr	Start year	\$22,463
Checking	\$3,577	\$4,110	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$46,933	\$44,937	End year	
Totals	\$51,012	\$49,549		

Tanglewood Townhouse Association
3 Monroe Parkway, Suite P-156
Lake Oswego, OR 97035

NOTICE OF ANNUAL HOMEOWNERS MEETING - May 14, 2015

Tanglewood Townhouse Neighbors:

Please join the Board of Directors for our Association's annual meeting on **Thursday, May 14** at 7:00 PM in the Dogwood Room at the Mt. Park Recreation Center.

The Board encourages everyone to attend. It is a great way to keep up with the Association's plans and activities, and a good time for catching up with your neighbors and getting to know our new homeowners.

New board members will be elected, next year's budget will be approved, and current Board members will give updates on the past year's projects and plans for the coming year. Plus, for a bit more fun, we'll have a drawing for door prizes.

If you need transportation, please contact any Board member and we'll help.

If you can't attend in person, we still need your vote. If you are unable to attend, please complete and return the enclosed proxy ballot by May 13. A stamped return envelope is provided.

Let's get 100% participation this year! Be part of our wonderful community. We would love to see you all at the meeting!

Sincerely,

Your Tanglewood Townhouse Board of Directors

Enclosed:

- 1) Annual Meeting Minutes, May 2014
- 2) Proposed TTA Budget, July 2015-June 2016
- 3) Results of voting on dues increase
- 4) April "Tanglewood Tales"
- 5) Voting ballot with stamped, return envelope

THE TANGLEWOOD TOWNHOUSE ASSOCIATION

MINUTES OF THE ANNUAL MEETING

MOUNTAIN PARK CLUBHOUSE, MAY 14, 2015

The annual meeting of the Tanglewood Townhouse Association was held at the Mountain Park Clubhouse 7 PM, May 14, 2015.

President Pam Berg called the meeting to order and welcomed members to the annual meeting.

The minutes of the previous annual meeting, having been distributed with the ballots for the current meeting, were approved without being read aloud. There being no nominations from the floor, the ballots (22) were tallied, resulting in approval without dissent of the three nominees for two Board seats and the 2015-16 annual operating budget.

President's Report: Pam thanked Bill and Carole Hitchcock for agreeing to continue service on the Board and Sally Mahedy for acting as temporary secretary and for accepting nomination to the new Board.

Pam welcomed new members, Carol Fuller and Lacey and Jeremy Davis, to the Association and encouraged everyone to participate in governing it. While the Association legally can ask someone outside to serve on the Board, preference is to dues-paying members. The Board encourages new people to join.

Social event to encourage participation includes a June lunch at Stanford's and the annual August Potluck.

Treasurer's Report: The 2015-16 annual operating budget (July through June) was approved. Allen thanked members for approving the dues increase, which will keep the Association's finances in good shape for the next few years. The 2015 \$10,000 surplus will go into reserves.

Responsibility for replacement of homeowners' gutters by the Association was removed from the By-Laws because the Association cannot afford the service. It can afford gutter maintenance and this will continue for the foreseeable future.

Landscape Report: Bill Hitchcock reviewed the landscape work performed during the past year. In 2013, he established an annual review of the trees with the arborist to determine project priority (high, medium, low) in order to monitor and work within budget. The 2015 review of trees on common property will take place early summer.

Proposed Operating Budget, Tanglewood Townhouse Association, July 2015 thru June 2016

Includes approved 2015 dues increase of \$120 per unit per year

Operating Expenses	New Budget, 2015-2016		Current Budget, 2014 to 2015			Prior Budget 2013-2014	
	Planned	Actual	Planned	Actual	Variance	Actual	Actual
Groovers basic landscaping	\$18,700	\$18,096	\$18,700	\$18,096	-\$604	\$16,588	\$16,588
Add'l landscaping	\$4,500	\$1,465	\$4,500	\$1,465	-\$3,035	\$2,590	\$2,590
Tree and bank care	\$4,000	\$2,575	\$4,000	\$2,575	-\$1,425	\$2,445	\$2,445
Water	\$1,500	\$1,131	\$1,400	\$1,131	-\$269	\$1,545	\$1,545
Gutter cleaning	\$2,000	\$1,689	\$1,600	\$1,689	\$89	\$1,520	\$1,520
General maint.	\$1,000	\$245	\$1,000	\$245	-\$755	\$242	\$242
Insurance	\$16,400	\$16,000	\$15,200	\$16,000	\$800	\$15,769	\$15,769
PGE	\$1,000	\$870	\$900	\$870	-\$30	\$800	\$800
Professional fees	\$500	\$0	\$500	\$0	-\$500	\$300	\$300
Mail and office	\$400	\$293	\$500	\$293	-\$207	\$304	\$304
Fees, taxes, misc	\$300	\$242	\$200	\$242	\$42	\$353	\$353
Total Operating Expenses	\$50,300	\$42,606	\$48,500	\$42,606	-\$5,894	\$42,456	\$42,456
Income	\$59,280	\$54,720	\$54,720	\$54,720		\$54,720	\$54,720
Balance	\$8,980	\$12,114	\$6,220	\$12,114		\$12,264	\$12,264

Reserves and Capital Spend, July 2015 thru June, 2016 (estimated)

Reserve Balance, June 2015	\$29,000
Spend on Fences, 2015	\$15,000
Spend on Trees, 2015	\$5,000
Add from budget surplus	\$9,000
Projected Balance, June 2016	\$18,000

Reserves and Capital Spend, July 2016 thru June, 2017 (estimated)

Reserve Balance, June 2016	\$20,000
Spend on Sprinklers, 2016	\$12,000
Spend on Trees, 2016	\$5,000
Add from budget surplus	\$12,000
Projected Balance, June 2017	\$15,000

Dues increase approved!

Thank you very much for your support of the proposed dues increase. The amendment was approved with 27 "Approve" votes, 4 "Disapprove" votes, and 7 homeowners not voting.

As a result, the Board plans to continue doing major tree work in 2015 and 2016, continuing the good work already done in 2013 and 2014. We will also be replacing 600 ft of fences in 2015 and upgrading our sprinkler systems in 2016.

We expect to do all these important improvements and still have \$15,000 in reserves at the end of our 2016-2017 fiscal year.

Please note that the first step of the dues increase will be reflected in the July, 2015 invoices, with a new semi-annual amount of \$780.

Again, thank you very much for your support!

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY JUNE 1, HITCHCOCK HOME

1. **APPROVAL OF MAY MINUTES:** Sally
2. **PRESIDENTS REPORT:** Pam
Recap of annual meeting.
3. **TREASURER'S REPORT:** Allen 1
4. **MAINTENANCE:** Allen 2
5. **LANDSCAPE:** Bill and Carole
6. **OLD BUSINESS:**
7. **NEW BUSINESS:**
Next ladies luncheon set for June 11
Potluck date: volunteers
Patio/Garden competition
8. **ADJOURN**

June 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: June 1, 2015

Meeting Place: 7 Bloch Terrace (Bill and Carole 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 May Board Minutes were approved for posting on the Association's website.

President's report: Pam initiated discussion of attendance at the Annual Meeting. Discussion will continue at the July meeting. Considerations: meeting room, time of day, name of meeting. The next Tanglewood Tales will include a brief questionnaire for Association members' feedback. Pam will contact the Mountain Park event manager regarding alternative room availability and cost for next year's meeting.

Treasurer's report: Allen distributed the Treasurer's Report; all in good order. The mid-year invoices will be sent out mid-June.

State Farm has yet to provide an itemized account regarding the increased insurance premium.

Maintenance: Allen Ryman received approval from Mountain Park for paint request on 4 Britten Court. This letter will be used as a template for future requests. Allen has the paint chips from Miller's that must be submitted to Mountain Park by homeowners' requesting permission to paint their properties.

Allen anticipates the cost for gutter cleaning probably will double. He will start researching new contractors for bids.

The Board discussed fences. Some need to be replaced/installed. Allen Ryman noted the fences must follow plot lines and possibly will need to be surveyed. Allen will contact contractors for prices, style of fence (good neighbor vs. straight). The Board also discussed possibly offering homeowners a choice of fence style.

Landscape: The Board received and approved a request for payment for work on the berm between 15 and 17 Bloch Terrace. However, the Board discussed and noted for the record all work on common property must first receive Board approval (to ensure

the work is appropriate and in keeping with existing landscaping). The next Tanglewood Tales will include a reminder to homeowners to not expect to be reimbursed for work done independently.

Bill reported the blackberries are blooming and should be eradicated. He will contact Shannon Landscaping to arrange to have that done when appropriate.

The sprinklers are functioning; no complaints from Grover's at this time. However, the system might need to be redone and will be reviewed at a later date.

Old Business: The approved Amended Declaration must be registered with Clackamas County and Sally will take responsibility for this after it has received Board finalization.

New Business: There will be a ladies' lunch June 11.

The annual potluck will be held Thursday, August 13. Volunteers are needed to assist with planning and set up. Lacey Davis has already graciously volunteered.

July meeting: The next meeting will be held Wednesday July 8, 7:00 PM, at the Robinson's, 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
June 1, 2015

Budget Summary

Landscaping	Budget	Spent May	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$16,588	\$2,112
Add'l landscaping	\$4,500	\$0	\$1,215	\$3,285
Tree and bank care	\$4,000	\$0	\$2,575	\$1,425
Water	\$1,400	\$36	\$967	\$433
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$1,600	\$0	\$1,689	(\$89)
General maint.	\$1,000	\$0	\$245	\$755
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$15,200	\$17,794	\$17,794	(\$2,594)
PGE	\$900	\$64	\$778	\$122
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$500	\$0	\$365	\$135
Fees, taxes, misc	\$200	\$5	\$147	\$53
Other	\$0	\$0	\$0	\$0
Totals	\$48,500	\$19,407	\$42,363	\$6,137

Expenses in May

Grovers	\$1,508
Water	\$36
PGE	\$64
Insurance	\$17,794
Ann Mtg, coffee	\$5
Totals	\$19,407

Income in May

Dues	\$240
Assessments	\$0
Interest	\$2
Totals	\$242

Bank Balances			Reserve balances	
	end Apr	end May	Start year	\$22,463
Checking	\$4,110	\$2,943	Spent	\$4,646
Savings	\$502	\$502	Add	
Money Market	\$44,937	\$26,939	End year	
Totals	\$49,549	\$30,384		

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

Wed

~~MONDAY~~ JULY 8, ROBINSON HOME

GUEST: Vinh Nguyen PGE

1. APPROVAL OF JUNE MINUTES: Sally
2. PRESIDENTS REPORT: Pam
PGE responses
3. TREASURER'S REPORT: Allen 1
4. MAINTENANCE: Allen 2 Fence project, cost of surveyor
5. LANDSCAPE: Bill and Carole
Sprinkler issues
6. OLD BUSINESS: potluck update: Carole
7. NEW BUSINESS ADJOURN

July 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: July 8, 2015

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

Purpose: Monthly Board Meeting

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

Guest: Vinh Nguyen, PE, Distribution Engineer Western Region, PGE

Meeting called to order at 7 PM.

The President introduced Mr. Nguyen, PGE engineer for the Lake Oswego region. Mr. Nguyen addressed the Board in response to Pam's letter of concern regarding the latest (June) six-hour power outage. He presented PGE's plans for cable replacement in our area and explained the timeline and inherent problems of the project.

Original (1970s) cable in the Mountain Park area is buried cable, much without conduit. The Strategy Asset Management team, headed by Bill Nicholson, determines project priority and works on a "three strikes" reactive policy, meaning after three outages/repairs, cable is replaced. The process is data-driven and determined by age and type of cable and type of customer (commercial vs. residential).

Mr. Nguyen was very sensitive to the Board's concerns and explained (with maps) the status of the plan for cable replacement in our area. He will investigate the reasons for the very lengthy (four to six hour) recent outages and plans to work in a "proactive" manner in the future.

An additional problem PGE faces rests in the City of Lake Oswego's permitting procedures. LO permitting is the responsibility of one individual and the general lag behind other metropolitan areas is about three to four weeks. Any pressure we can apply to the City of Lake Oswego would help speed the process.

The Board thanked Mr. Nguyen for his time and excellent presentation. Before departing, Mr. Nguyen indicated he would communicate with Pam regarding the issues discussed.

The June Board Minutes were approved for posting on the Association's website.

Landscape: Bill received a bid of \$1,275 from Grover's for aeration and blackberry eradication. Allen Robinson moved and Allen Ryman seconded approval for acceptance of the bid. The bid was approved by the Board.

There was a bush on common property between 17 and 19 Britten Court. Dave Grover has removed it and will plant another bush in the fall (the appropriate time to replant).

The walk-through with an arborist is scheduled for August.

There is a broken sprinkler head between 19 and 21 Bloch Terrace. Bill will bring this to Grover's attention.

Treasurer's report: Allen distributed the Treasurer's Report. \$10,000 has been added to the reserves.

Allen received a breakdown from State Farm Insurance. The increase of \$2,000 is for earthquake coverage.

Maintenance: Allen has received a quote of \$27 per foot for fence replacement. As the Board has budgeted for \$30 per foot, this quote is within budget. Allen also received a survey quote (\$1,000) to locate and mark property corners with temporary markers. The Board approved the survey quote and asked Allen to proceed.

Old Business: The approved Amended Declaration must be registered with Clackamas County and Sally will take responsibility for this after it has received Board finalization.

The annual potluck will be held Thursday, August 13. Carole requested and received \$100 to cover miscellaneous expenses for the event.

August meeting: The next meeting will be held Monday August 3 7:00 PM, at Pam Berg's, 9 Britten Court.

Meeting adjourned at 9:00 PM.

Respectfully submitted,

Sally Mahedy

August 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: August 3, 2015

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; Guests, Tom and Patti Wilser

The meeting was called to order at 7 PM. The July minutes were approved for posting on the TTA website.

President's Report: Pam reported on the update she received from Vinh Nguyen, PGE, concerning this year's power outages. Regarding the June outage, the responding crew was unfamiliar with the area, there was no special tester in place for two hours and there was an error in the report. In February, the cable was energized by being dug up and spliced, but the repair was inadequate due to the condition of the cable. Moving forward, the old cable (27 Tanglewood) is in the design stage of replacement and the job should be finished October 2015.

There was another power outage Monday, July 27, affecting Mountain Park, but Pam did not receive an explanation for its cause.

Landscape: Tom and Patti Wilser presented their concerns about dead limbs in several of the pine trees in front of their house. Bill indicated that the arborist's conclusion last year was that the trees were not dead and there would be a permit cost for tree removal. At the very least, Tree Care Unlimited can remove the dead branches when the area work is done this year. It is possible that they could be entirely removed depending on the permit cost.

Tom Wilser also raised a concern about street signage/faint stenciling. He will check with Mountain Park and the City of Lake Oswego to determine responsibility.

Bill reported on the removal of blackberry bushes along both the Bloch Terrace and Britten Court banks.

Trees and other vegetation in the common areas will be reexamined by an arborist with Tree Care Unlimited later this summer. Bill and Dave Grover will also review landscaping

on common property in front of and between houses as part of an overall beautification project. Residents will be consulted before any plants are removed or replaced.

Treasurer's report: Allen distributed the monthly Treasurer's Report and reported dues are still coming in. Grant Gilmore is now owner of 6 Bloch Terrace.

Maintenance: Allen Ryman received the surveyor's report, which notes the fence in question is not where it should be. The Board discussed the potential problems/issues (tax, liability) Allen Robinson agreed to discuss the matter with the property owners adjoining the Association property before recommending we proceed with fence replacement. Allen Ryman will ask the surveyor to recommend a land attorney should we need legal advice.

Old Business: To date, Carole has received 19 confirmations for attendance at the upcoming potluck.

New Business: As a result of a request by Jackie Andrews to Pam Berg, The Board discussed what action might be taken to guide and inform Association members in the event of the anticipated Northwest earthquake.

September meeting: The next meeting will be held Tuesday September 8 7:00 PM, at Allen Ryman's, 27 Bloch Terrace.

Meeting adjourned at 8:00 PM.

Respectfully submitted,

Sally Mahedy

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

TUESDAY SEPT 8th RYMAN HOME

1. APPROVAL OF AUGUST MINUTES: Sally
2. PRESIDENTS REPORT: Pam
Estate sale scheduled 11,12 and 13 at 5 Britten Court. Set up begins Labor Day
3. TREASURER'S REPORT: Allen 1
4. MAINTENANCE: Allen 2 Completion of fence project/ gutter cleaning proposals
5. LANDSCAPE: Bill and Carole
6. OLD BUSINESS:
 - A) results of annual meeting survey
 - B) ?any necessary action on part of TTA for earthquake preparedness
 - C) next ladies luncheon date
7. NEW BUSINESS
8. ADJOURN

0

September 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: September 8, 2015

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

The meeting was called to order at 7 PM. The August minutes were approved for posting on the TTA website.

President's Report: There will be an estate sale at 5 Britten Court on the weekend of September 12. The new owners, Craig and Carol Whitten, will move in later this year. Al Belais, 7 Britten Court, provided his email address and will be included on the Association's roster.

Treasurer's report: Allen distributed the monthly Treasurer's Report. To date, two owners have not yet paid the semi-annual fees; otherwise, everything is in order.

Landscape: Bill and Dave Grover did a walk through of the neighborhood to identify front and side common property that may warrant upgrading. Two properties will require planting of new bushes to replace items that have not survived or are in general need of replacement. Much of the other work involves attending to needed pruning and in some cases reducing the size of some plants that have grown too large. We are working with those residents that are directly affected by common property upgrading to insure that any of their concerns are noted. Grover will submit a cost estimate before the next meeting for any additional expenses that are outside of his normal maintenance.

Grover also did considerable work to eradicate blackberries on both the Tanglewood and Britten Court banks in July. Bill has asked Dave to submit a bid proposal for semi-annual work on those banks, which would consolidate all of our TTA grounds maintenance under one contractor. The Board will review that proposal at the October meeting.

We have scheduled a time next week with Tree Care Unlimited, the firm we have been using for the past two years, to do a review of all trees on common property to determine which need to be removed or need limb removal. This annual review of the

health of our trees has been instrumental in reducing the risk from falling trees or branches and keeping roofs and decks free of overhanging limbs.

Maintenance: The fence repair behind Bloch Terrace properties was completed in two days and in satisfaction to both the Association and owners of the adjoining properties. Allen Ryman and Allen Robinson anticipate the latter will pay their share of the cost in the immediate future.

Allen Ryman has two more bids coming in for gutter cleaning and anticipates we will be able to select a contractor at the October meeting.

Old Business: ^{Pam}Carole reported on the survey results regarding preferences for time and day of week for the Annual Meeting. The indication is the meeting should stay "as is" (a Thursday evening).

The Board discussed the potential Northwest earthquake and decided not to take any action/provide advice to Association members at this time.

October meeting: The next meeting will be held Monday October 5 7:00 PM, at the Mahedy residence, 13 Britten Court.

Meeting adjourned at 8:00 PM.

Respectfully submitted,

Sally Mahedy

Budget Summary

Landscaping	Budget	Spent Aug	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$3,016	\$15,684
Add'l landscaping	\$4,500	\$140	\$200	\$4,300
Tree and bank care	\$4,000	\$1,355	\$1,355	\$2,645
Water	\$1,500	\$325	\$499	\$1,001
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$2,000	\$0	\$0	\$2,000
General maint.	\$1,000	\$0	\$0	\$1,000
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$16,400	\$0	\$0	\$16,400
PGE	\$1,000	\$55	\$107	\$893
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$400	\$0	\$0	\$400
Fees, taxes, misc	\$300	\$77	\$145	\$155
Other	\$0	\$0	\$0	\$0
Totals	\$50,300	\$3,460	\$5,322	\$44,978

Expenses in Aug

Grovers	\$3,003
Water	\$325
PGE	\$55
Potluck	\$77
Survey for fence	\$1,005
	<u>\$4,465</u>

Income in Aug

Dues	\$4,220
Assessments	\$0
Interest	\$3
	<u>\$4,223</u>

Bank Balances			Reserve balances	
	end July	end Aug	Start year	\$28,357
Checking	\$8,064	\$7,819	Spent	\$1,005
Savings	\$502	\$502	Add	
Money Market	\$40,944	\$40,947	End year	
Totals	\$49,510	\$49,268		

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY OCTOBER 5, MAHEDY HOME

1. APPROVAL OF SEPT MINUTES: Sally
2. PRESIDENTS REPORT: Pam
3. TREASURER'S REPORT: all
4. MAINTENANCE: Allen
Gutter proposal from Clearly Amazing
5. LANDSCAPE: Bill and Carole
Arborist recommendations following walk through
6. OLD BUSINESS:
7. NEW BUSINESS:
Next ladies luncheon October 13
8. ADJOURN

October 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: October 5, 2015

Meeting Place: 13 Britten Court (Sally Mahedy's home)

Purpose: Monthly Board Meeting

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

The meeting was called to order at 7 PM. The September minutes were approved as amended for posting on the TTA website.

President's Report: Pam will contact PGE mid-month for status on the cable replacement project (originally proposed to start sometime this fall).

Treasurer's report: Pam presented the Treasurer's report on behalf of Allen Robinson (traveling), which met with Board approval. The fence replacement has been fully paid for and adjoining Tanglewood neighbors fully reimbursed the Association for their share. The reimbursements are shown in the Assessment field. Additionally, the Association has received the signed agreement to adjust the property line which has been saved with the permanent documents on the TTA website.

All dues are paid current.

Allen Ry

A The Board discussed the seasonal sprinkler turn-off. BN will check with Dave Grover and will notify the City of Lake Oswego when sure the sprinklers are no longer needed (probably November 1).

Landscape: Bill submitted the landscape report. The results of the tree review with Mike Johnson, arborist from Tree Care Unlimited, indicated a total of \$7,254 for limb and tree removal. The major expense involves the removal of a hazardous Bigleaf Maple on the bank behind Britten Court at a total of \$4,760.

Grover's Landscaping submitted a proposal for \$1,270 for some needed landscaping projects on street front common areas. Grover's also submitted a proposal for \$1,620 to take over the annual maintenance of the common area banks behind Bloch Terrace and Britten Court. In the future, Grover's will be hired to maintain the common areas of both banks.

Treasurer Allen Robinson was unable to attend the meeting but was consulted prior to the meeting on the proposed expenses for tree maintenance. He assured Bill that cost for all of the above work is within the existing budget and capital plan. By vote of the Board, all of the work was approved. Bill anticipates the work will be performed October 22-23; he will send notices to the affected homeowners in good time.

Maintenance: Allen Ryman received a reasonable quote from Clearly Amazing for gutter cleaning. The Board agreed that we must have a signed agreement for the work before acceptance and Allen will ask Clearly Amazing for documentation. Allen has had very disappointing responses from potential contractors (some not even providing quotes), but will try to get additional quotes for comparison. Pam will contact Joanne Undi for a possible recommendation.

New Business: Both Bill and Pam have been questioned by homeowners regarding the increase in the annual insurance premium (\$2,000 this year). They explained it is due to earthquake coverage. Also noted: Richard Ranf is retiring; his assistant will continue working with existing clients.

November meeting: The next meeting will be held Monday November 2 7:00 PM, at the Robinson residence, 25 Bloch Terrace.

Meeting adjourned at 8:00 PM.

Respectfully submitted,

Sally Mahedy

Treasurer's Report to Board
For year July, 2015 thru June, 2016

Tanglewood Townhouse Assn
Oct 1, 2015

Budget Summary

Landscaping	Budget	Spent Sept	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$4,524	\$14,176
Add'l landscaping	\$4,500	\$200	\$400	\$4,100
Tree and bank care	\$4,000	\$0	\$1,355	\$2,645
Water	\$1,500	\$388	\$887	\$613
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$2,000	\$0	\$0	\$2,000
General maint.	\$1,000	\$0	\$0	\$1,000
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$16,400	\$0	\$0	\$16,400
PGE	\$1,000	\$64	\$171	\$829
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$400	\$0	\$0	\$400
Fees, taxes, misc	\$300	\$0	\$145	\$155
Other	\$0	\$0	\$0	\$0
Totals	\$50,300	\$2,160	\$7,482	\$42,818

Expenses in Sept

Grovers	\$1,708
Water	\$388
PGE	\$64
Fence	\$3,350
	<u>\$5,510</u>

Income in Sept

Dues	\$2,400
Assessments	\$2,307
Interest	\$4
	<u>\$4,711</u>

Bank Balances			Reserve balances	
	end Aug	end Sept	Start year	\$28,357
Checking	\$7,819	\$7,017	Spent	\$4,355
Savings	\$502	\$502	Add	\$2,307
Money Market	\$40,947	\$40,950	End year	
Totals	\$49,268	\$48,469		

Relocation of Property Line

September 26, 2015

To: Mr. Ray Miller
4 Sibelius Ct
Lake Oswego, OR 97035

Mr. John Murphy
6 Sibelius Ct.
Lake Oswego, OR 97035

From: Allen Robinson
25 Bloch Ter
Lake Oswego, OR 97035

Re: Relocation of property line between Tangiewood Townhouse Association (TTA)
common property and your properties.

Gentlemen:

On September 1 work on the fence replacement between our properties was completed.

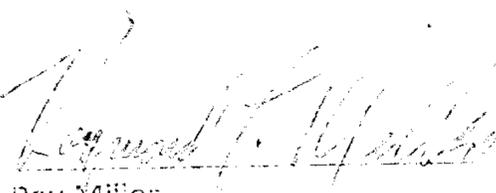
As we discussed prior to the fence replacement, the replacement fence was built on the same line as the existing fence and not on the property line determined in the survey done July 23, 2015.

Our mutual agreement is that building on the existing fence line, not the surveyed property line, will relocate the property line to that shown as "EXISTING FENCE" on the survey of July 23, with that "EXISTING FENCE" line extended to the southern-most end of the new fence. This change transfers an approx 650 sq. ft. triangular section the July 23 survey shows as belonging to TTA to your properties.

As per our signatures below, we acknowledge this change. TTA releases any claim to that approx 650 sq. ft. triangular section and passes ownership to each of you, in proportion as drawn on the survey.

Agreed to this date _____

Allen Robinson
Treasurer, TTA



Ray Miller
Owner, 4 Sibelius

John Murphy
Owner, 6 Sibelius

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AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY NOVEMBER 2, ROBINSON HOME

1. APPROVAL OF OCTOBER MINUTES: Sally
2. PRESIDENTS REPORT: work has been completed on new cable and it is in conduit per PGN. (finished 10/27)
3. TREASURER'S REPORT: Allen
4. MAINTENANCE: Allen
Gutter proposal, new contractor, items of liability insurance in place
Irrigation: turning off of sprinklers achieved?
5. LANDSCAPE: Bill and Carole
Review of work done by tree care
Problems with #19 Britten resolved?
6. OLD BUSINESS:
7. NEW BUSINESS:
Tarpaulin on car in driveway of 6 Bloch/cars on street
Ellen suggested that owner be made of where he could look at rules and regs online
8. ADJOURN

Treasurer's Report to Board
 For year July, 2015 thru June, 2016

Tanglewood Townhouse Assn
 Nov 1, 2015

Budget Summary

Landscaping	Budget	Spent Oct	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$6,032	\$12,668
Add'l landscaping	\$4,500	\$335	\$735	\$3,765
Tree and bank care	\$4,000	\$0	\$1,355	\$2,645
Water	\$1,500	\$388	\$1,275	\$225
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$2,000	\$0	\$0	\$2,000
General maint.	\$1,000	\$0	\$0	\$1,000
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$16,400	\$0	\$0	\$16,400
PGE	\$1,000	\$68	\$239	\$761
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$400	\$0	\$0	\$400
Fees, taxes, misc	\$300	\$0	\$145	\$155
Other	\$0	\$0	\$0	\$0
Totals	\$50,300	\$2,299	\$9,781	\$40,519

Expenses in Oct

Grovers	\$1,843
Water	\$388
PGE	\$68
Major tree work	\$6,561
	<u>\$8,860</u>

Income in Oct

Dues	\$250
Assessments	\$0
Interest	\$4
	<u>\$254</u>

Bank Balances			Reserve balances	
	end Sept	end Oct	Start year	\$28,357
Checking	\$7,017	\$4,407	Spent	\$10,916
Savings	\$502	\$502	Add	\$2,307
Money Market	\$40,950	\$34,954	End year	
Totals	\$48,469	\$39,863		

PDX Window Cleaning

Sergio Garcia
50 NE 157th Ave
Portland OR 97230

Bid Proposal

Date: 6/22/2015

Phone: 971-266-9591

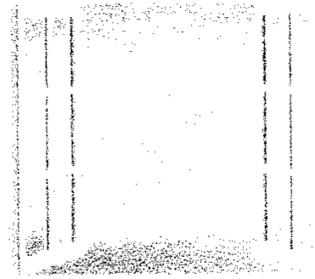
Customer: Tanglewood Town Homes

E-mail:
sergio_brigar@ymail.com

Send to:

acrym@hotmail.com

Allan Ryan



Home or Business. No job is too small or to big for us!

Please Check	Item	Service Description	Unit Price	Total
		WINDOW CLEANING IN/OUT		
x		GUTTER CLEANING		\$1,500.00
		HOLIDAY CLEANING		
		CHANDELIER CLEANING		
		POWER WASHING		
		OTHER:		
		Location of job:		
		38 units 1-37 Bloch Terrace		
			Subtotal	\$1,500.00 (bid)
			Retainer OR Pay	
			Miscellaneous	
			Previous Balance	
			Balance Due	

Additional Information:

Please let tenants know that roof blowing is \$45.00.

We will also be dropping business cards door to door for our other services that we provide.

Your signature authorizes PDX Window Cleaning to provide the services listed above.

Client's Signature _____

AGENDA FOR TTA HOMEOWNERS BOARD MEETING

MONDAY DECEMBER 7, BERG HOME

1. APPROVAL OF NOVEMBER MINUTES: Sally
2. PRESIDENTS REPORT: more work by PGE to be scheduled
3. TREASURER'S REPORT: Allen
4. MAINTENANCE: Allen
Gutter cleaning.
5. LANDSCAPE: Bill and Carole
6. NEW BUSINESS: Holiday gift boxes
7. OLD BUSINESS
8. ADJOURN

December 2015 Minutes
Board of Director Meeting
Tanglewood Townhouse Association

Date: December 7, 2015

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

Purpose: Monthly Board Meeting

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

The meeting was called to order at 7:30 PM. The November minutes were approved as amended for posting on the TTA website.

President's Report: Further PGE work is scheduled behind 15 Bloch Terrace and, eventually, 13 Britten Court. The work behind 15 Bloch is in the preliminary stage and the Association is waiting to receive comments from PGE. **(nb: since the December Board meeting, PGE information received. See attached email.)**

Dave Grover will check on the plantings on the common area in front of 15 Bloch Terrace because the homeowners are concerned about possible damage to the new plantings when PGE conducts the work. The Board will wait to hear from Grover's.

Treasurer's report: Allen distributed the monthly Treasurer's report. There is nothing outstanding at this time. The semi-annual invoices have been mailed to all homeowners.

The formal change of insurance agent at State Farm has been completed and Jay Puppo is now the Association's contact.

The Board agreed that annual Christmas gifts (\$100 to be distributed evenly among the workers) will be given to Grover's gardeners.

Landscape: There are no current issues to report.

Maintenance: The annual gutter cleaning was completed satisfactorily and in a timely manner. One roof required a call-back for job completion and Allen Ryman responded satisfactorily to two homeowners who had queried the proposal (questioning cost and roof-blowing).

Old Business: Board rotation and recruitment will be featured in the January Tanglewood Tales and the Board members will continue to encourage participation of all residents.

New Business: Allen Robinson and Bill Hitchcock attended an HOA seminar held by the Fotheringham law firm; the seminar did not address concerns of our Association.

The Board discussed the importance of making a formal resolution for any changes that need to be made for smooth operation of the Association.

Allen Robinson recommends that we audit the Association books. He will ask Tom and Patti Wilser to consider assisting with this.

Pam will reserve a room at the Mountain Park Rec Center for the Annual Meeting in May.

A ladies luncheon will be held in January (restaurant to be determined).

January meeting: The next meeting will be held Monday, January 4 7:00 PM, at Bill and Carole Hitchcock's home, 7 Bloch Terrace.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

Sally Mahedy

From: Chris Bolton
Sent: Thursday, December 03, 2015 12:38 PM
To: bergph@bigplanet.com
Cc: Annette Mattson
Subject: RE: Additional PGE work in Tanglewood

Hi Pam,

Here is a summary of the outstanding maintenance work we have planned in the Tanglewood neighborhood. In total, we expect there is about 2 days' worth of planned work.

We need to repair the transformer located in vault 9113, behind 15 Bloch Terrace. Normally, we prefer to replace the transformer and repair the old one in our transformer shop. However, because there is no truck access to this vault, we will need to repair the transformer in the field. Work on this transformer will require a shutdown for approximately 6 hours (affected addresses listed at the end of this email).

In order to de-energize the transformer, we will also need to access three other vaults in the area (see *Vault Locations* attachment). Work at vault 9110 will be minimal. At vault 9112, we will repair a damaged connector within the vault after disconnecting vault 9113. This should not require an outage on the transformer in vault 9112, and we are planning on executing this work on the same day as the vault 9113 transformer repair.

At vault 7235, we need to access the vault to facilitate the transformer repair. Additionally, we need to replace the lid of this vault. The lid replacement will probably occur on a separate day from the transformer repair (unless time permits both to be completed in the same day).

Access to vault 9113 is pretty limited, and our crew will need to carry some equipment back to the vault in order to complete the repair. While onsite, our foreman thought the best access paths may be across the driveway of 17 Bloch Terrace then hugging the south wall of the building or going between the buildings of 19 and 21 Bloch, then turning south and walking behind 17 and 19 Bloch to the vault (see *Vault Locations* attachment).

Prior to executing this work, I would also like to schedule one of our landscape crews to trim the tree overhanging vault 9113 at 15 Bloch Terrace. Currently, there is not a clear and safe working space to complete the repair onsite, so we need to trim back the tree to provide adequate working clearances.

Regarding the landscaping work and access questions: I did a little digging into the property arrangement for the Tanglewood Townhouses, and it appears the houses are individually owned, but the area outside of the building footprints appears to be owned by a single entity (I am assuming by the HOA). I believe the landscaping and access paths are primarily on the common properties tract, though it is difficult to be sure. Can you provide any guidance here? Also, would you like me to reach out to the affected property owners directly, or should I coordinate communication through yourself / the HOA?

The following addresses will be affected by the transformer outage during repair: 9, 11, 13, 15, 17, 19, 21, 23, and 25 Bloch Terrace. When we determine a schedule date for the work, I plan

on having letters mailed out to each of the affected homes. I can include a letter for the HOA office if you provide a mailing address.

Regards,

Chris Bolton
Distribution Engineer
Portland General Electric
503-672-5469

Treasurer's Report to Board
For year July, 2015 thru June, 2016

Tanglewood Townhouse Assn
Dec 1, 2015

Budget Summary

Landscaping	Budget	Spent Nov	Spent, FYTD	Available
Grovers	\$18,700	\$1,508	\$7,540	\$11,160
Add'l landscaping	\$4,500	\$1,395	\$2,130	\$2,370
Tree and bank care	\$4,000	\$0	\$1,355	\$2,645
Water	\$1,500	\$355	\$1,630	(\$130)
Other	\$0	\$0	\$0	\$0
Maintenance				
Gutter cleaning	\$2,000	\$1,500	\$1,500	\$500
General maint.	\$1,000	\$0	\$0	\$1,000
Other	\$0	\$0	\$0	\$0
Administration				
Insurance	\$16,400	\$0	\$0	\$16,400
PGE	\$1,000	\$73	\$312	\$688
Professional fees	\$500	\$0	\$0	\$500
Mail and office	\$400	\$265	\$265	\$135
Fees, taxes, misc	\$300	\$0	\$145	\$155
Other	\$0	\$0	\$0	\$0
Totals	\$50,300	\$5,096	\$14,877	\$35,423

Expenses in Nov

Grovers	\$2,903
Water	\$355
PGE	\$73
Gutter cleaning	\$1,500
Mailbox rent, stamps	\$265
	<u>\$5,096</u>

Income in Nov

Dues	\$320
Assessments	\$0
Interest	\$2
	<u>\$322</u>

Bank Balances			Reserve balances	
	end Oct	end Nov	Start year	\$28,357
Checking	\$4,407	\$3,630	Spent	\$10,916
Savings	\$502	\$502	Add	\$2,307
Money Market	\$34,954	\$30,957	End year	
Totals	\$39,863	\$35,089		