

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Monday, January 10, 2011
Robinson Home

Meeting was held at Robinson's home at BCS Bowlgame half-time. All directors were present.

Minutes of the December meeting were approved.

Old Business

Allen discussed the need for additional estimates on the cost of paving our roads, emphasizing that this project need not be completed this year, but it is important that we get some estimates so future Boards can plan on the expenditure.

He spoke of the change to the new Google site (the current site will close in February). The next Tanglewood Tales will inform residents of the change.

Treasurer's report

Renaud furnished the attached report for the period ended 12/31/10, and there was discussion about the excellent 10-year forecast he produced. Budget for the 2011-12 fiscal year and long-term planning will be on the agenda for next month.

Landscape report

Linnette had no calls for additional landscaping this month.

Maintenance report

John said Jay Larsen had submitted a bill in the amount of \$736.93 for work done on the drainage pipe between 14 and 16 Britten Court. This seemed a little high, but the job required some excavation to obtain the slope required to better drain.

New Business

Terms of three members of the Board will end in May general and we need to find suitable replacements. Allen will talk to Paul Torgerson and Joanne Undi, Ellen will contact Tom Wilser and Gail Longtin as possible candidates.

Next meeting will be February 7 at Pullens' home.

Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Monday, February 7, 2011
Pullen Home

Present: Allen Robinson, Renaud Kauffmann, John Mahedy, Ellen Pullen
Excused: Linnette Talney

Minutes of the January 2011 meeting were approved as mailed.

Old Business

Allen has contacted several paving contractors and asked that they come out, look over our roads, advise on what should be done and give us tentative estimates, understanding that the work will not be done for several years.

Potential new Board members: Paul Torgerson has agreed to accept a position on the Board; Dick and Margi Zahler have indicated they would serve as a team. Renaud checked the CC&Rs and finds no obstacle to having two directors at one address, so the Zahlers will be put in nomination.

Allen will put information about the new Google site in the next Tanglewood Tales.

Treasurer's Report

There was discussion about Renaud's ten-year forecast. He shows that if we continue to spend at the current rate of \$48,000/year plus 3% annual inflation, expenses will exceed income in year 2015, requiring an increase in assessments. If we can decrease annual expenses to \$45,000 annually, with 3% annual increase, the tipping point will be extended to 2017. At that time reserve funds will be large enough so that only a special assessment for paving will be required.

It was the advice of the Board that Renaud complete two projections and two budgets for the annual meeting: one showing the \$48,000 annual expense and one showing the effect of a decrease to \$45,000 annually.

Renaud reported on assessment collections: two have paid half (Willett at #4 Bloch and Dunlop at #15 Bloch) and four are unpaid (Purcell at #8 Britten; Wilser, #1 Bloch; Ayers, #5 Bloch; and Picciano, #11 Bloch). Ellen will send second notices to the four unpaid.

Maintenance

John will again ask Jay Larsen to itemize his recent bill.

New Business

Ms. Willett, #4 Bloch, asked permission to replace her lawn with either barkdust or shade-tolerant plants. Allen will advise her that the Board agrees to that.

Annual meeting

Ellen will again contact Patty Johnson at MPHOA to secure a May date for the meeting.

Next meeting will be March 7 at Mahedy's home.

Ellen Pullen, Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Monday, March 7, 2011
Mahedy Home

Present: Allen Robinson, Renaud Kauffmann, John Mahedy, Linnette Talney, Ellen Pullen
Guests: Paul Torgerson and Pam Berg

Allen introduced Paul Torgerson as candidate for TTA Board at the Association annual meeting in May, and Pam Berg who had questions about Mountain Park charging homeowner associations for use of meeting room on weekends.

Allen noted that Dick and Margi Zahler agreed to be nominated for Board positions at the annual meeting on May 17,

Minutes of February 7 meeting were approved as mailed.

Allen brought a second estimate for paving to the Board and will try to get a third so that we can make a reasonable projection of capital expenditures required in the future.

Treasurer's Report

There was discussion of Renaud's 10-year forecasts of spending. One indicates that capping expenditures at \$45,000/year with an estimated 3% annual increase will delay the need for an increase in assessments for approximately six years. A budget allowing \$48,000/year with an estimated 3% annual increase would probably require increased assessments in three years. Renaud was praised for his good work, but he noted we cannot commit future TTA Boards to abide by these projections. The Board agreed to present a \$45k budget to members at the annual meeting.

Renaud reported the following unpaid assessments:

Chloe Purcell, 8 Britten Court

Tom and Patti Wilser, 1 Bloch Terrace

Judy Picciano, 11 Bloch Terrace

Ellen sent out second Payment Due notices two weeks ago.

Partial payments and amounts due:

Janelle Willette \$180 due

John and Lorin Dunlop \$360 due

Allen will call Wilsers and Dunlops, John will be in touch with Chloe or her parents, and Renaud will call Judy Picciano. Janelle Willette has been making payments.

Landscape Report

In Linnette's absence, Allen signed the renewal contract with Collier's for maintenance of the Bloch Terrace hedge.

Linnette had a question from Linda Cook, owner of 10 Britten Court, as to who was responsible for removing, planting and maintaining shrubs at her unit, which is presently rented. Linnette will respond that the unit owner is responsible for the portion of the area which is privately owned; the portion (from the garage to the street) is common property which is the responsibility of the homeowner association. Most homeowners take care of the entire area, but if Ms. Cook wants the Association to do so, it will likely result in placement of bark dust or some substance which does not require care. (After the meeting Linnette looked at the "shrubs" near the street and concluded they are probably mugho pines which need pruning.)

Maintenance report

John reported that Jay Larsen will provide an itemized invoice for the work performed in January.

John also noted the need for repairs in several sprinkler systems on the property. He will get an estimate or two for repair and/or replacement of the system, which is probably 40 years old.

The next Board meeting will be at 7pm, Monday, April 4 at Robinson's home.

Ellen Pullen, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Monday, April 4, 2011
Robinson home

Present: Allen Robinson, John Mahedy, Ellen Pullen Linnette Talney
Excused: Renaud Kauffmann

Minutes of the meeting March 7 were approved as mailed.

Discussion of preparation for annual meeting May 17

Meeting announcement, proxy, ballot and updated roster approved
Allen will add memo regarding condition of our streets and prospect for paving
Renaud will furnish 2011-12 budget
Ellen will get packet in mail by April 15

Allen will call on each board member for report on the year's activities, comments, and respond to questions from homeowners

Treasurer's report

Renaud was absent. Allen will ask that he email his report to members of the Board and seek their approval.

Landscape

Linnette looked at the shrubs at 10 Britten as requested by owner Linda Cook. She explained that Ms. Cook could change the planting as she wishes, subject to Board approval of a drawing of her plan, or she could allow the Board to plant the common area (that area from the front of the garage to the street) in which case the Board would choose bark dust or plants requiring little care. Ms. Cook said she would consider this.

Maintenance

John commented on the state of the sprinkler system, which is quite old. The piping is brittle, some sprinkler heads need to be replaced. He will bring this to the attention of the homeowners at the annual meeting.

New Business

Allen asked if there had been comments on the exterior trim painting at 15 Bloch – none noted. Robinsons are planning to paint their unit, perhaps changing colors, and redoing the landscaping in their common area.
Renaud and Allen will prepare to transition their duties to the newly elected President and Treasurer at the first meeting in June.

The next meeting will be at Pullens home on Monday evening, May 2.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Monday, May 2, 2011
Pullen home

Present: Allen Robinson Renaud Kauffmann, John Mahedy, Ellen Pullen, Linnette Talney
Guest: Board candidate Paul Torgerson

Minutes of the April 4 Board meeting were approved as mailed.

Old Business

Preparation for Annual Meeting May 17 -

AGENDA

Call to order

Approve minutes of 2010 annual meeting

Vote for new Board members

Call for nominations from the floor

Secretary counts ballots and proxies – 20 are required

Updates from Board members

Treasurer – budget presentation, discussion, approval

President – roads, updates, thanks

Landscape – report

Maintenance – report

Secretary report on results of vote

New business?

Adjourn

Refreshments: Allen will provide decaf, Linnette and Ellen will bring cookies.

Treasurer's Report

Renaud has received the bill for insurance premium - \$13,286, a 4% increase. He had budgeted for a 5% increase and as this is one of our largest expenditures, we will be able to stay within the recommended \$45,000 limit on expenses.

The only outstanding assessment due is Wilsers. Allen will contact them by letter.

Landscape Report

Another letter has been received from Linda Cook, owner of 10 Britten Court, concerning removal of plants from the common area at the front of her unit. The Association has agreed to remove the plants and she will provide a sketch of new planting which she will purchase, plant, and care for.

There was discussion of the condition of the lengthy hedge on Bloch Terrace. Linnette reported that Mo al Hoty has staked the leaning arbor vitae near the gate to the rear of his unit. She and John called attention to the diseased and broken plants behind 13 and 15 Britten Court. John will plant additional shrubs if it is decided that will help.

Maintenance

John is still waiting for an itemized bill from Jay Larsen for the work on the pipe at 14 Britten Court.

New Business

Linda Cook is concerned about "exposed wires" at the rear of her unit. These are probably Comcast cables which have become exposed over the years. She will be advised to call Comcast to take care of it.

The meeting adjourned at 8:15pm.

To aid in transitioning to the new Board, Allen and Renaud, departing Board members will meet with the new Board at its next meeting, Monday, June 6, 7pm at Torgerson's home.

Respectfully submitted,
Ellen Pullen
Secretary to the Board

**MINUTES OF THE ANNUAL MEETING
TANGLEWOOD TOWNHOUSE HOMEOWNERS ASSOCIATION**

Mountain Park Clubhouse, May 17, 2011

The annual meeting of the Tanglewood Townhouse Homeowners Association was held at the Mountain Park Clubhouse at 7:00pm, Tuesday, May 17, 2011. Fourteen units were represented in person, nine proxies were tendered. Coffee and cookies were enjoyed by all.

Board President Allen Robinson called the meeting to order, and the Secretary established a quorum.

He asked that minutes of the annual meeting May 8, 2010 be approved. On motion by Gail Longtin, seconded by Paul Torgerson, the minutes were approved.

Allen asked if there were nominations for Board members from the floor. Hearing none, he asked the Secretary to count the proxies and ballots submitted.

Allen asked for updates from current members of the Board.

Landscaping

Linnette Talney reported that funds were available to take care of all landscaping requirements this year, but she noted that many trees are old and a hard winter could cause problems. This is the year for major cleanup of the berm behind Britten Court, which is a significant expense, but alternating this area with cleanup of the Bloch Terrace/Tanglewood slope controls weeds and blackberries.

Jennifer Grant, 15 Britten Court, asked what could be done about the portion of the hedge behind her unit. The recently planted shrubs are not healthy and falling over. The Board is aware of this and the new Board will seek a solution.

Maintenance

John Mahedy said maintenance work this year was routine, but noted the poor condition of the sprinkler systems. An underground leak behind 4 Britten Court was repaired, and he feels we can make it through this season by replacing some sprinkler heads, but the system will need to be replaced in the near future.

Budget

Renaud Kauffmann discussed the budget which was submitted to homeowners. He commented that assessments are at the maximum allowed and are sufficient to cover annual expenses of around \$45,000, and allow for monies to add to reserves. If expenses can be kept near that amount, adding a percent for inflation, reserves can be built up so that by the end of fiscal 2011-12 they will be:

Roads	\$ 23,812
Gutter replacement	2,760
Fences	8,000
Emergency	10,000

Tanglewood Townhouse Association
Proposed Annual Budget
July 2012 – June 2013

2012-13 Budget	2011-12 Est.	Change		2011-12 Est.	2011-12 Budget	Variance	2010-11 Actual
INCOME							
54,720	54,888	(168)	Dues	54,888	54,720	168	54,493
138	141	(3)	Dividends	141	70	71	166
54,858	55,029	(171)	TOTAL INCOME	55,029	54,790	239	54,659
OPERATING EXPENSES							
Fixed Expenses							
18,500	18,096	(404)	Landscaping - Grover's	18,096	18,261	165	18,196
634	634	0	Landscaping - Colliers	634	639	5	634
14,930	14,085	(845)	Association Insurance	14,085	13,266	(819)	13,286
1,600	1,520	(80)	Gutter Cleaning	1,520	1,622	102	1,520
930	809	(121)	PGE	809	865	56	764
650	512	(138)	Water (City of LO)	512	757	245	516
175	168	(7)	PO Box Fees	168	175	7	168
50	50	0	Taxes/Licenses	50	50	0	50
37,469	35,874	(1,595)	Total Fixed Expenses	35,874	35,635	(239)	35,133
Variable Expenses							
4,400	5,755	1,355	Additional Landscaping	5,755	4,500	(1,255)	4,946
4,000	1,300	(2,700)	Tree Care	1,300	4,000	2,700	2,796
80	74	(6)	Misc. Expense	74	0	(74)	13
1,450	291	(1,159)	General Maintenance	291	1,550	1,259	809
500	250	(250)	Professional Fees	250	500	250	87
150	142	(8)	Office Expenses	142	150	8	211
10,580	7,811	(2,769)	Total Variable Expenses	7,811	10,700	2,889	8,862
48,049	43,686	(4,363)	Total Expenses	43,686	46,335	2,649	43,995
6,809	11,343	(4,534)	NET INCOME	11,343	8,455	2,889	10,664

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION

Monday, June 6, 2011

Torgerson home

Present – Departing Board Members – Renaud Kauffmann, Allen Robinson,
Lynette Talney
Current Board Members – Dick and Margi Zahler, John Mahedy, Paul
Torgerson, Ellen Pullen

The meeting convened at 7:00 pm.

Members of the 2011-12 Board chose Margi Zahler as President, Paul Torgerson as Treasurer, Dick Zahler in charge of Landscape. John Mahedy will continue as Maintenance person, and Ellen Pullen as Secretary.

Minutes of the Board meeting May 2 were approved.

Ellen will send out minutes of the annual meeting, an updated roster, and Tanglewood Tales with assessment due notices in mid-June. She will check with Paul about any past-due assessments.

Treasurer report – Renaud's report to end of May is attached. He, Margi and Paul will meet at OnPoint Friday to format new signature bank cards. **The Board has asked Paul to contact Wilsers about past-due assessment and to arrange for payment plan.**

Landscape report – Lynette passed on landscape information to Dick Zahler. The Board will look at rear of 15 Britten to determine what to do about the hedge, which is deteriorating to a condition where there is little privacy for the homeowner. If appropriate, Dick will ask Steve Young to purchase, deliver, and plant several 5-foot shrubs. John Mahedy volunteered to remove the small, dying shrubs there.

Concrete blocks placed by a former owner behind #9 Bloch will probably be left there – no one has complained about them.

Maintenance – Nothing new. John will work on sprinkler system.

New business

The annual potluck was set for Thursday evening, August 11. Patricia Robinson will be asked to chair it.

Allen Robinson has cartons of old TTA records in his garage and, if no one objects, will keep them and go through them to eliminate unnecessary paper. No objection from anyone.

The next meeting will be at Pullens on Tuesday, July 5, because of the July 4 holiday; the August 1 meeting will be at Zahlers, and the September 6 meeting at Mahedy's.

There being no further business, the meeting adjourned about 8:00 pm.

Ellen Pullen
Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Tuesday, July 12, 2011
Pullen home

Present – Dick and Margi Zahler, John Mahedy, Paul Torgerson, Ellen Pullen

Minutes of the Board meeting on June 6 were approved.

Treasurer's report

Paul presented the Association financial information in a new format, including a balance sheet, operating statement for the month and year to date, and budget data comparing this year's approved budget with prior year's budget and actual income and expenditures. He has set up a program to generate assessment notices and income.

Semi-annual statements have been sent out, and as of this date 22 assessments have been paid in full, 2 paid in instalments, and 14 unpaid. Payments are due by July 31.

Maintenance

John has repaired a water line between 19 and 21 Bloch Terrace, which was cut by cable repairmen. Water has been turned on by the city and he will talk to Linnette about watering the lower islands. Allen Ryman takes care of the upper island.

A complaint was received from Joanne Undi, 4 Britten Court about late night watering; Margi will contact her and suggest she talk to John about it. He does not set sprinklers to water at night.

Landscape

Jennifer Grant, 15 Britten Court, has erected a partial fence behind her unit for privacy; dying hedge plants will be removed and new ones installed, as noted last month.

Dick received an email from Ms. Undi about the condition of the path at the side of her unit. This path is on Mountain Park property and was abandoned last year. He will suggest she call Mountain Park about the condition of the old trail and lack of signage.

A request was received from Janelle Willett, 4 Bloch Terrace, to approve changes in landscaping the area at front of her unit. She has hired a professional landscaper to replace lawn, plant some new shrubs, and add bark dust. She did not submit a sketch but outlined replacement of existing plants, and it was approved.

Flyers for the annual potluck August 11 have been sent out; the committee will telephone reminders closer to the date.

New Business

John and Sally Mahedy, 13 Britten Court, submitted a drawing of a gate they wish to install in the fence on their property. Entry to the lot is necessary for various utilities, but Mahedys have secured approval from those entities and designed the gate to allow easy access. The Board approved the request.

Dick Zahler, Landscape director, commented on the growth of ivy and blackberries on the Tanglewood slope, behind Bloch Terrace. Cleanup of that section of common property is scheduled every other year, alternating with cleanup of the berm behind Britten Court. The boundaries of that space are not clear; he will ask former Landscape person, Linnette Talney, who arranged the first cleanups, how she defined the area. He will get an estimate on adding some work on the Tanglewood area to the Britten Court work.

Respectfully submitted,
Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION
7pm, Monday, August 1, 2011
Zahler home

Present – Dick and Margi Zahler, John Mahedy, Paul Torgerson, Ellen Pullen

Minutes of the Board meeting on July 12 were approved.

TREASURER'S REPORT

Paul's financial statement as of July 31 is attached.

He reported that assessments for the period July 1 to December 31 have been paid in full by 32 homeowners, instalment payments received by 2, and 4 remain unpaid as of August 1.

He will contact those who have not yet paid.

MAINTENANCE

John spoke with Joan Undi about watering the common area behind Britten Court.

Water has been turned on in the islands and Dick Zahler has offered to water the two lower islands; Allen Ryman takes care of the upper island.

John will repair a broken sprinkler head between 19 and 21 Bloch Terrace.

LANDSCAPE

Dick spoke to Kevin Stohler, head of landscape for Mountain Park, about lack of signage at the old path behind Britten Court; Kevin responded that many signs and barriers had been put up there and vandalized so often that he "washed his hands" about the situation.

Dick has arranged for Shannnon Landscape Contractors to begin cleanup of the blackberries and ivy behind Britten Court on Monday, August 8, and, if there is time, to remove the worst of the growth on the Tanglewood slope. The Board authorized 2 days work by the crew at \$1200/day.

The Board looked at landscape changes to the Willett property (4 Bloch Terrace) and at the area behind the unit. Ms. Willett will be asked to meet with the Board at the property to consider her request to expand the deck at that unit. She had also asked if the Association was responsible for the fence on the driveway there and was informed that driveways (and attached fences) are the responsibility of the owner in accordance with the Amendment to CC&Rs dated November 29, 2007.

UNFINISHED BUSINESS

Will the Association furnish new hedge plants behind 15 Britten Court?

NEW BUSINESS

After some discussion it was decided by the Board not to incorporate names of homeowners delinquent in payment of assessment in the minutes because they are accessible to the public. Also, financial information will be put on the "members only" section of the website.

The next Board meeting will be at 7:30pm on Tuesday, September 6, at Mahedy's home.

Respectfully submitted,
Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION
September 6, 2011
Mahedy home

President Margi Zahler called the meeting to order at 7:30pm.

Present: Dick and Margi Zahler, John Mahedy, Paul Torgerson, Ellen Pullen

Guests: Allen and Patricia Robinson

Allen Robinson reported on his quest for a suitable paving contractor. After interviewing several, he discovered Leggett Asphalt of Tualatin (www.leggettasphalt.com) and was impressed with Mr. Leggett's experience, advice, recommendations and price quoted. Board members expressed appreciation for his work and suggested that he ask Mr. Leggett for a firm bid (noting the expiration date) and that, if possible, Mr. Leggett come to the October TTA Board meeting.

Minutes of the August 1 Board meeting were approved.

TREASURER'S REPORT

Paul noted that 36 assessments are paid in full; the remaining 2 homeowners have made arrangements for instalment payments. He noted that there was \$2100 remaining in the budget for additional landscaping and \$4000 in the budgeted amount for tree care. Any amounts remaining in these accounts at year's end can be added to the reserve accounts. There was discussion about gutters and Ellen was asked to determine the date of the last replacement.

The Treasurer's report was approved.

MAINTENANCE

John has checked all street lights and found one not working. He called the City and was referred to a private contractor for repairs; he called Mountain Park and was informed that we are responsible for our street lights. He will check with Allen Ryman, former TTA Maintenance person, to see if PG&E is responsible for maintenance of the light.

Paul mentioned that the sprinkler head between 19 and 21 Bloch is sinking below the surface. John will check on it.

Margi received a letter from Ms. Willett, owner of 4 Bloch, requesting permission to replace the rotting fence on the driveway there with a vinyl fence. Margi and Dick looked at some and think the vinyl is as attractive as wood. The Board approved the request. Margi will also inform Ms. Willett that plans to replace the deck at the unit need to be submitted to the Board for approval

.LANDSCAPE

Dick reported that Perrins (owners of 7 Britten) called to complain about the condition of their property, which is for sale. Apparently there was an agreement with the owner of the unit next door at 5 Britten to maintain and water the two areas, but since both owners have moved no one is doing this. Dick will talk with Perrins and Parks, new owners at 5 Britten, about the situation.

Dick wants to contact Steve Young for an estimate on removing the small trees behind Bloch before they reach the size where we need a permit to do so.

There was discussion about the condition of the Bloch Terrace hedge and Dick will ask Grover

to trim it, especially to lower it.

NEW BUSINESS

Ellen has contact information on the two new residents: John and Anne Parks at 5 Britten Court, 503.636.1157, and Bill and Carole Hitchcock, 7 Bloch terrace, 503.744.0659.

She will put out a Tanglewood Tales in the next few weeks and include a new roster, an update on the planned road repairs next summer, and a note about gutter cleaning later in the fall.

The next Board meeting will be Monday, October 3, at Torgerson's.

Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION
November 7, 2011
Pullen home

Board President Margi Zahler called the meeting to order at 7:00 pm.

Present: Margi Zahler, Dick Zahler, Paul Torgerson, John Mahedy, Ellen Pullen
Guests: Allen Robinson, Scott Leggett

Allen introduced Scott Leggett to the Board. Mr. Leggett's company, Leggett Asphalt, has looked at the condition of our streets and in August submitted a preliminary estimate of costs for work he suggests. He will inspect the roads again in early 2012 and prepare two estimates for our consideration. One will include costs of a combination approach: paving the badly damaged areas and cleaning and filling cracks and seal coating the areas with less wear; the second estimate will cover paving the entire area. The costs he quoted are the same as in the estimate submitted to Allen Robinson in August. The Board will forward the analysis and estimates to homeowners early in 2012, providing opportunities for suggestions, comments and discussion of methods of paying for both plans.

Ellen was asked to get contact information for tenants (4 Bloch Terrace and 35 Bloch Terrace) so they may be informed of emergencies or work to be done which might affect them.

The minutes of the September meeting were approved as mailed. There was no meeting in October because of illness.

Treasurer's Report

Paul reported that 37 assessments are paid in full, leaving one being paid in instalments, which are up to date.

Financial statements were approved and are attached. In future the Board will *consider* transferring reserve dollars from fence and gutter accounts to roads. The \$10,000 emergency fund will be kept intact.

Maintenance

John will schedule gutter cleaning for the first or second week of December, depending on when the leaves have fallen and the company has time. He will get out a flyer in the next week or two. He will contact the city again for information on repairing the street light across from 7 Bloch Terrace.

Landscape

Dick got a copy of the landscape contract and walked around the property with David Grover. They looked at trees needing pruning and he obtained some prices from Grover for work on trees to insure safety of homes. Grover also expressed interesting in working on the Tanglewood slope behind Bloch Terrace. Dick hopes to get estimates from Steve Young for comparison.

Some homeowners had a tree pruned on common property between 10 and 12 Britten Court, and have asked reimbursement of \$300 from the Association. Because the work was done without seeking approval or even notifying the Board, reimbursement was refused. A letter will be sent to all homeowners reminding them that our CC&Rs require Board approval of major exterior changes to units and landscaping.

Old Business

Margi emailed Ms. Willett, owner of 4 Bloch Terrace, in response to her request to replace the fence/railing along the driveway and the deck in the rear of the unit. No response has been received from the owner.

The meeting was adjourned about 9pm.

The next Board meeting will be at 7pm, Monday, December 5, at Torgerson's.

Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION
December 5, 2011
Torgerson home

Board President Margi Zahler called the meeting to order at 7:00 pm.

Present: Margi Zahler, Dick Zahler, Paul Torgerson, John Mahedy, Ellen Pullen

Minutes of the November meeting were approved.

Treasurer's Report

37 assessments are paid in full; there is a balance owing of \$178 on one. Financial statements for the month and the year to date were discussed; at present expenses are a bit under budget, but it is likely some tree pruning will be necessary.

Paul has posted current Association insurance information to the TTA website.

January dues notices will go out mid-December

Maintenance

John has arranged for gutter cleaning by Clearly Amazing on the week of December 19. An email will be sent this week (and notice telephoned or hand-delivered to those without email) and a flyer will be distributed next week. The price is the same as last year: \$40/unit.

Water for common areas has been turned off for the winter.

The street light across from 7 Bloch Terrace is shining again. As yet no request for payment has been received.

Landscape

A large broken limb on a vine maple at the Bloch Terrace cul-de-sac is a threat to homes and cars parked below. Dick will try to reach Steve Young to have it removed. If Young is available Dick will also get a second estimate on removing small trees behind units on Bloch Terrace to compare to an estimate from Grover of \$850 for that work.

Old Business

Ellen was asked to respond to Linda Cook's request for reimbursement of \$300 she paid for pruning. The work was done on common property, without authorization of the Board, and payment was denied.

New Business

Tom Wilser, 1 Bloch Terrace, asked that shrubs next to the retaining wall on his driveway be removed because they scratch the cars parked there. Dick will look into this.

23 Bloch Terrace will be listed on the new roster as "Estate of Vera Pool".

The new roster and Tanglewood Tales will be included in the mailing of assessment notices.

Paul was asked to obtain \$60 for a Christmas tip of \$20 to each of the three gardeners from Grover Landscaping.

Next meeting will be January 9 at Mahedy's home.

Ellen Pullen, Secretary