

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

January 9, 2012
Mahedy 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 December 5 meeting were approved.

Treasurer's Report

Paul Torgerson distributed the Association financial report as of December 31, 2011. As of that date all assessments for the July to December, 2011 period had been paid. Some payments have been received for the January to June, 2012 period. Total expenses are \$4350 less than budget, although no invoice has been received for gutter cleaning. He will work on projections for next year to determine how much can be added to the Reserve Accounts.

Maintenance Report

John is working with Clearly Amazing to finish cleaning gutters; apparently there was a problem with direction to the workman from the office, and the job has not been completed.

Landscape Report

Dick called a tree man recommended by Steve Young who trimmed dead branches from a tree at the Bloch Terrace cul-de-sac. Dick asked the workman to give an estimate on removing the small dead trees on the Tanglewood slope and he was not interested. Dick will contact David Grover, who bid \$850 to do the job.

John Mahedy noted the condition of the hedge on Bloch Terrace; the fungus is continuing to grow and damage more shrubs. Dick just received the bill from Colliers' and will talk to them to see why the fungus is not responding to their treatment and what can be done to solve the problem. The hedge is old and may have to be replaced in future.

Old Business

Allen Robinson forwarded a firm estimate for paving from Scot Leggett. The \$48,300 price is reasonable, but it is expected that our reserve fund for roads will be near \$30,000. If that is the case, \$18,300 will need to be raised. A \$500/unit special assessment would bring in \$19,000, if approved. Paul will work on budget so that we can get information out to homeowners in early April.

John will ask Allen Robinson if he will clarify the exact area to be covered (the job description reads "Half of Britten Court, Bloch Terrace, including from the stop sign up, around cul de sacs, etc. Total square footage 34,330." He will also ask Allen if he can work with us on a letter to go to homeowners with the mailing for the annual meeting. 26 votes will be needed for approval and may be difficult to obtain. Postponing the work until there is a large enough reserve will be the only other option.

Ellen was asked to obtain a date for the annual meeting. It will be held on **Thursday evening, May 17.**

New Business

Joanne Undi asked for approval to replace the deck at her unit, 4 Britten Court. This was approved.

Jonelle Willett, owner of 4 Bloch Terrace, asked that leaves be blown from the side of her property. Dick will see to that.

There being no further business, the meeting was adjourned about 8:15. Next meeting will be **Monday, February 6, at Zahler's home.**

Ellen Pullen

Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
TANGLEWOOD TOWNHOUSE ASSOCIATION
FEBRUARY 6, 2012
Zahler home

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

Board President Margi Zahler called the meeting to order at 7:00 pm.
Minutes of the January 9 meeting were approved.

Proposed Paving Project

Margi asked Allen Robinson to join us to talk about the proposed paving project. There was considerable discussion about the necessity of the road repair and the requirement of a special assessment. Paul presented a preliminary budget for 2012-2013 and estimated our reserve fund for roads would be \$31,000. This would require an additional assessment of approximately \$450/unit, if Leggett's estimate of \$48,300 holds. A draft letter of explanation and a survey to determine willingness of homeowners to support the project will be mailed shortly, requesting responses by March 1.

The preliminary budget was discussed briefly; details will be covered at the March Board meeting.

Landscape

Dick is pleased with the work Grover Landscaping did on the slope behind Bloch Terrace. Weedy shrubs and trees were cut down and a large dead tree removed.

He has asked David Grover to look at the Bloch Terrace diseased hedge and to give us an estimate of the cost of removal and recommendation on what to replant. It was suggested Dick obtain a second opinion from another arborist/landscaper to learn more about the problem and compare advice and cost. Because of the spreading disease it was suggested we cancel the spraying contract with Colliers, but Grover advised against that.

Maintenance

The gutter cleaning bill has been paid; John checked with Renaud (#14 Britten) who said his gutters had been cleaned.

John has an idea about propping up the fence behind homes from 27 to 37 Bloch Terrace. He'll check it out let us know the options at the next meeting. Dick recommends a man who has done fence building for him.

New Business

Two Board positions will need to be filled at the annual meeting May 17. A request for those interested to apply will be sent out with the road survey.

Next meeting will be March 5 at Pullens.

Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF TANGLEWOOD TOWNHOUSE ASSOCIATION
MARCH 5, 2012
Pullen home

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

Margi called the meeting to order at 7pm.
Minutes of the February 6 Board meeting were approved.

Paving Project

Paul gave us results of the survey so far: 24 responses received, 21 for, 3 against. 26 votes are needed to approve a special assessment. Members of the Board will call homeowners who have not yet responded. (List attached)

John will call Allen Robinson and ask if Allen will check with Leggett Paving on the estimated cost of the job and the amount and timing of the deposit required to lock in the cost; also, he will ask Allen if he will make a presentation about paving at the annual meeting in May when the vote will be taken.

Treasurer's Report

As of February 29, 35 assessments are paid in full, one is paid 50%, and two are unpaid. Second notices of payments due will be sent out.

Paul distributed copies of his monthly report and 2012-13 budget, which are attached. At present there is a healthy balance of income over expenses. The 2012-13 budget was approved with one minor change. Paul's projection of our Reserve Accounts indicates an estimated balance of \$31,652 for roads by July of this year.

Landscape Report

Dick obtained three estimates for work on the hedge on Bloch Terrace: Grover's, Shannon, and Morton Tree Service. All three advised complete removal and replanting, advising that the existing shrubs are old, diseased, and the disease is spreading. Of the three, Grover's was the most complete, indicating removal of approximately 50 feet of diseased plants and the contaminated soil, adding new soil, and planting new shrubs – for a total of \$2,575. Dick was authorized to approve the contract with Grover. At this rate, complete replacement of the hedge could be accomplished in four or five years. Depending on the reserve balance at the end of the fiscal year, we may be able to replace another portion of the hedge by fall.

Old Business

The annual meeting is set for May 17, but Zahlers have a conflict, and Ellen is directed to contact Mountain Park to change the date.

New Business

The survey sent out in February asked homeowners to indicate their willingness to serve on the Association Board. Pam Berg agreed to serve. Other homeowners will be asked to serve.

Bill and Carole Hitchcock (7 Bloch Terrace) submitted plans for adding a flagstone area and new planting in front of their home; approval was given.

Mac Shaw (33 Bloch Terrace) requested approval to paint his home and replace the roof; approval was given.

The next meeting of the Board will be Monday, April 2, at Torgerson's home.

Ellen Pullen
Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF TANGLEWOOD TOWNHOUSE ASSOCIATION
APRIL 2, 2012
Torgerson home

Present: Margi Zahler, Paul Torgerson, Dick Zahler, John Mahedy, Ellen Pullen
Guests: Scot Leggett, Priscilla Maughn, Allen Robinson, Dean Scheel

Margi called the meeting to order at 7pm.
Minutes of the March 5 Board meeting were approved with one correction.

Scot Leggett met with us to discuss the proposed paving project; Allen Robinson and Dean Scheel attended as expert advisors. Mr. Leggett provided a list of references, indicated he would obtain any necessary permits, and affirmed that the \$48,300 estimated price stands. He will schedule the work for the week of August 20 as soon as the contract is signed, and that in the next few weeks he will walk the area to mark places needing special attention, like grinding out. Dean will go with him. He projects the job will require 4 or 5 days, that traffic will be disrupted for a few days and we will have to stay off the roads completely for a day or two. He will provide flyers to the homeowners. We will notify the post office, newspaper carriers, Allied Waste if necessary, and any other company we can think of.

In order to schedule the work, we will send out a letter requesting a vote (the February letter was a survey, asking homeowners to indicate whether or not they were in favor of proceeding). This will be a vote in favor of the assessment, which is expected to be nearly the same as quoted earlier (\$450/unit) or slightly higher. The actual amount will be determined when we learn the amount of the insurance premium. We will try to get the letter out by mid-April. Documents for the annual meeting must be in the mail by April 24.

Treasurer's Report

Assessments: 36 paid in full, 1 paid 50% and 1 paid 75%. \$540 unpaid.
Paul presented the report on our financial condition (posted on the website). Depending upon the amount of the annual insurance premium to be paid in May, he estimates an addition to the road reserve account of about \$11,500, which would require a special assessment of approximately \$460/unit.

Maintenance

John looked at the fence behind 35 Bloch and found the posts are rotted. He plans to look into correcting the problem, but since he is working Dick will ask a fence man he has used to look at it and give an estimate.

Landscape

The renewed portion of the Bloch Terrace hedge is doing well and Dick hopes to be able to add more in the fall. Some pruning still needs to be done, but other than that there are no problems.

New Business

Plans for the annual meeting will be finalized at the next meeting, which will **be May 7 at John Mahedy's home.**

Ellen Pullen
Secretary to the Board

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF TANGLEWOOD TOWNHOUSE ASSOCIATION
MAY 7, 2012
Mahedy home

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

Margi called the meeting to order at 7pm.
Minutes of the April 2 Board meeting were approved.

Paving Project

Paul reported that he had received 28 votes FOR the paving project. Members of the Board voted unanimously to proceed with the work, and Margi will sign the contract and inform Scot Leggett. She will ask if he would like to come to the TTA annual meeting May 24 to provide details of the work to be done, the timing of road closures, etc. She will also inform Allan Robinson of approval of the project and ask if he would be available at the annual meeting for a brief report and to answer any questions from members.

Treasurer's Report

There was no financial report due to the absence of the Treasurer. This brought to the attention of the Board the potential problems which could arise when only one member of the Board has access to the mailbox and the bank accounts. The entire Board has a fiduciary responsibility to members of the Association and inability to communicate with the financial officer is a serious matter. Therefore, it was agreed that the President should have a duplicate key to the mailbox and that the President should be informed of the PIN number of the accounts at OnPoint Credit Union to insure that at least one Board member is able to take care of Association business. Also considered is a requirement that a paper bank statement be provided the Board at least quarterly.

Maintenance

John got a quote of \$930 for repair of the fence posts behind 35-37 Bloch Terrace. Since there is no immediate problem, it was decided to postpone the work until budget permits. He did comment that the sprinkler systems will need replacement in the future.

Landscape

Dick noted a broken limb in one of the island and will see that the gardeners remove it.

Old Business

The date for the annual potluck picnic will be set by the new Board.
Ellen will provide coffee for the annual meeting and Board members will bring cookies.

The next meeting will join retiring Board members with newly elected members. It will be at 5pm at Zahlers on Monday, June 4.

Ellen Pullen
Secretary