

**Pamela Berg**

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**From:** "Steve Dickerson" <steve@bvalu.com>  
**To:** <ACRym@hotmail.com>; <help@houseshouseshouses.com>; <wvangulik@aol.com>; <bergph@bigplanet.com>  
**Sent:** Tuesday, July 11, 2006 11:12 AM  
**Subject:** Board Meeting

Hello everyone,

My calendar says we have a meeting tomorrow night and I believe it is at my place. Just wanted to forward an agenda for tomorrow so I can remember the things we need to discuss and give you advance notice of what we are going to be discussing.

**Secretary**     Review minutes of last meeting  
                   Update homeowner roster

**Treasurer**    Review account balances (please bring most recent statements)  
                   Review bills paid last month and discuss bills pending payment  
                   President and Treasurer sign bills  
                   Review FY05-06 final numbers and how they compared to budget

**Landscape**    Grovers clean-up of bank on Tanglewood (weeds and ivy on the trees)  
                   Grovers clean-up of blackberries behind Gilmore's home  
                   Grovers tying up of hedge on Bloch  
                   Grovers removal of photinia behind Bloch homes

**Maintenance** Plan, get bids and schedule road work  
                   Update on gutter screens

**President**     Input from improvement committee on paint update project  
                   No bills or flyers left in mailboxes  
                   Date and format for summer social - get non-board members to coordinate

Of course we will discuss any new business. This was just me trying to get ideas written down so not to forget.

No need to email if you want to add something, just bring it with you.

See you tomorrow

7/11/2006

**TANGLEWOOD TOWNHOME ASSOCIATION:**

**Meeting of the Board of Directors:  
Wednesday July 12, 2006**

**Present: Steve Dickerson, Allen Ryman, Wanda Van Gulik, Tom and Patti Wilser and Pamela Berg**

**Improvement Committee: Mimi Williams, Nancy Hunter**

**The meeting was called to order by Steve at 7:20 p.m.**

**Secretary' report:**

**Motion: to approve the minutes of the June 1 and June 5 meetings with one correction. Today's meeting was incorrectly listed as July 14 instead of July 12.**

**Motion: passed**

**The secretary is to send out welcome letters to the new tenants at 19 Britten Court and 25 Bloch Terrace and also update the roster. An attempt will be made to include e-mail addresses.**

**The Wilser's requested that their phones be listed with their cell phone numbers for easier communication.**

**The mailman has requested that no bills or fliers go into the mail boxes.**

**Treasurer's report:**

**3 bills have been paid, the insurance which worked out to a 26% raise, the landscaping bill which has increased from \$55 to \$60 per unit a month and a utility bill. The increase in the insurance was due to liability claims across the country, not claims against our properties.**

**Wanda suggested paying bills on line and is starting to set this up with the utility companies.**

**She stated that the 2006-7 budget needs to be redone as we are already some \$3000 over what was presented at the annual meeting. (insurance and Grovers increases as above)**

**As far as outstanding accounts there are 8 units that have not paid their dues.**

**Wanda will call. There is one unit that overpaid by \$60.00 and will be sent a refund.**

**Landscape Report:**

**The Wilser's handed out new action request forms which will make it easier for board members receiving phone calls to track progress on a particular job.**

**They asked everyone to take note of their cell phone numbers as they are easier to get hold of this way.**

Wanda handed in a request to remove the cherry tree behind her unit at her expense. She has already got a permit from the city.

Approved

Torgesin unit has an infested tree, and it was not clear whether or not Grover had inspected it yet.

Grovers has been asked to tie up the arbor vitae hedge on block Terrace. Hedge also needs to be lowered about a foot, so Colliers will be notified.

In the same area, behind 21 Britten Court there is a hole in the hedge for PGE access for the meter readers. Abraham needs to be contacted. There was discussion about putting a gate in the area and doing some replanting.

New issues on the lawns in front of 5 and 7 Britten Court. Have large brown spots in years. Old lawn probably has crane fly. Will get bid from Grovers

There is also a mole problem behind South Britten Court and at least one sprinkler that needs adjusting. Wilsers will contact Jay.

Blackberries behind 6 Bloch have still not been addressed according to owner. How much will cost to remove them.

Bank on Tanglewood needs weeding, does not look good and there is ivy strangling the trees. Mt Park used to help with this but the guy who used to come over is no longer there. Needs to be addressed every 2-3 years. Get bid.

Grovers also needs to bid on taking on the photinia behind Block homes (#15)

The maple tree behind units 17 and 19 Bloch Terrace needs to be pruned. A bid has been received for \$800 and it was suggested that Citywide Tree Service be contacted for another bid.

Wanda pointed out that we only had budget an additional \$1000 for landscaping and there are already a number of expensive projects to be done.

She also pointed out that Mike Williams had drawn up a comprehensive landscape plan in 2001, which addresses many of these issues.

### Maintenance:

Alan is still trying to find a source for screens for gutters. Previous companies that supplied these are out of business. Mimi suggested he talk to Mike.

There have been some mole problems and sprinkler head problems in the common area behind S. Britten Court, already mentioned.

Pam will look up 2001 records for chip seal and crack sealing the road which needs to be done soon.

Alan is to ~~plan~~ and get bids to schedule road work. *after reviewing old records.*

### Improvement Committee:

The committee met on June 13. Nancy Hunter, Mimi Williams, Wanda VanGulik and Bob Westover.

Discussion on driveways. There are seven driveways that responded to a questionnaire sent out by the committee.

The driveways were removed from the association's responsibility several years ago.

**Doing several at one time could be cheaper.**

**There was next a lengthy discussion on the new paint scheme. Despite the positive response to the questionnaire, Steve is concerned that if neighbors disagree about colors on common walls or even walls that they look out on, the board would be forced to intervene and he does not want the board to be the decision maker in the matter.**

**It was suggested that feedback be obtained on the whole package so that homeowners are aware of some of the others issues that this board discussed in regard to the paint issue.**

**New Business:**

**Annual potluck will be held Thursday August 17 at 6:00 p.m. in the circle at Bloch Terrace, We shall ask Della Perrin to co-ordinate the set up. Jay will organize the drinks.**

**The meeting was adjourned at 9:00 p.m..**

**Respectfully submitted,**

**Pamela Berg  
Secretary**

## **TANGLEWOOD TOWNHOME ASSOCIATION:**

**Meeting of the Board of Directors:  
Wednesday Aug 2, 2006**

**Present: Steve Dickerson, Allen Ryman, Wanda Van Gulik, Tom and Patti Wilser and Pamela Berg**

**Improvement Committee: Nancy Hunter  
Homeowner: Nadine Willis**

**The meeting was called to order by Steve at 7:45 p.m.**

### **Secretary' report:**

**Motion: to approve the minutes of the July 12 with one correction. On the last line under Maintenance, it should read Alan is to get bids on road work after looking at previous records.**

**Motion: passed**

**Pam reported that she has had responses from about 24 homeowners in regard to confirming phone numbers and obtaining e mail addresses. Steve also put the call out in Tanglewood Tales which was delivered to mail boxes today.**

**There will be a sign in sheet at the Potluck where corrections can be made for those who have not yet responded.**

**A final roster will be e-mailed or left in mail boxes when the list is complete.**

### **Treasurer's report:**

**Two bills were paid last month, Grovers and Utilities, plus a refund check was sent to the homeowner who overpaid. 3 new bills are in, one for sprinkler repair for \$75.00, Colliers for \$140.00 (periodic tree maintenance) and the water bill.**

**There are still two outstanding homeowner dues. Wanda will do more follow-up.**

**Wanda stated that she thought it was necessary to have a Budget Committee. Last year Steve pointed out that the Association was very lucky to keep within budget only having about \$2000 in "other expenditures" and keeping the total under \$30,000. This year insurance and Grovers are up and there are already some additional expenditures to be discussed. Steve volunteered Amy Dickerson, Pam thought it very necessary that the Treasurer by on the committee. Wanda will ask Ron Talney to be the third person.**

**Due to time, Wanda will resign from the Improvement Committee.**

### **Maintenance:**

**Alan talked to the contractor who did the Tanglewood Drive job recently. They are contracted to the City of Lake Oswego. They took measurements and a bid was**

given for Bloch and Britten for \$9,843. He got another bid for a less fancy job, using a sand and oil cover from Bitthauer who performed the work in 2001. That quote was \$4725. There was some discussion as to actually what needed to be done this year. A crack seal was last done in 2001 and the actual coating was done a year later. Steve volunteered to call his contractor friend to see if he could find out more information. No vote was taken.

### Landscape Report:

This past few day, Mt Park has pulled ivy and trimmed along Tanglewood and some weeds removed. The bid that was asked for from Grovers needs to be revised for finishing that job. If they have not done so already Grovers needs to re-walk that area. Still a lot of ivy around trees. *Colliers*

A bid for \$275 was received to deal with the brown spots on the front lawns of 5 and 7 Britten Ct. Grovers already started treatment as it was an urgent matter. A motion was made to accept the bid. Approved.

Tabled were the following bids:

\$1325 to remove the photenia hedge behind 15 Bloch

\$150 to trim Cedar Tree? Maple by or between 19 and 21 Bloch. Needs clarification

Other bids have been received for \$200 (Nancy contacted) and Colliers gave a trimming bid of \$1920. *for*

\$960 to take an ~~inch~~ off the arbor vitae hedge

\$375 to trim blackberry bushes and cut back icy at 6 Bloch (wait until Fall)

Another problem is hedge between 12 and 14 Britten Court.. It was planted by Pam for privacy at a cost of about \$900 at her own expense, but it is obstructing the view of Shipley exiting her driveway.

Need to look for other resolutions and more reasonable bids

### Improvement Committee:

Another communication was sent out to homeowners this past month explaining more about the color scheme. Wanda has the samples at her house.

### New Business:

Annual potluck notices were sent out. Della Perrin and Ellen Pullen are coordinating. the food and set up. Jay will organize the drinks.

The meeting was adjourned at 8:40 p.m. The group went over to look at the trees in question between 19 and 21 Bloch.

Next meeting: Steve will take a poll on dates for September

Respectfully submitted,

**Pamela Berg**  
**Secretary**

## **TANGLEWOOD TOWNHOME ASSOCIATION:**

Meeting of the Board of Directors September 18, 2006

Present: Steve Dickerson, Wanda Van Gulik, Tom and Patti Wilser, Allen Ryman and Pam Berg

Guest: Bob Westover from Improvement Committee

The meeting was called to order at 7:10 p.m.

### **Secretary's Report:**

August minutes were approved with 3 corrections. In the Landscape report on page 2 first paragraph Colliers should replace Grovers for the bids.. Further down in the report on the arbor vitae it should read \$960 to take a **foot** not an inch off the hedge.

Pam has got the final resident list ready to e mail or place in mail boxes.

### **Treasurer's report:**

Wanda had the latest bank statement. 3 bills to pay, Colliers, Grovers which included the \$275 for the treatment of the lawn at #7 Britten Ct and some sprinkler repair and PGE. The Budget Committee has been very active and are proposing October 21 as a tentative date for a fact meeting to educate association members on the reasons for a need to increase dues and possibly impose an assessment.

A long discussion ensued in which Steve expressed the opinion that the date proposed was far too soon, that he had not seen any spread sheets and he felt there would be a lot of antagonism created unless more visuals could be presented. He also reminded the board that there were many people still on fixed incomes in the association, and that past attempts to increase dues had failed to garner enough votes, and therefore the arguments had to be foolproof. What is needed is a comprehensive projection going forward, taking into consideration all the increases in costs over time.

Wanda countered that we were barely able to handle paying monthly bills, let alone address the three areas of expenditure which were on the table for current discussion, which if approved without further funding, were likely to put us in a hole. Namely the paving of roads, repair of certain driveways and the on-going problem with the bank behind Bloch Terrace.

There was a discussion on driveways. A past vote which had removed responsibility of the association for repair of same, had been conducted incorrectly (needing a 2/3 vote rather than the 50% gained) and therefore legally the association is still responsible for repairs. Wanda stated she felt strongly that it would be a mistake to remove the driveways also, since we had already taken off roof repairs and painting, from Association liability. .

As an aside, State Farm in renewing the insurance policy for 2006-7 apparently stated that repair needed to be made at 1 Bloch Terrace's driveway. The Improvement Committee with Alan's help had numbers for both individual driveway repair and repair

of all 8 at the same time and the numbers were passed around. Numbers were about 52,500 if each was tackled separately or just over 39,000 if the driveways were fixed as a group. The Improvement Committee has recommended that driveway problems be prioritized and budgeted by the association so that one repair or replacement project may be undertaken each year until all such problems are resolved (IC minutes 9/11/06). Clearly to avoid problems with insurance, #1 Bloch Terrace will need to be repaired prior to July 2007.

### **Maintenance:**

There was a lengthy discussion on roads. A motion was made that the first item that needed to be addressed was the repaving of the roads. It was agreed that money to completely cover the project could be withdrawn from a CD account. Alan is to check with the company he received a quote from this week to see when they could start. The total quoted was \$9843.00. The motion passes unanimously. This will leave \$5000 to cover insurance deductible should we have a claim.

### **Landscape:**

There was disagreement about the state of the bank. Is it a fire hazard as Bob and Wanda suggest? Steve did not think so and felt it was not a top priority.

Since the last meeting, the Willis' obtained a bid from Don MacBean on clearing out some ivy around the trees, destroying some noxious plants, cutting out berry bushes and generally cleaning up for \$2800. Bob to call him and walk through with him to find out how much more doing an extensive clean up of the area would cost, including taking down dead branches and general tree maintenance in the area which Steve expected might be in the range of n \$4-5000. Also we should attempt to obtain a comparative bid with a walk through of the area with Grovers. After it is cleaned up it will need to be kept up with a yearly contract, so that it does not get out of hand again. Dollars need to be budgeted to get this done on a regular basis and for tree maintenance within Tanglewood Townhomes in general.

Plan to clear bank deferred until we get more extensive bids.

In relation to all these projects, the Budget Committee had come up with the need for a special assessment between 3 and 500 dollars. All board members agreed that it would be imprudent to present both a dues increase and a special assessment at the same time, especially around Christmas. A vote on any changes in the dues would be best in the new year. However Wanda still wants to hold an educational meeting at some time before this.

### **Old Business:**

Blackberry removal behind 6 Bloch which was deferred until the fall.. Karen Gilmore has paid to have some of the bushes in the ? common area taken out, but they did not remove them after cutting. Grovers have given us a bid already of \$375 to trim the

bushes in her back yard. Their policy is not to remove them after cutting. A motion was made to go ahead with the project as planned and to explain Grover's policy on removal to the homeowner.

Motion passed.

**New Business:**

Ibrahim Hoty has asked why his landscaping has not been maintained over the past several months including mowing the lawn. The agreement with Grovers states that they are not responsible for "contained yards" where there is no easy access.

It will be suggested that if he wants to make a gateway from Bloch Terrace through the arbor vitae into his garden, whereby a lawn mower can have easy access, he could do so, and then we could speak to Grovers, but as it stands, he is responsible for watering and caring for his yard.

The board finally officially approved the new paint colors.

Respectfully submitted

Pamela Berg  
Secretary

sep 06

Nest meeting will be Wednesday Oct 11 at 7:00 p.m. at the Willis'.

	YTD												YTD	Budget	Variance		
	July	August	September	October	November	December	January	February	March	April	May	June					
<b>Operating Expenses</b>																	
Landscaping - Grover's	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	16,296	15,576	(720)		
Association Insurance	-	-	-	-	-	-	-	-	-	-	-	-	10,800	8,500	(2,300)		
Colliers , Tree care	-	140	140	140	-	-	-	-	-	-	164	-	584	584	-		
Gutter Cleaning	-	-	-	-	875	-	-	-	-	-	-	-	875	600	(275)		
PGE	35	40	40	47	50	50	50	50	50	50	50	50	562	800	238		
Water (City of LO)	-	143	-	184	-	100	-	-	-	-	-	143	570	700	130		
PO Box Fees	-	-	-	-	-	-	-	-	-	-	-	132	132	150	18		
Taxes/Licenses	-	-	-	-	-	-	-	-	-	-	-	50	50	-	(50)		
<b>Total Fixed Exp.</b>	<b>1,393</b>	<b>1,681</b>	<b>1,538</b>	<b>1,728</b>	<b>2,283</b>	<b>1,508</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,533</b>	<b>29,868</b>	<b>26,910</b>	<b>(2,958)</b>		
<b>Variable Expenses</b>																	
Additional Landscaping(1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Add'l Tree Care	-	125	275	375	-	-	-	-	-	-	-	-	775	1,000	225		
General Maintenance	-	205	-	-	-	-	-	-	-	-	-	-	-	416	416		
Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	205	500	295		
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	100	100		
<b>Total Operating Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>2,103</b>	<b>2,283</b>	<b>1,508</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,533</b>	<b>30,848</b>	<b>29,026</b>	<b>(1,822)</b>		
<b>Checking &amp; MM</b>																	
Total operating exp	1,129	14,030	13,694	11,886	9,782	7,499	21,951	20,543	19,135	17,727	16,319	14,747	14,747	14,747	-		
Ending cash balance	1,393	2,011	1,813	2,103	2,283	1,508	1,408	1,408	1,408	1,408	1,572	12,533	12,533	12,533	-		
	14,020	13,694	11,886	9,782	7,499	5,991	20,543	19,135	17,727	16,319	14,747	2,214	2,214	2,214	-		
<b>Capital Expenditures</b>																	
Roads-paving	-	-	-	9,844	-	-	-	-	-	-	-	-	-	-	-	-	
<b>CD Reserve Fund</b>																	
deductible for ins.	10,694	10,746	15,798	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	1,005	-	
	5000	5000	5,000	5,000	-	-	-	-	-	-	-	-	-	-	-	-	

10/08/06

## Tanglewood Townhouse Association

## Balance Sheet

As of September 30, 2006

	<u>Sep 30, '06</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Bank of America-Checki...	858.81
Bank of America-MM	11,026.90
CD-Bank of America	15,798.28
<b>Total Checking/Savings</b>	<u>27,683.99</u>
<b>Total Current Assets</b>	<u>27,683.99</u>
<b>TOTAL ASSETS</b>	<u><u>27,683.99</u></u>
<b>LIABILITIES &amp; EQUITY</b>	0.00

## Tanglewood Townhouse Association

## Expenses Paid

September 2006

	<u>Sep '06</u>
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
<b>-Fixed Expenses</b>	
Collier's Arbor Care	140.00
Grovers-Landscaping	1,358.00
Utilities PGE	39.63
<b>Total -Fixed Expenses</b>	<u>1,537.63</u>
<b>-Variable Expenses</b>	
.Add'l Landscaping	275.00
<b>Total -Variable Expen...</b>	<u>275.00</u>
<b>Total Expense</b>	<u>1,812.63</u>
<b>Net Ordinary Income</b>	<u>-1,812.63</u>
<b>Net Income</b>	<u><u>-1,812.63</u></u>

10/08/06

**TANGLEWOOD TOWNHOME ASSOCIATION:**

Meeting of the Board of directors October 11, 2006

Present: Steve Dickerson, Wanda Van Gulik, Tom and Patti Wilser, Allen Ryman and Pam Berg

Guests: Ellen Pullen, Bob Westover, Nancy Hunter and Lynnette Talney

The meeting was called to order at 7:10 p.m.

**Secretary's Report:**

September minutes were approved with the correction of Wilsers for Willis in the 2<sup>nd</sup> paragraph under Landscape, and as the home where the October meeting to be held.

**Maintenance Committee:**

Ellen asked why \$10,000 had been taken from the savings account rather than going to a special assessment for the road to be repaved. Steve told her it was a matter of time as you needed at least a month to get a vote on a special assessment, and that the board had felt it was necessary to get the road done prior to the rainy season. Allen commented that the company doing the work was easy to work with and that there is a seven year guarantee on the surface. There is now \$6000 in the CD account. Ellen commented that this was where the board had started in 1997.

She and Nadine Willis want to work on a letter for newcomers, which lays out information for new owners in the complex. They will come up with a proposal before the next board meeting. Betty Harless has asked about obtaining the name of a reliable roofer. Allen or Steve will get back to her.

*Expected life span of 7 years*

**Improvement Committee:**

Bob stated that a second bid on the bank had been received from Grover's which was over a \$1000 more expensive than that from Hedges. Don MacBean from Hedges realized he had underbid the job, but he wants to work with us, so his offer is good only until the end of October. Committee has prepared a letter to the 15 homeowners affected, stating their portion of the cleanup will be about \$187.00 if everybody participates. The board agreed that a further selling point would be that this item will be included as a budget item in the future, so that this situation does not reoccur.

Steve made a motion that the improvement committee go ahead with sending out the letter to collect the money necessary to do the clean up of the south bank at the homeowners expense.

Seconded by Allen

Motion: carried.

**Treasurer's Report:**

5 bills to pay, Grovers, Lake Oswego water, PGE, Colliers and Black Line Paving. Pam also has a bill for office supplies which is about \$24.00 The board approved Wanda to pay \$9843.75 for the road work. The board thanked Allen for all his hard work in coordinating the road resurfacing.

**Maintenance:**

Allen will make sure that water is turned off before he leaves on vacation the last week in October, but currently the weather has been dry so it has been needed. Gutters will be cleaned on December 4<sup>th</sup>. The price is \$875.00 for 35 units. A notice will be posted in Tanglewood Tales.

**Landscape:**

Grovers performed blackberry bush removal behind #6 Bloch Terrace. There was discussion about the arborvitae hedge around #21 Britten Court. Mr Hoty had remarked that he thought a lawn mower should be able to get through the gap that the meter readers used. It was decided to ask Grovers how much removing a section of the hedge would cost for access to his yard. (not sure of this point and who would pay?)

**New Business:**

- Mike Williams has three requests:
1. To put a 16 ft flagpole in his front yard
  2. Decorate his existing windows with stationery black shutters
  3. To have the driveway fixed with different material to match the path up to his front door (pavers etc). Wants to bill the association just for that part of his driveway that needs repair.

A long discussion ensued about all three items

The consensus was that the three requests would visually change the face of the unit over others, and that therefore all have to be put to a vote of the members of the TTA.

In the letter regarding the need to raise dues, that will be sent out in the near future, the board needs to address priorities as to what homeowners are most interested in covering. These three items will be added. Steve will call Mike.

Oct 06

Pam wants to have a landscaper trim some branches from the pine tree that is in Betty Harless' garden. Many branches are dead and are preventing the rhododendrum in her garden below from blooming. Steve told her to call Betty.

**Old Business:**

There are still two e mail addresses that are incorrect. Pam has had the resident list returned form Gerry Swanson and the Shaws several times. She will investigate the correct addresses.

Meeting adjourned at 8:35 p.m.

Respectfully submitted

Pamela Berg

Secretary

Next meeting at Pam's at 9 Britten Court, November 8.

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget	Variance
<b>Operating Expenses</b>															
Landscaping - Grover's	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	1,358	16,296	15,576	(720)
Association Insurance	-	-	-	-	-	-	-	-	-	-	-	10,800	10,800	8,500	(2,300)
Colliers , Tree care	-	140	140	140	875	-	-	-	-	-	164	-	584	584	(275)
Gutter Cleaning	-	-	-	-	54	-	-	-	-	-	50	50	875	600	235
PGE	35	40	40	47	54	50	50	50	50	50	50	143	565	800	235
Water (City of LO)	-	143	143	184	132	100	-	-	-	-	-	-	570	700	130
PO Box Fees	-	-	-	-	-	-	-	-	-	-	-	-	132	150	18
Taxes/Licenses	-	-	-	-	-	-	-	-	-	-	-	50	50	-	(50)
<b>Total Fixed Exp.</b>	<b>1,393</b>	<b>1,681</b>	<b>1,538</b>	<b>1,728</b>	<b>2,419</b>	<b>1,508</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>29,872</b>	<b>26,910</b>	<b>(2,962)</b>
<b>Variable Expenses</b>															
Additional Landscaping(1)	-	125	275	375	90	-	-	-	-	-	-	-	775	1,000	225
Add'l Tree Care	-	205	-	-	-	-	-	-	-	-	-	-	90	416	326
General Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	205	500	295
Professional Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	100	100
Office Supplies	-	-	-	23	-	-	-	-	-	-	-	-	23	100	77
<b>Total Operating Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>2,127</b>	<b>2,509</b>	<b>1,508</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>30,965</b>	<b>29,026</b>	<b>(1,939)</b>
<b>Capital Expenditures</b>															
Roads-paving	-	-	-	9,844	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>11,970</b>	<b>2,509</b>	<b>1,508</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>30,965</b>		
<b>Income</b>															
Dues	5,820	1,680	0	0	0	0	15,960	0	0	0	0	0	23,460		
Interest	4	5	5	3	3	3	5	5	4	4	3	3	47		
<b>Total Income</b>	<b>5,824</b>	<b>1,685</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15,965</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>23,507</b>		
<b>Liquid Assets</b>															
Checking	682	2,671	859	2,107	-	-	-	-	-	-	-	-	-	-	-
Money Market	13,337	11,022	11,027	8,030	-	-	-	-	-	-	-	-	-	-	-
CD	15,642	15,746	15,798	6,030	-	-	-	-	-	-	-	-	-	-	-
<b>Total liquid assets</b>	<b>29,661</b>	<b>29,440</b>	<b>27,684</b>	<b>16,167</b>	<b>13,661</b>	<b>12,156</b>	<b>26,713</b>	<b>25,310</b>	<b>23,906</b>	<b>22,502</b>	<b>20,933</b>	<b>8,535</b>			

## **TANGLEWOOD TOWNHOME ASSOCIATION:**

Meeting of the Board of Directors November 16, 2006

Present: Steve Dickerson, Tom and Patti Wilser, Allen Ryman and Pam Berg

After 7:45 p.m. Guests: Ellen Pullen, Lynnette Talney and Amy Dickerson from the Budget committee

The meeting was called to order at 7:05 p.m.

### **Secretary's Report:**

October minutes were approved with the correction under Maintenance, 5<sup>th</sup> line down that the new road surface has an expected life span of seven years, **not a guarantee.**

### **Maintenance Committee:**

Water has been turned off. Gutter cleaning is set for December 4<sup>th</sup>. Steve to get out a Tanglewood Tales prior to that date to remind people. There are always several homeowners who do not want the serviced.

Although there have been several visits by the sprinkler guys for repair, Allen states we have not received any bills.

### **Treasurer's Report:**

Steve has been acting as Treasurer since Wanda's resignation. He acknowledged Wanda for all the hard work she did during her time as Treasurer. He stated that TTA's financial situation was not as dire as he thought.

We have \$2107 in checking, \$8030 in the money market account and \$6030 in the CD. Board members who met last week informally, pointed out that in reality we were operating on just over \$2000 and had just taken a big chunk out of the other funds for the road. Also Grovers bill has not come in this month. Should there be claims against the association we could not meet our deductible without delving into these other funds. Steve stated there was no penalty for doing this, just that the association lost the interest.

Steve showed a spread sheet with projected income through the next 6 months and felt that there would not be any problem in surviving with the current dues until the next election in May 2007

As far as a replacement for Wanda is concerned, several people have been asked to serve in her place, but so far nobody has stepped up. Steve is hopeful that Margie Zahler will take it on, but she is currently out of town. The possibility of another board member switching positions (ie Steve becoming Treasurer and Margie taking over another post was suggested as an alternative until the next elections). Rebecca Forbes' name had

also been suggested, but Steve thought she was too new here, and she had recently been laid off, and was looking for paid work rather than being a volunteer plus Allen has already approached her about doing a website, and he will follow up with that.

Pam co-signed two checks one to the post office and the other for some tree trimming. As stated above., Grovers bill has not yet been received this month.

### **Landscape:**

Grovers has provided a bit for accessing the back of 21 Britten Court. Currently they have not been doing work there due to the difficulty of getting equipment through the hedge. The quote includes some filling in of the arborvitae plantings, and Mr. Hoty has apparently purchased a gate. We also received a bit on the removal of the pine tree between 10 and 12 Britten Court.

### **Budget committee recommendations:**

Ellen Pullen joined the budget committee who met last night. Amy, Lynnette and Ellen are here to present their survey with suggestions on an increase in dues and a special assessment.

The committee have come up with a survey with a recommendation to increase association fees \$20 a month. They felt that this would cover basic operating costs for the next few years. Further they have provided a set of options which add onto this basic fee structure. These options include a special assessment of \$263 dollars per household to replace monies recently taken out of the CD for the road resurfacing, They also provide further options of paying all at once or in installments. The options include additional landscape maintenance such as the bank behind Bloch Terrace, new gutters, driveways and common area landscape replacement.

This survey will be sent out next week and replies will be sought by Dec 4<sup>th</sup>. There was discussion on the points. Pam suggested there were a lot of options, and residents don't understand how serious the situation is. Also the improvement committee had implied that if Bloch Terrace chose to take care of the bank themselves now, the association would include it in the future. Steve suggested the type be larger even if it has to go to 3 pages. There are also questions on the bottom about an amendment to the by laws from 2003 which was never ratified. The holidays not being a good time to present this, it was decided that a meeting be held in the New Year to look at the voting patterns.

### **Old Business:**

A flier to get input from neighbors is to go out with the budget committee survey in regard to the three items with Williams asked the board to address.

There was one minor change made in the wording in regard to the shutters:

Nov 06

Add black as an accepted color to our new color palate to be used **for shutters or trim** instead of “to be used for items such as shutters”

Ellen and Nadyne’s letter for new homeowners is ready to be distributed, with the addition of a form, which now needs to be updated, (officers are different), but which has other information about current assemssments and information about insurance for the use of both realtors and prospective buyers.

Meeting adjourned at 8:35 p.m.

Respectfully submitted

Pamela Berg

Secretary

Next meeting to be determined by President.

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget	Variance
<b>Operating Expenses</b>															
Landscaping - Grover's	1,358	1,358	1,358	1,358	-	2,716	1,358	1,358	1,358	1,358	1,358	1,358	16,296	15,576	(720)
Association Insurance												10,800	10,800	8,500	(2,300)
Colliers, Tree care		140	140	140							164		584	584	
Gutter Cleaning					54	50	50	50	50	50	50	50	565	800	235
PGE	35	40	40	47		100						143	570	700	130
Water (City of LO)		143	184		132								132	150	18
PO Box Fees												50	50	150	(50)
Taxes/Licenses					186	2,866	1,408	1,408	1,408	1,408	1,572	12,401	28,997	26,910	(2,087)
<b>Total Fixed Exp.</b>	<b>1,393</b>	<b>1,681</b>	<b>1,538</b>	<b>1,728</b>	<b>186</b>	<b>2,866</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>28,997</b>	<b>26,910</b>	<b>(2,087)</b>
<b>Variable Expenses</b>															
Additional Landscaping(1)		125	275	375									775	1,000	225
Add'l Tree Care					90								90	416	326
General Maintenance		205											205	500	295
Professional Fees														100	100
Office Supplies				23									23	100	77
<b>Total Operating Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>2,127</b>	<b>276</b>	<b>2,866</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>30,090</b>	<b>29,026</b>	<b>(1,064)</b>
<b>Capital Expenditures</b>															
Roads-paving				9,844											
<b>Total Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>11,970</b>	<b>276</b>	<b>2,866</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>30,090</b>		
<b>Income</b>															
Dues	5,820	1,680	0	0	0	0	15960	0	0	0	0	0	23,460		
Interest	4	5	5	3	3	3	5	5	4	4	3	3	47		
<b>Total Income</b>	<b>5,824</b>	<b>1,685</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>15965</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>23,507</b>		
<b>Liquid Assets</b>															
Checking	682	2,671	859	2,107	2,054										
Money Market	13,337	11,022	11,027	8,030	8,032										
CD	15,642	15,746	15,798	6,030	6,030										
<b>Total liquid assets</b>	<b>29,661</b>	<b>29,440</b>	<b>27,684</b>	<b>16,167</b>	<b>15,895</b>	<b>13,032</b>	<b>27,589</b>	<b>26,186</b>	<b>24,782</b>	<b>23,378</b>	<b>21,809</b>	<b>9,411</b>			

## TANGLEWOOD TOWNHOMES ASSOCIATION:

Meeting minutes December 11, 2006

Present: Steve Dickerson, Allen Ryman, Pam Berg

Absent: the Wilsers, Margie Zahler

Meeting called to order at 7:10 p.m.

Minutes of November meeting were approved with no corrections..

Steve reported that Margie Zahler has agreed to be on the board, but does not want to be Treasurer. Steve asked if Pam would switch with her so she could be secretary until next year's election, he would take over as Treasurer and Pam would be President. It was agreed that this arrangement would be in place until May 2007.

### **Budget Committee Survey:**

Steve reported that 17 or 18 responses had been received. The budget committee will now call those who have not replied. When all surveys are returned, Amy will tabulate the results and present a spread sheet of the responses. The committee will present the data at the January board meeting on the 8<sup>th</sup>. Location to be announced.

### **Treasurer's Report:**

End of November there was \$2054 in the checking account, \$8032 in the money market account and \$6030 in the CD for a total of liquid assets of \$15,895. ~~What about this~~  
~~add up \$15,895?~~

Grovers are still one month behind in their billing. Steve sent in November payment this month plus PGE and City of Lake Oswego. Steve did all copying for the survey in his office and the only charge is for Ellen purchasing stamps for mailing (\$19.53). Alan also has a small bill for gutter repair (outside of the current yearly cleaning) which he forgot to bring.

There are no delinquencies in payment of dues.

### **Maintenance:**

2 people opted out of gutter cleaning, Betty Harless and Dan Fessia. Allen reported that there was a problem on December 4<sup>th</sup> and he had received phone calls complaining of incomplete service. No gutters were cleaned in the back and no downspouts were cleaned either, even though Allen called the service to come back a second day (Tuesday 5). When the work was still not done correctly, Allen took some pictures which were sent to the company and they agreed to come back Thursday of this week to finish..

They will blow off leaves off the roof if it is requested for extra money. Alan pointed out that there is not much point in cleaning gutters if there are a lot of leaves on the roof.

Hedges has completed work on the back bank and it is looking much better. Tons of debris was hauled away. It will be necessary to include the common area in the landscape budget for future years, possibly alternating the Tanglewood Bank with the bank behind Britten Court for every other year clearance.

**Other Business:**

Allen met with Rebecca about setting up a website. She is checking out free web hosting and looking at various sources for pro-bono work.

We had a discussion about insurance and if we might be able to obtain a different company at a cheaper rate. Steve's mother's complex has gone with CAU, a company that specializes in only insuring condos. Her association passed a resolution that assignment of the deductible responsibility belongs to the homeowner (\$10,000). This amount could be passed on to the homeowners personal insurance. Homeowners might need to up personal insurance. Steve or Amy will investigate this commercial bldg type policy and find out if it would work for us, and what type of policy we currently have with State Farm

Meeting was adjourned at 7:50 p.m.

Respectively submitted,

Pamela Berg

Projected from this date 2006-2007

12/31/06

Expenses	July	August	September	October	November	December	January	February	March	April	May	June	YTD	Budget	YTD	Variance
Landscaping - Grover's Association Insurance	1,358	1,358	1,358	1,358		1,358	2,716	1,358	1,358	1,358	1,358	1,358	16,296	15,576	10,800	(720)
Collars, Tree care		140	140	47	54	60	50	50	50	50	50	50	584	8,500	8,500	(2,300)
Getter Cleaning		40	40	184	132	104										
PGF	35															
Water (City of LO)																
PO Box Fees		143														
Taxes/Licenses																
<b>Total Fixed Exp.</b>	<b>1,393</b>	<b>1,681</b>	<b>1,538</b>	<b>1,728</b>	<b>186</b>	<b>1,521</b>	<b>2,768</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>29,010</b>	<b>26,910</b>	<b>29,010</b>	<b>(2,100)</b>
<b>Variable Expenses</b>																
Additional Landscaping(1)		125	275	375	90											
Add'l Tree Care																
General Maintenance		205					125									
Professional Fees																
Office Supplies																
<b>Total Operating Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>2,127</b>	<b>276</b>	<b>1,541</b>	<b>2,891</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>30,248</b>	<b>29,026</b>	<b>30,248</b>	<b>(1,222)</b>
<b>Capital Expenditures</b>																
Roads-paving				9,844												
<b>Total Expenses</b>	<b>1,393</b>	<b>2,011</b>	<b>1,813</b>	<b>11,970</b>	<b>276</b>	<b>1,541</b>	<b>2,891</b>	<b>1,408</b>	<b>1,408</b>	<b>1,408</b>	<b>1,572</b>	<b>12,401</b>	<b>30,248</b>	<b>29,026</b>	<b>30,248</b>	<b>(1,222)</b>
<b>Income</b>																
Dues	5,820	1,680	0	0	0	0	15,960	0	0	0	0	0	23,460			
Interest	4	5	5	3	3	2	5	5	4	4	3	3	46			
<b>Total Income</b>	<b>5,824</b>	<b>1,685</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>15,965</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>23,506</b>			
<b>Liquid Assets</b>																
Checking	682	2,671	859	2,107	2,054	1,649										
Money Market	13,337	11,022	11,027	8,030	8,032	6,676										
CD	15,842	15,746	15,798	6,030	6,030	6,030										
<b>Total liquid assets</b>	<b>29,661</b>	<b>29,440</b>	<b>27,684</b>	<b>16,167</b>	<b>15,895</b>	<b>14,356</b>	<b>27,430</b>	<b>26,027</b>	<b>24,623</b>	<b>23,219</b>	<b>21,650</b>	<b>9,252</b>				