

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

JANUARY 7, 2013/ ZAHLER HOME Meeting called to order at 7:10 p.m.

Present: Margi Zahler, Dick Zahler, Priscilla Maughn, Pam Berg

The minutes of the December 2012 Board meeting were approved as corrected

TREASURER'S REPORT:

Paul was not present. Priscilla has the bill from the recent gutter cleaning from Clearly Amazing for \$1520 which she will give to Paul for payment.

MAINTENANCE:

Priscilla noted there is a significant gap in the row of newly planted arborvitaeshrubs on Bloch behind unit 19 Britten Court . Grover initially dug out and planted 50 feet of trees for the sum of \$2500. They were then contracted to continue further down the block for another \$4750, but about 5 more shrubs are needed to fill in the space. Much of the cost of the project was due to the equipment rental for removing the old shrubs and the clean up and haul away. We need to find out the cost for the purchase of each new shrub. Possibly Grover has run into problems finding them.

LANDSCAPE :

Dick will talk to Grovers regarding the above issue.

During the inclement weather since the last board meeting, a tree blew over in the common area behind 27 Bloch Terrace and needs to be pulled out.

OLD BUSINESS: None

NEW BUSINESS:

#6 Bloch Terrace has a leak in the roof. Several months ago, the owner picked out a roof material similar to two other roofs in the area. It turns out that when this product was presented to Carolee Kawer, CC&R Director for Mt. Park, that this material was not included in Mt.Park guidelines. The owner in question has done a lot of research since then on roof materials and Carolee sent the Board an approved list of roof options, plus a complete suggested contractor list. The Mt Park architectural committee meets next week. Margi will write another letter on behalf of 6 Bloch Terrace, to the committee stating that the Tanglewood Townhouse Board has approved the need for the new roof, as long as the owner is in compliance with the Mt Park approved materials. The hope is the architectural committee will be expedient in their approval.

Our annual home owners meeting will be in May. Margi will write to Mt Park to see if the Hawthorne Room is available on Thursday May 23. Two new board members are needed as the Zahlers will be

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

FEBRUARY 4, 2013/ MAUGHN HOME Meeting called to order at 7:10 p.m.

Present: Margi Zahler, Dick Zahler, Paul Torgerson, Priscilla Maughn, Pam Berg

The January minutes were approved as amended.

TREASURERS REPORT:

Total income for the year to date is \$47,673, \$2733 less than projected but as additional dues are received from homeowners, we should be in line with the budget.

Last month the bill for the gutter cleaning was paid. We have yet to receive a bill for the last lot of arbor vitae shrubs that were planted by Grovers.

Fixed expenses exceeded the December budget by \$421 due to higher than expected water expenses. We have received a further unbudgeted bill for February from Lake Oswego for \$200. The 5 meters should be off. There were leaks which Grover fixed several months ago on the Britten bank and on one of the Bloch Terrace islands. Normally we don't make any payments between December and August for water. Budget was \$650 for the year but the actual total to date is \$1112. Priscilla will call the City to clarify.

Variable expenses were \$163 in December and zero in January.

Bank balances: \$40,971 as of January 31

Reserve balances: \$12,885

MAINTAINANCE/LANDSCAPING:

There is a tree on the Bloch Terrace lower slope which looks as if it would go down on the road in a high wind or storm. Grover will be asked to take a look at it. There is a box maple tree on the common property between 17 and 19 Bloch Terrace which may need to be taken out. There are many trees that might need proactive care. There is \$1000 left in the maintenance budget and some \$200 in additional landscaping to refurbish the islands in the Spring (the bid from Grovers was \$825 to do this). This project should wait until April.

OLD BUSINESS:

The annual meeting is set for May 23 at 7:00 p.m. in the Hawthorne room. Paul would like to continue on as Treasurer. The Zahlers will be ending their term. The board will contact several people who have expressed interest in being on the Board. Paul will draft a budget next month and a mailing needs to go out by April 23 with this, the minutes of last year's meeting and a slate of nominees.

NEW BUSINESS:

Margi will send out a copy of Tanglewood Tales with the annual meeting date and showing TTA homeowners specifically how their dues are being spent. It will also remind them about the Contractors Fair that will be held in the Mountain Park Recreation Center in March.

Respectfully submitted,

Pam Berg

Secretary

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

MARCH 4, 2013 BERG HOME Meeting called to order at 7:05 p.m.

Present: Margi Zahler, Dick Zahler, Paul Torgerson, Priscilla Maughn, Pam Berg

The February minutes were approved as amended.

TREASURER'S REPORT

Paul handed around the first draft of the annual budget and there was not much variability over the past 4 years. Office expenses are slightly higher. He noted that Grovers has not yet cashed the check that was sent in with the regular December payment for Christmas bonuses for his workers. Paul will be out of town from April 15 to the 23rd and Margi said she would take care of the mailings for the annual meeting which will need to go out a month prior to May 23. The mailing will include minutes from last years' meeting, the budget, a letter to homeowners and the ballot. As of the end of February one homeowner has not yet paid their 6 monthly dues and 3 homeowners are making payments. For the afore mentioned reasons we are off target by \$656.00. Otherwise fixed expenses are a little over budget and variable expenses are on target. Margi asked if there might be enough funds to continue the arborvitae hedge replacement down around the corner to the confluence of the two Blochs.. It was decided that this would not be addressed until later in the year when the hedge would not have to be watered as much, so it would be something that the new board would address.

MAINTENANCE

Priscilla called the City of Lake Oswego to clarify the water bill. We had continued to be charged despite the fact that the water is off for the winter. The charges were reversed and we were told that it is necessary to call and tell them when the water is turned both on and off. The city does not mind the association performing this function but has to be informed. There is \$1000 left in the maintenance budget for sprinkler and other repairs.

LANDSCAPE

Since the last meeting the rhodies in the common area behind 9 Britten Court were severely pruned. There was no thinning out at the top but whole trunks near the path were sawed off. In addition a smaller rhodie bush was removed entirely. Grover has agreed to replant this one area with Acuba Japonica . They will also remove the tree stump near the Japanese maple. The tree that looked dead behind the rhodies is apparently a dogwood and needs some careful pruning and care, but is not dead. The owner of 9 Britten Court had an independent landscaper look at it and she suggested an arborist to come and take care of this and some thinning at the top of the tall rhodies which the homeowner will pay for. The owner of 9 Britten court also requested that the old azalea bush in her front garden be removed. Dick will ask Grover to take care of this. Pam requested again that the Board ask Grovers for some sort of pruning schedule as pruning seems to be quite arbitrary.

OLD BUSINESS

Two homeowners have accepted the invitation to be board candidates at the May annual meeting.

Carole and Bill Hitchcock who would like to jointly take over landscaping and Ann Anderson will also be running.

It was suggested that a copy of the Mountain Park approved contractor list be given out to those homeowners attending the meeting and mailed afterwards to those who do not attend. The Mountain Park contractor fair is this coming weekend, March 8.

The meeting was adjourned at 8:30 p.m.

The next board meeting is on Monday April 1 at the home of Paul Torgerson.

Respectfully submitted,

Pamela Berg

Secretary

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

APRIL 1, 2013 ZAhLER HOME Meeting called to order at 6:30 p.m.

Present: Margi Zahler, Dick Zahler, Priscilla Maughn, Pam Berg

The March minutes were approved as amended.

TREASURER'S REPORT:

Since Paul was absent there was no report. He has been working on next year's budget in time for the annual May meeting.

MAINTENANCE REPORT:

Priscilla stated there had been no maintenance issues in the past month.

LANDSCAPING:

Dick wondered whether we should put off the clean up and replanting of the three islands on Bloch by Grover for a total of \$825 already approved earlier in the year. He felt that it was important to continue the arbor vitae shrub project down to the corner of the two Blochs. Priscilla remembered that Paul had stated there was enough funds to complete both items and anyway the new shrubs would not be planted until the fall when less water was required. It was agreed to have Grover go ahead with the island refurbishing and to put the other replanting on the back burner until we could talk to the treasurer. A new and longer hose will be needed to continue watering the new shrubs throughout the summer. Priscilla is still willing to take this task on and Dick will look into purchasing a new one. Dick stated he was willing to walk around with the new board member who would be taking over his job after the May annual meeting.

ANNUAL MEETING:

Marge has drafted a letter and has started preparing the ballots for the annual meeting. She will use different colored paper for the absentee ballot. The number of ballots sent back will need to be carefully tallied in relation to the number of homeowners who will be attending the meeting, so that we are sure to have the necessary number required for the voting in of the budget and the new board members. This information needs to be mailed by April 23. We will be serving coffee and cookies. Board members will make the cookies and we will buy Starbucks coffee.

OTHER BUSINESS:

A letter dated March 15th was sent by the Board President to the owner of #8 Britten Court in regard to some trash which had been placed in the common area outside her yard for weeks, and which is preventing the landscapers from mowing and cleaning up the strip behind the residences. In addition to this she now has firewood stacked underneath her front windows. There have been 5 complaints from

neighbors in a 24 hour period about a dog barking all night on the premises. The police have been called and been out twice and notes have been placed on the owner's door.

As of two weeks ago this same homeowner had not yet paid her TTA dues and thus would be three months in arrears. This despite numerous calls to find out if she needed to work out a payment plan.

The board decided they needed to find out if a check had been sent in during the past week and was waiting in our PO Box. Margi will investigate.

Further action on the above items was deferred for another week. It was decided that two board members should make an appointment to go and talk to the owner and find out if there were some other things we could do to remedy the situation.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Pam Berg

Secretary, TTA

Draft

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

MAY 6 , 2013 ZAHLER HOME Meeting called to order at 700 p.m.

Present: Margi Zahler, Dick Zahler, Priscilla Maughn, Paul Torgerson, Pam Berg

The April minutes were approved as amended.

Margi called our State Farm agent because of the e mail thread with the owner of 8 Britten Court. All board members are insured for errors and omissions. They are not covered for slander.

TREASURER'S REPORT:

We are up to date on all dues. One homeowner has paid up until the end of the year. Next year's budget was submitted along with the ballots for the annual meeting. We have not yet paid for the three shrub replacements behind 9 Britten Court or the tree replacement behind 27 Bloch Terrace. The general outlook is good as we appear to be over estimate as we have \$1800 more on hand than budgeted. Our projected insurance for next year was less than anticipated by \$619 (there have been no claims) and therefore we may have more to put in reserves than we originally estimated.

MAINTENANCE REPORT:

#4 Britten Court faxed the board about a sprinkler that she thinks is still leaking behind her property. She is concerned as she recently redid her deck. A homeowner in Bloch Terrace still feels there is a leak in the middle island. Priscilla will ask Grover to check into the sprinkler system again. The board was reminded of the necessity to call the city of LO about turning the water on and off so there are no additional charges.

The tenants in number 6 Bloch Terrace have an old white Lincoln outside their unit, also a tarp with paint cans and trash cans in the driveway. One of the tenants is the owner's son. It was decided to check with Carolee prior to writing a letter to him and his father. The matter was discussed as part of a meeting with Mt Park Management and other Townhome Association Board members on May 17, The suggestion was that Priscilla should go over and talk to the tenants to advise them if the items in their driveway and the car are not removed in a timely manner that they would receive a warning letter from Mt Park.

The owners at 33 Bloch Terrace were complaining of a sewage odor in their house and also next door at 35. Is this a utility problem? Are the pipes ever cleaned out? **What did we decide about this?**

A homeowner requested that he paint his front door a different color than the overall approved exterior house paint palate. This was approved

LANDSCAPING:

The rhodies in the common area behind 9 Britten Court, which were extensively pruned by Grovers earlier in the year, are to be pruned by a professional arborist in May 21. The homeowner requested that the association pay half the cost of the additional pruning and clean up since the shrubs are in the common area. This was approved.

A new soaking hose has been purchased to water the arborvitae shrubs on Block Terrace. Priscilla is still watching the water situation but would like to get the additional help of several neighbors as the weather gets warmer.

There is a gap in the landscape behind 37 Bloch Terrace now that the neighbor behind the unit on Tanglewood has pulled out some shrubbery it has exposed the back yard of said unit. She asked the board if Grovers could plant a couple of bushes there for some privacy.

Old Business

4 proxies have been received so far from # 11, 7, 5 and 17 Britten Court. We will set up a call list after Paul has checked the mail box the week prior to the elections.

Carolee, the CC & R responsible person at Mt Park, is holding a meeting for Townhome board members on Friday May 18th. One of the things we would like to know is how other boards handle late fee assessments since we have particularly had problems with one homeowner in the past, which has continued to the present. Pam and Priscilla plan to attend.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Pam Berg, Secretary

**June 2013 Meeting Minutes
Board of Directors
Tanglewood Townhouse Association**

June 11, 2013 – 7 PM — Transition of new Board Members

Meeting Place: 37 Bloch Terrace, Priscilla Maughn's home.

Present:

- Pam Berg, Priscilla Maughn, Bill & Carole Hitchcock, Ann Anderson

Unable to attend:

- Treasurer Paul Torgerson, outgoing President Margi Zahler & outgoing Landscaper Dick Zahler

7PM - Pam called the meeting to order. Minutes of the May 6th Board Meeting were approved. New Board Member positions were chosen. Pam Berg will replace Margi Zahler as President, Bill & Carole Hitchcock will replace Dick Zahler for Landscaping, Ann Anderson will replace Pam Berg as Secretary.

Treasurer Report:

- Paul Torgerson absent

Landscaping Report:

- 1) Landscape board member(s), Carole and Bill Hitchcock will keep track of the requests and needs of TTA. There will be a walk-thru with an arborist, to look at the TTA trees to see what trees are damaged, dying, or need to be hauled away. Many homeowners have already paid for their own pruning, trimming or hauling dead tree limbs away, but there is a question about who is responsible for the common areas? There is a walk-thru request for the areas between #11-13 to evaluate dead or diseased trees.
- 2) The newly planted arborvitae is in need of consistent watering with a soaker hose. Part of the hose does not seem to work. Either a new hose will be purchased or an attempt to repair or add holes to the hose to help it provide water.
- 3) Dave Grover will turn on the sprinkler system for the common areas behind Britten Ct and on the three islands on Bloch Terrace. Priscilla will notify the City of Lake Oswego when this occurs in the Summer and Fall so our water bills don't continue automatically when the water is off.
- 4) There was a gap in the fence behind unit 37 Bloch Terrace due to some plant removal by the house behind. The owners requested that they plant some shrubs to fill in the gap at their expense and this has been done.

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- 5) Cleaning and clearing of the banks behind Britten Court and Bloch Terrace needs to be scheduled yearly.
- 6) There is a Mt. Park Compliance Committee that can enforce maintenance or landscaping issues.

Maintenance Report:

- 1) Is there a need for additional CCR's or specifics added to them for **clarity and enforcement**?
- 2) Any changes may need approval by legal counsel and may be costly.
- 3) CCR's may have different standards between the two HOA's of Mountain Park and Tanglewood. Many homeowners, if not most, are unaware of these rules/standards as they are difficult to find, may have conflicting information, and may be confusing. How are we to make them more user friendly?

Old Business:

- 1) Owner of #33 had noticed an odor around their house, so the city of Lake Oswego came out to inspect and the homeowner called a plumber that discovered a broken pipe. Because the property's pipes are separate from the other houses, the homeowner will cover the cost of repair.

New Business:

- 1) "Tanglewood Tales" – Ellen Pullen has offered to put this monthly newsletter together again!
Thanks Ellen!
- 2) New Mt. Park HOA rules about scheduling events at their Clubhouse. TTA must schedule & reserve a room for our Annual May meeting by January 2014. If we want a smaller room (it was difficult to hear speakers in the large room) we have to schedule as soon as possible.
Pam Berg will contact them about reserving a smaller room for next year. There is no charge for an annual one-time use.
- 3) Board approved #7 Bloch Terrace's land improvement project for their shared common area between houses. They will cover the costs.
- 4) Board approved #23 Bloch Terrace's deck repair with added stairs, exterior paint project with approved colors; did not approve the replacement of a cracked garage door – with a door with windows (against TTA's CCR's). Next step is to submit plans for Mt. Park HOA approval.

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5) What is the best way to ensure a voting quorum for the TTA?

Personal phone calls, e-mail, door-to-door?

6) There may be a need for a “Drop Box” on the Internet (<https://www.dropbox.com/>) for use by TTA Board Members and homeowners. If the TTA website is useful and easy to use as is, we may not need to change the way we communicate with each other. As it is now, the TTA link includes:

• **Tanglewood Townhouse Association:** <https://sites.google.com/site/ttaloor/>

This provides links to:

1) Minutes of Board Meetings

2) Tanglewood Tales

3) Useful Documents – to VIEW or Download

a) Bylaws & CCR’s

b) Community Information – plans, letters, maps, etc.

c) Property Insurance

• **Next meeting on Monday, July 1, 2013 at:** Pam Berg’s house

• **Annual Potluck Picnic** – scheduled for Thursday, August 8, 2013 at 6PM.

Meeting adjourned at: 8:42PM

Respectfully submitted,

Ann Anderson

Secretary, TTA

AGENDA TTA HOMEOWNERS BOARD MEETING JULY 1, 2013. 7:00 P.M. BERG HOME

- 1. APPROVAL OF LAST MONTH'S MINUTES: ANN**
- 2. TREASURER'S END OF YEAR REPORT AND HANDOVER: PAUL AND ALLEN**
- 3. MAINTENANCE: PRISCLLA**
- 4. LANDSCAPE: BILL AND CAROLE**
- 5. OLD BUSINESS ANNUAL MEETNG DATE CONFIRMED BY MT PARK
POTLUCK ORGANIZATON**
- 6 NEW BUSINESS: PEST OUTBREAK IN #10 BRITTEN COURT. NEW ADDRESS AND PHONE NUMBER
FOR LINDA COOK OWNER OF SAME**
- 7, ADJOURN**

July 2013 Meeting Minutes
Board of Directors
Tanglewood Townhouse Association

Date: July 1, 2013 at 7PM

Meeting Place: President Pam Berg, #9 Britten Court

Present:

- President Pam Berg, Treasurer Paul Torgerson (resigning), Allen Robinson (appointed replacement Treasurer), Maintenance Priscilla Maughn, Landscaping Bill & Carole Hitchcock, Secretary Ann Anderson

Pam called the meeting to order. Minutes of the June Board Meeting approved. President's report:

- Margi & Dick Zahler were given a gift card to Stanford's restaurant, from the board, as a thank you for their years of dedicated service.
- There is a need for address labels and/or stationary.
- New address & phone number for owner of #10 Britten Court – see roster
- Roster updated by Ellen Pullen – Ellen will be asked to make available or attach the new roster to the TTA's 'secure' web link at: <https://sites.google.com/site/ttaloorsecur/>

Old Business:

- Request was made at the last Board meeting to get a smaller room for the Annual TTA mtg. As of 6/14/13, we have the Dogwood Room reserved for us on May 15, 2014 from 6:30pm to 8:30pm per Carol Cook, Mt Park.
- FYI - Tanglewood Townhome Association's CC&R's are called "Declarations of Restrictions" from the 22nd of (no month) 1971. Discussed organizing this information to make this 24-page document easier to understand. View the original at:
- <https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnx0dGFsb29yfGd4OjJIMGMxNDM4MTVIMTk2MDU>

Treasurer Report:

Much thanks to Paul for his last 2 years of board work and for his detailed financial reports. He will be working with Allen Robinson in transitioning the duties. Paul stated that all TTA bills are paid to date & all TTA homeowner dues (not including the latest dues for July) are paid in full. He also submitted 2 reports that you can view in full on the TTA link:

- "Comparative Operating Statement" June 2013 - we have \$9700 in the reserve fund
- "Annual Budget" July 2013 to June 2014 – See report for breakdown of Fixed & Variable Expenses.
- Transfer of duties – Allen has been appointed by the Board to be a Non-Board member until we get a quorum vote! TTA members to be notified of the next step in this process.

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Maintenance Report: Priscilla Maughn

- Unit #7 Britten Court is having problems with the Internet. Comcast has evaluated the situation and may have to cut up to 6 holes, 6 inches in diameter along Britten Court. They have indicated that they would repair the holes with a concrete-like substance & then put asphalt over it. Because this road is private, city permission is not needed, only Board/private permission. Priscilla will call Comcast to repair the street with the stipulation that the end result must meet our approval.
- There is some concern that the newly planted (last year) arborvitae, along the side of Bloch Terrace is not getting sufficient water from the soaker hose. Priscilla and Bill Hitchcock will look into a more efficient way to water with sprinklers at regular intervals all the way down that portion of Bloch and around the corner. Will also consult the landscaping company, Dave Grover.
- Collier's gardening service is no longer needed (previous spraying of the older arborvitae)
- No. 33 Bloch Terrace's sewer pipe broke. Private insurance will pay for repair – this company that they used was very responsive to this issue. Their contact information will be made available if anyone else experiences this problem.

Landscaping Report: Bill & Carole Hitchcock

- There is a need for a separate water meter for a sprinkler nearest to # 19 Bloch Terrace.
- Grover landscaping does not have a current contract.
- Landscaping funds are budgeted \$4400 for the coming year.
- A “walk-around” was done with Grover Landscaping – a few dead trees & bushes will be removed after we get an estimate.
- Lower dead branches of a pine tree between #9 & #11 may be removed after conferring with homeowners and arborist.
- Anne Taylor, an arborist will be asked to do a \$75 walk thru TTA to evaluate the trees.
- Bill will confer with Grover's on whether Ann of #23 Bloch Terrace can move 2 yellow landscape roses this fall to the center island.
- Bill & Carole have an updated landscape plan & will resubmit to Mt. Park HOA. TTA approved of their updated plan that included a revised path.

New Business:

- **SAVE the DATE!** TTA POTLUCK Thursday August 8th! The organization of this event has primarily been taken care of by Patricia Robinson, #25 Bloch Terrace. Patricia has offered to help transition her role to others. Carole Hitchcock & Priscilla Maughn have volunteered to be primarily responsible for

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- organizing with Patricia's help. Ann offered to put together a TTA group email invitation this week to the TTA residents & to also ask them IF they want to continue to get info via e-mail?
- Pest (rats) problem at #10 Britten Court (new address/ph number for same owners-see roster). An exterminator found a pet chicken living next door at #8 Britten Court. A letter to #8 has been sent noting that Mt. Park HOA regulations do not allow animals, other than cats/dogs. They will follow-up with owner of #8.

Next Meeting: Monday, August 5th, 2013 at Bill & Carole's #7 Bloch Terrace

Meeting adjourned at: 8:45pm

Respectfully submitted,
Ann Anderson
TTA Secretary

AGENDA TTA HOMEOWNERS BOARD MEETING AUG 5, 2013. 7:00 P.M. HITCHCOCK HOME

1. CORRECTION AND APPROVAL OF LAST MONTH'S MINUTES: ANN
2. TREASURER'S REPORT ALLEN
3. MAINTENANCE: PRISCLLA
Was the issue regarding water usage at 12 Britten report every resolved?
On going sprinkler problems common area behind Britten (reported by #4 a week ago)
Scrape in the road outside 9 Britten court
E mail from 6 Britten regarding now exposed dry rot side of garage
4. LANDSCAPE: BILL AND CAROLE
Pine tree behind #6 Britten Court needs pruning, dead and broken branches (was this on list when you did the walk around with Grover?)
5. OLD BUSINESS POTLUCK ORGANIZATON
- 6 NEW BUSINESS: CHICKEN COOP, DASTRO TURF AT 8 BRITTEN, CONTINUING VIOLATIONS (WOOD STORED UNDER WINDOW), ROT ON SIDE OF GARAGE NOW EXPOSED .
Note from Zahlers about notice re keeping recycling bin out
- 7 ADJOURN

**August 2013 Meeting Minutes
Board of Directors
Tanglewood Townhouse Association**

Date: Monday, 8/5/13 at 7PM

Meeting Place: #7 Bloch Terrace, Lake Oswego, OR 97035

Purpose of Meeting: 1) Monthly Meeting, 2) Old/New Business

Present: President Pam Berg, (Acting) Treasurer Allen Robinson, Maintenance Priscilla Maughn, Landscaping Bill & Carole Hitchcock, Secretary Ann Anderson

- President Pam Berg called the meeting to order at 7PM. She had distributed the August Agenda to all members prior to this meeting.
- July's Board Minutes were distributed to all members prior to the meeting via email. They were unanimously approved.

Treasurer Report (Allen):

- Treasurer's report has been reformatted for ease of use & understanding – the 1-page report has a Budget **Expense** Summary in 3 categories: 1) Landscaping, 2) Maintenance, and, 3) Administration. The **Income** Summary shows dues income, bank balances and Project Reserves.
- Allen will research what the appropriate reserve amount is needed for an HOA.
- The Budget Summary Report indicates reserves in 4 categories: Emergencies, Fence, Gutter & Undesignated.
- To lower cost of checking, Allen will pay bills with electronic check payment or transfer, so no need to order any more paper checks.

Maintenance Report (Priscilla):

- Water usage issue at #12 Britten - resolved?
- Common area sprinkler problem behind #4 Britten has been resolved by Dave Grover - replaced the sprinkler.
- E-mail from #6 Britten regarding their dry rot on the side of their garage – It is the homeowner's responsibility to repair this. A letter will be sent to them regarding this issue.
- Scrape in the road outside #9 Britten court - will call Scott Legget (who repaved the roads last year) to do a quick repair.
- Comcast has completed all their work underground, without cutting into the street.
- The new arborvitae hedge along the Bloch Terrace corner (½ the bushes were replaced last year & the other ½ will be replaced this fall) is difficult to water. The Maughns (#37 Bloch T.) have been watering from their home system, but finds that there is still an inadequate amount of water that reaches the end of the new arborvitae.

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- Priscilla checked with the city on the cost of installing a new meter and the cost of installing another sprinkler head by Grovers Landscape Services. The city indicated this would require a new water line across a road costing about \$640 for the meter. In addition, if the water usage per month went over the basic allotted amount for that meter, the fines could be over \$6000! Also, there would be approximately \$1,200 for the additional sprinkler system from Grovers.

Landscaping Report (Bill):

- Grovers will eradicate wasp nest between #6 & #8 Britten Ct.
- Pine tree between #6 & #8 Britten Ct greenbelt area will be cut down.
- On Tuesday, 8/6/13, Anne Taylor, an Arborist will walk around TTA common areas with Bill & Carole, to assess the health of the trees, etc & make recommendations for possible pruning, etc.
- Tree stump removal between #11-13 Britten Ct walkway may be homeowner responsibility.
- Pine near #9 Britten Ct is leaning & certain branches need pruning so they don't accidentally fall.
- Grover did not recommended moving #23 Bloch Terrace's roses to the center island.

Old Business:

- Annual TTA Potluck committee (Carole Hitchcock, Priscilla Maughn, Patricia Robinson, & Ann Anderson) met twice to organize & plan for the upcoming Annual Summer Potluck. Email notifications, flyers, and phone calls went out to all 38 homeowners and/or tenants. We have approximately 40 people that have expressed interest in coming on Thursday, Aug 8th.

New Business:

- Pam emailed the July 2013 Portland Edition of the *ReGenesis Report* to the Board members. Interesting articles include, "Revitalizing Rules," and "HOA Wellness Survey."
- Issues at #8 Britten Ct: Chicken coop is still there, but no evidence of the chicken; Astro-turf in the front yard was installed without a letter of application to the TTA; there's a violation of HOA rules having firewood stored under the front window; complaints of barking dog and the smell of dog poop. There is evidence of dog poop not being picked up in the backyard.
- Dry rot on the corner of #6 Britten's garage (viewed from #8 Britten's side), is the owner's responsibility.
- A note from #17 Bloch Terrace indicated that the Mountain Park HOA has stated recycling bins are not to be left outside. However, for many homeowners/renters, there is not enough room to keep the bins in the garage. What is the solution?

**August 2013 Meeting Minutes
Board of Directors
Tanglewood Townhouse Association**

- There was also an expressed concern that some properties have exterior maintenance issues such as dry rot & need for painting, etc. Possible ways to communicate these issues to our TTA could be through the Tanglewood Tales or a general letter to homeowners.
- Besides maintenance issues, how do we strengthen our community of HOA members?

Next Meeting:

Sept 2, 2013 at 7pm

23 Bloch Terrace, Ann Anderson

Meeting adjourned at: 8:20PM

Respectfully submitted,

Ann Anderson

Secretary, TTA

AGENDA TTA HOMEOWNERS BOARD MEETING SEPT 3 2013. 7:00 P.M. ANDERSON HOME

- 1. APPROVAL OF LAST MONTH'S MINUTES: ANN**
- 2. PRESIDENTS REPORT: PAM; Potluck wrap up**
- 3. TREASURER'S REPORT ALLEN**
Update on dues received to date
Determine reserve account requirements for upcoming year. Review and update of existing amounts and allocation.
- 4. MAINTENANCE: PRISCLLA**
Update on old items: sprinkler problems, scrape in road on Britten,
Board suggestions on sending out letter or Tanglewood Tales in regard to individual responsibility for upkeep of outside of properties (I will bring draft I sent out end of July)
- 5. LANDSCAPE: BILL AND CAROLE**
Evaluation of Anne Taylor's Tree report and determination of timeline for starting the various projects. Order of importance et.
- 6. OLD BUSINESS: 8 Britten: Astroturf and wood under window**
- 6 NEW BUSINESS:**
- 7 ADJOURN**

**September 2013 Meeting Minutes
Board of Directors
Tanglewood Townhouse Association**

Date: Tuesday, Sept 3, 2013 at 7PM

Meeting Place: 23 Bloch Terrace, Lake Oswego, OR 97035

Present: President Pam Berg, Treasurer Allen Robinson, Maintenance Priscilla Maughn, Landscaping Bill & Carole Hitchcock, Secretary Ann Anderson

- President Pam Berg called the meeting to order at 7PM. She distributed September's meeting agenda to all members prior to this meeting.
- August Board Minutes were also distributed to all members prior to the meeting & unanimously approved after amended. They were posted on the TTA website on Sept 4 at this web address:
<https://sites.google.com/site/ttaloor/minutes-of-board-meetings-1>
- **Summary of Annual Potluck:** Very successful with approximately 36 people (or approximately 21 units out of 38) attending! We thank Patricia Robinson for her time in passing on her invaluable experience to assist Carole Hitchcock, Priscilla & Ann. Carole took the lead in organizing this year's potluck: getting majority of the supplies, designing creative table signs & beautifully decorating the tables with matching tablecloths & flowers. This in combination with the team personally delivering potluck flyers & follow-up calls to members contributed to the good turnout for our annual TTA summer get-together! Although we had less main dishes than anticipated, we had plenty of delicious, healthy food! Thanks Potluck Team & thanks to Paul Torgerson who supplied the silverware, large table, etc. Thanks also to all the folks who supplied tables & chairs!

Treasurer Report – Allen:

- **Update on HOA dues** received to date: Allen passed out a current Treasurer's report & Grover's Landscaping invoice. Near the bottom is his normal \$1500/mo. The additional \$620 charge is apparently for removing some shrubs, etc. The first highlighted area on the report is for that additional landscaping charge. The 2nd highlighted area is for unpaid dues totaling \$3, 645. A reminder invoice will be sent out. However, \$1500 of the unpaid dues are those that are paid monthly which Allen will track. There is no cash flow problem with our HOA funds.
- **Reserve fund requirements:** The Tanglewood Declarations say that the Board ought to use good business judgment in establishing reserves in care of the common property, which is what we are doing now. In reviewing the Oregon condominium laws at: <http://www.oregonlaws.org/ors/chapter/100>, it appears that an HOA Board is required to have: 1) Maintenance plan (what we maintain) and, 2) Funding plan (what we need to fund that plan). The TTA Board may want to set up a Maintenance & Funding plan. We already have our reserves categorized. Details on reserve laws can be found at: <http://www.oregonlaws.org/ors/100.175>

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- Part of Allen's concern is that the Declarations have been amended over time to state that the TTA is now only responsible for gutters, downspouts, common landscaping & streets. We've chosen to put aside \$10,000 for emergencies. That is predominately to pay our insurance deductible. Our deductible is \$5,000, so we currently have 2 times the needed deductible – that may be prudent to have in our funding plan.
- We need to think about having a funding plan for the upkeep/repair of the TTA fences & sprinkler systems. That is the area that is likely to need money in the future. Particularly in regard to the upcoming plan for a water meter & sprinkler for the recently planted arborvitae & the soon-to-be planted arborvitae hedge. TTA already maintains the islands as well as the Britten Ct. "Greenbelt area" with a sprinkler system.
- Do we put together a business funding plan or special assessment on top of the dues? We may develop a 2-year funding plan while sharing this idea with the TTA community. Other than the added street assessment, there has been no increase in dues since 2008 -the same dues for 5 years.
- Money spent on the new arborvitae came out of the fencing reserves.
- The financial report's "undesignated" category should be renamed into definite categories of needed spending such as fences, sprinklers, etc.
- Noted are several fences (about 600 ft down the back of Britten Ct) that may need repair due to their age or ivy pulling them down. However, there will be some shared cost with other homeowners. Carolee Kawer at Mountain Park HOA could facilitate TTA & the other homeowners in determining shared costs for replacement. Allen estimates that it would cost about \$40 per foot, but that would probably be a shared cost over a few years. The whole fence would not need to be done at the same time.
- **Proposal:** Allen will put together a list of Maintenance items & estimate their cost. He will also estimate the rate of growth of the reserve account over the next 2-3 years to see if the TTA is going to be in or out of balance. If the TTA budget appears to be out of balance for future costs (like fencing), we may need to discuss a gradual dues increase over the next few years. (end time: 23 min)

Maintenance Report - Priscilla:

- Letter to the TTA Board from #9 Bloch Terrace concerning the replacement of their driveway, which they would like to do in mid-September. They need to replace it because of poor drainage & damage from the roots of a nearby "common tree." Bill stated that Tree Care had assessed the damage from the roots & concluded that after the concrete is removed, Tree care could then remove the roots with an estimated cost of about \$100-150 by a certified Arborist. Although trimming the roots could damage the tree, it appears healthy, and this probably wouldn't happen for several years. TTA will pay for this part of the process. Pam checked with Carolee Kawer, Mtn Park, CC & R Director, who stated that

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“The CC & R’s read that any exterior change, update, improvement, etc. must be preceded by the submission of an ARC application (and the receipt of an approval) first to your BOD, who, if they issue an approval letter, will then submit both to this office. And all hopefully in time for the next ARC meeting that is always scheduled for the 3rd Tuesday.” The TTA Board approves their request. Next step is for the homeowners to send their request to the Mtn. Park Architectural committee.

- Scott Leggit will come sometime in October to repair the scrape in the asphalt that is in front of #9 Britten Ct’s driveway & #6 Bloch Terrace house. Cost estimate? #6 Bloch Ter will pay for their own repairs.
- Priscilla went to City of Lake Oswego’s Operations Dept. to bring them Dave Grover’s landscape proposal that describes the project, materials, suggested irrigation schedule, map, etc for installing & maintaining a new water line & sprinkler. The city said this is the info that they need & will charge \$640 for installing the water meter. There are no other hidden charges for this. The SDC (System Development Charge) will wave a \$6,763 fee if we stay under a certain amt. of water for irrigation. Dave Grover calculated that the TTA would be well under the amount that could cause the TTA a \$6000+ penalty fee. To prevent an high water usage, Dave would install a double-check valve assembly and a suggested irrigation schedule that would use approx 61.6 gal (under 90 gal max). At this point the bid is \$2550 for the irrigation system that does not include the cost of the next step in the arborvitae replacement. The biggest percentage of the costs comes from digging out the shrubs, replacing the dirt & hauling away the trees. We have about another 100 feet to replace. The new meter will be at the top of the irrigation for the arborvitae. If the homeowners water the shrubs appropriately, Grovers would replace arborvitae that does not do well.
- Allen states our TTA is currently being billed for 5 water meters, at about \$40 per meter, twice a year, at a minimum charge. Question is to how this will affect our water bill & can we get a fixed rate for all 6 meters? Allen will send the current water bills to Priscilla. Meters may be put in before the rains start. (end 41min)
- Follow-up e-mail from Allen: Water meters appear to have a fixed minimum amount. However, there is a range of invoiced amounts from \$37.22 to \$40.63 per meter.

Landscape Report – Bill & Carole:

- Hitchcocks walked through the common green space areas with Arborist Anne Taylor while she inspected the trees on August 6th. Subsequently, the TTA has received her Tree Report (billing a reasonable \$75 for 2 hrs assessment & 2 hrs for the report) noting her observations of our tree health.
- Some recommendations were cosmetic, but there are some recommendations to remove certain trees. In reviewing the arborist’s tree report, item-by-item, priorities of action (pruning, cutting down, watch list, etc) were determined – see Bill’s list below. In addition, there is the issue of permits needed for

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cutting down some trees. If trees needing attention are on someone's property, rather than shared green space, it is the owner's responsibility. Unit #9 needs ground cover on the back bank to hold the soil from eroding down the bank. There is a difference of opinion between the arborist & Dave Grover about whether mulching is needed. Other trees had recommendations for "density testing." Fall cleanup will be done on Bloch/Tanglewood bank by Shannon's regular fall maintenance. Tree Care will be called to get estimate for trimming & will give us quotes at no cost. TTA should have an annual review of the trees to keep watch on ones that could cause safety problems. (end time 1hr.)

TANGLEWOOD TREE REVIEW (9.4.2013)

At the request of the Board, a comprehensive review of all trees in the Tanglewood HOA was performed by a certified arborist from Living Elements Landscape (August 2013). Based on a written report of that review, the Board set the following priorities for action to be taken in the common areas. These are identified based on proximity to the nearest addresses on Bloch and Britten but are not the responsibility of the homeowner unless otherwise indicated:

IMMEDIATE PRIORITY:

- Two Pines near corner of #1 Bloch. Remove one tree that is split at the top. Prune dead branches on another nearest to the driveway.
- Dead tree behind #19 Bloch; cut to 15' from ground to prevent structural damage should it fall.
- Maple tree behind #21 Bloch will be limbed up so that it will be off of the deck and house behind it.
- Maple tree at cul-de-sac by #25 Bloch to be pruned to remove dead branches. Need to be removed for the health of the tree.
- First Birch closest to the road near #27 Bloch needs to be removed. Top is weak and can fall damaging nearby property.
- Pine tree in back yard of #11 Britten has dead branches hanging over adjacent #9 property. Need to be removed to prevent damage to that property. NOTE: This tree is not on common property and therefore needs to be the responsibility of the homeowner in #11.
- Alder with rotting trunk along Tanglewood Drive ridge (below #17-19 Bloch) needs to have density test to determine the amount of decay and whether removal is dictated.
- Alder on Tanglewood across from Offenbach Place is dead and needs to be removed.
- Dead tree on Tanglewood across from Cirque need to be removed; in danger of falling across the road.

LOW PRIORITY - CONTINUE TO WATCH:

- Maple tree behind #7 Bloch have two main branches and trunks growing together. Watch for seepage and remove one trunk or cable tree if necessary.
- Maple behind #17 Bloch has some dead branches that can be pruned.
- Alder behind #23 Bloch with twin trunks; in future one trunk can split from other and may need to be removed.
- Maple next to #25 Bloch has crevice with Conks growing out of the trunk which may be a sign of internal decay. Not an immediate concern but may need a density test to determine extent of decay.
- Blue Spruce next to #25 Bloch needs to be pruned for cosmetic reasons.
- Pine tree between units #11 and #13 Britten should be removed for cosmetic reasons. NOTE: This is not common property and removal would be the responsibility of the homeowners of the two adjacent units.

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- Dead tree in among others along the greenbelt behind #6 Britten needs to be removed for cosmetic reasons but not endangering any nearby property.
- Maple behind #18 Britten needs crown pruning.
- Poplar along Tanglewood Drive leaning toward street may need to be removed.
- Alder with 3 trunks along Tanglewood Drive; need to prune one of trunks out. NOTE: There are a number of smaller trees along the ridge along Tanglewood Drive that are in varied stages of health, some of which lean toward the street. Area bears watching and further analysis next year.

Old Business:

- Issues at #8 Britten Court: 1) No homeowner request for TTA Board approval of the Astroturf installed in the front yard, 2) woodpile in contact with the front of the house, 3) dog barking, 4) dog poop in back yard that has still not been picked up. Diana Smith Bower was supposed to have sent her a letter regarding this community health issue. Bill will call to see if Bower sent her a letter & if any follow up is needed. The woodpile may cause dry rot, but that is the owner's problem. And although she has been asked to get Board approval for the Astroturf, she has not complied. However, the front yard is nice looking and appears to be well kept with added potted flowers & plants.

New Business:

- Several homeowners supported entrepreneurial kids that painted nice house numbers on the curbside.
- Unit #6 Bloch Terrace has multiple cars parked on the street. Even though there are Mountain Park rules about no parking on the street or driveway, there are no TTA-CC&R Declarations that state any rules about parking on these private streets.
- Unit #21 Britten Ct. corner common area has mostly dead grass & very few plantings. The plantings would need regular watering. The house exterior also appears to needs painting.
- A general message/letter about maintenance issues will be put in the Tanglewood Tales. In addition, letters to specific homeowners could be sent including a message that a Board member could meet with them to talk about exterior maintenance issues.

Next Meeting on Monday, October 7, 2013 at:

37 Bloch Terrace, Priscilla's house

- Meeting adjourned at: 8:15PM

Respectfully submitted,
Ann Anderson
Secretary, TTA

AGENDA TTA HOMEOWNERS BOARD MEETING OCTOBER 7 2013. 7:00 P.M. Priscilla's Home

1. **APPROVAL OF LAST MONTH'S MINUTES: Ann**
2. **PRESIDENTS REPORT: PAM Outside painting issues/approval by Mt. Park. 15 Britten Ct.
Recent storm damage**
3. **TREASURER'S REPORT Allen
Update on dues
7 year fiscal plan**
4. **MAINTENANCE: Priscilla
Gutter cleaning: which company, scheduling**
5. **LANDSCAPE: Bill and Carole
Scheduling tree pruning/removal. Another e mail from 6 Britten Ct re pine tree
Recent storm damage**
6. **OLD BUSINESS:**
6. **NEW BUSINESS: Meeting of Mt HOA BOD's organized by Carolee October 23**
7. **ADJOURN**

**October 2013 Minutes
Board of Directors
Tanglewood Townhouse Association**

Date: Oct 7, 2013 at 7PM

Meeting Place: Priscilla's house, 37 Bloch Terrace

Purpose: Monthly Meeting

Present: President Pam Berg, Treasurer Allen Robinson, Maintenance Priscilla Maughn, Landscaping Bill & Carole Hitchcock, Secretary Ann Anderson

- President Pam Berg called the meeting to order at 7PM. She had distributed the October Agenda to all members prior to the meeting.
- September's Board Minutes were also distributed to all members prior to the meeting and unanimously approved. They were posted on the TTA website on Oct 8th at this web address:
<https://sites.google.com/site/ttaloor/minutes-of-board-meetings-1>
- We need to discuss the emails Pam has received from homeowners about tree issues; also discuss the lengthy process homeowners are supposed to follow to get exterior painting approval in a timely manner. The process to get both Mtn. Park HOA's approval, in addition to our TTA approval seems unnecessary – since both HOAs have already approved our palette of colors. However, it is a mere formality that is still in place. This issue could be discussed at the HOA "Get-Together" Oct 23rd meeting.
- Who is going to the October 23rd meeting "Get-Together" meeting? One of the other issues that may be discussed is that 'Summit' HOA has been notified by Mtn Park, that the tennis courts in the middle of their boundary lines (near Morningview Circle), is now solely their financial responsibility. Pam & Priscilla will go to the meeting. (13)

Treasurer Report (Allen):

- Allen passed out a 2 pg report: 1) Budget Summary & 2) OnPoint's bank balance.
- Treasurer's Report includes: Budget Summary, Expenses, & Income Summary: paid & unpaid dues
- A second 2 pg report: 7-yr TTA Fiscal plan thru June 2021 that notes a 7-yr Operating Budget with a 3% annual increase. Included were: Goals, How to ensure that Operating budget covers all operating expenses, a proposed Maintenance spending plan thru June 2021, and a plan to accomplish this by one comprehensive plan to a By-laws change in Spring 2015 by TTA member vote.
- A new expense item (pg 2) is "Bank Care" to reflect the actual expenses we incur for maintaining the trees/shrubs/clean-up as needed.
- In the 7-yr "Fiscal Plan Details" (pg 2), "Year-end Balance, Operating Budget, there is a small surplus from year to year, starting with an increase from a dues increase beginning in 2015.

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- See the 7-yr **Reserve** Plan section, "Reserve End Balance" (pg2). This takes any reserve you have in the Operating Budget, subtracts any capital expenses we have in that year, and then adds back any special assessments that we have in that year.
- Both the Dues increase (\$120/yr x3, starting in 2015) & the Special Assessments (\$200 due 7/2015 & 7/2016) need to be approved by a TTA member vote & change the bylaws.
- These potential increases & overall capitol plan needs to be introduced thru the Tanglewood Tales, then discussed at the annual meeting next spring.
- The TTA gutter & downspout expenses will need to be moved over to a homeowner expense. (25:09)

Maintenance Report (Priscilla):

- Gutter cleaning by "Clearly Amazing" typically costs \$1,500. Pam's 2nd quote, was considerably higher at \$3200. Gutter cleaning is usually done in December after all the leaves have fallen.
- Unit 12 Britten has a leak from a spigot in her back yard – Priscilla suggested that 'Jay' fix it and it would be paid for under 'General Maintenance.'
- No response from homeowners at 21 Britten Court about exterior painting. What is our next step? Discuss at the HOA Get-Together on 10/23? A suggestion was made to create an objective list for assessing a house's maintenance issues.

Allen's proposal for homeowner maintenance issues:

- Create a 'score' sheet to evaluate the condition of our units – only looking for detriments.
- Identify problem areas by evaluating each unit's exterior factors that owner's control: roof, siding, paint, windows, driveway, & general landscaping/appearance.
- Communicate directly to homeowners and/or the Mtn. Park HOA.

Example: Note areas of concern (with 3 levels & numeric values): slight -1, moderate -3, serious -5. Each board member grades all units independently, and then we compare & discuss actual scores. Units that score 5 or higher may need to address these issues. Evaluating landscape issues is challenging, as many areas are common property.

- City of Lake Oswego will give us a "fixed" rate - about \$40/mo for water usage even with the new (6th) water meter. At this point, the city will put in the meter when our TTA Board approves these issues. At this time, the TTA approves the whole project so we can go ahead & get the meter & sprinkler system. A total of \$640 (meter) + \$2,550 (sprinkler) + \$2,950 (Arborvitae) = \$6,140. Bill motioned to approve & Ann seconded that motion.
- The city will have to cut into the street, but Priscilla will check on going under the street.
- The treasurer will reimburse Priscilla for the increase in her water bill for watering the arborvitae hedge - their bill went from Tier 1 to Tier 3.
- Scott Leggit will repair the street's asphalt scrapes. #6 Bloch Terrace will pay for their own street

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repair. (42 min)

- Priscilla will schedule the meter installation & contact Grover's to turn off the sprinklers, and then contact the city to stop billing the TTA. The city can reverse charges or reimburse the TTA if any credit.

Landscaping Report (Bill):

- See Tree Care Unlimited's (3 pg) proposal for pruning & taking care of the designated trees per the arborist recommendation. Mike Meyer & Bill walked around the property to identify the trees needing pruning or cutting. Trees identified by address - see Tree Care's report. Report will be updated with cost of permit (hazard & regular) fees & density tests.
- Permit fees to remove a tree are more expensive if the tree is not dead - just a cosmetic problem.
- Shannon needs to be called to clear the bank & the tree that fell down on the bank.
- #4 Bloch Terrace is concerned about a tree hanging over the garage. The TTA will be responsible for the \$375 & the \$175 to do the work. The bid may be less since TreeCare will already be doing other work.
- #6 Britten Court will be contacted to find out what tree they are concerned about trimming.
- Pam needs to have her back bank planted in ground cover to prevent the rains from washing dirt down the bank.
- ^{The City} Grover needs to look at the low hanging branches between # 9 & # 11 ?
- ^{Priscilla} Bill will schedule the Arborvitae work & will also contact Shannon to clean up the bank.
- **TTA board approved** – Priscilla and Pam moved to approve the tree pruning work, subject to getting the permits for removal.

Old Business:

- Discussed several 'old' issues – see above

New Business:

- The "HOA Get-Together at the Mountain Park Center on October 23, 2013.

Next Meeting: Monday, Nov 4, 2013 at 7PM

Address: 25 Bloch Terrace, Allen's house

Meeting adjourned at: 8:20 pm

Respectfully submitted,
Ann Anderson, TTA Secretary

AGENDA TTA HOMEOWNERS BOARD MEETING NOVEMBER 4 2013 ROBINSON HOME

- 1 . A PPROVAL OF LAST MONTHS'S MINUTES: Ann**
- 2. PRESIDENTS REPORT: Pam: update on Mt Park HOA joint meeting**
- 3. TREASURERS'S REPORT: Allen: dues update/ 7 year fiscal plan changes/reserves**
- 4. MAINTENANCE: Priscilla : completion of sprinkler system installation/painting requests**
- 5. LANDSCAPE: Bill and Carole: update on Tree Care and removal schedule.**
- 6. OLD BUSINESS:**
- 7. NEW BUSINESS**
- 8. ADJOURN**

**November 2013 Minutes
Board of Directors
Tanglewood Townhouse Association**

Date: Monday, Nov 4, 2013 at 7PM
Meeting Place: Allen Robinson's home
Purpose: Monthly Meeting

Present: President Pam Berg, Treasurer Allen Robinson, Maintenance Priscilla Maughn, Landscaping Bill Hitchcock, and Secretary Ann Anderson

- President Pam Berg called the meeting to order at 7PM. She had distributed the Nov Agenda to all members prior to this meeting. October Board Minutes were distributed to all members prior to the meeting via email. They were approved with changes and posted on the TTA website Nov 5th.
- HOA 'Get-together Meeting' (at Mtn. Park): Priscilla & Pam attended. The 2-step painting approval process was brought up to Mtn. Park, but the 2-step process stands. TTA members must go thru our HOA & then also have it approved by Mtn. Park's architectural committee. However, homeowners do not have to wait for the approval e-mail/letter by Mtn. Park's once a month meeting. Mtn. Park now has TTA's approved paint colors.
- The Mtn. Park Compliance Committee has a process in place & will send letters to TTA homeowners, if homeowners do not respond to their own HOA's suggestion to paint when needed or if painting is not done in a timely manner.

Treasurer Report (Allen):

- Allen discussed a proposal for a 7-yr maintenance and reserve plan.
- Timing for sending out the January 1st dues letter was discussed. It was decided that the reminder letter will go out before Thanksgiving to give TTA homeowners time to prepare.
- All of our dues are current with several units paying monthly.
- Comparing dues with Touchstone HOA would be comparable, since that HOA has similar floor plans & was built about the same time as TTA.
- Should we get other bids for our tree work? Bill will talk with someone at Mtn. Park (Kevin) for another bid on our tree work.
- A 'walk-around' survey template for house maintenance issues was sent to Board members – to be completed & returned to Allen for compiling the results.

Maintenance Report (Priscilla):

- Scot Leggit will come this week to do the repairs in the asphalt.
- We don't know when the city will make the repairs to the temporary patch on Bloch Terrace. We're

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on the City of Lake Oswego's list – if we know in advance we can move our cars for their repairs.

- When Dave Grover is here, he can show us how the meter & sprinkler system works - how to turn the water off/on so that we make sure we stay within the parameters of low-cost water usage. We need to know that the new meter is currently off. There are specific number of minutes that the meter can be left on to prevent a higher charge.
- Gutter cleaning is scheduled for Dec 19th & 20th -- for \$1500. We get a volume discount if the HOA pays one person to do this work. However, if a homeowner has leaves on their roof that they want blown off, they will charge the individual homeowner \$50. We can send an email or put that info in the Tanglewood Tales so homeowners can decide if they want that service.

Landscaping Report (Bill):

- The Board reviewed & finalized tree removal & trimming priorities that will be handled for this year. The largest expense item is removal of a Big Leaf Maple near 25 Bloch Terrace which has been deemed to be hazardous & will cost approximately \$4500 to remove, plus cost of permit & any cost associated with hauling away the wood. Other hazardous trees of a smaller magnitude will be taken care of. Overall, the cost should not exceed \$6800, which can be accommodated without seriously jeopardizing our reserves. Our arborist report also recommends an additional \$9000 worth of lower-priority tree care, which we are holding for future consideration. The annual cleaning/removal of debris from common areas behind Bloch Terrace & Britten Court will be scheduled this month.

Old Business: None

New Business:

- Pam will research current dues & assessments from 8 other townhome boards to compare our dues with similar associations.
- **Tanglewood Tales** could go out in December? Possible items: web pathway for roster, etc, work that's been done & will be done around the HOA, gutter cleaning info, etc.

Next Meeting: Dec 9, 2013 at 7PM at Pam's house.

Meeting adjourned at: 7:55PM

Respectfully submitted,
Ann Anderson
Secretary, TTA

TREE SUMMARY

December 9, 2013

Big Leaf Maple 25 Bloch – remove	\$4500
Spruce NW corner 25 Bloch – limbing	no charge
Big Leaf Maple 4 Bloch – limbing	\$325 **
6" Willow (behind 5 Bloch) - remove	\$85
13" Maple (between 19 & 21 Bloch) - remove	\$375
Cedar between 13 & 15 Bloch – limbing	no charge
Big Leaf Maple (beside 4 Bloch) - limbing	\$250
9" Birch (north side 27 Bloch) – remove	\$275
TOTAL TREE WORK	\$5810
PERMITTING COSTS	est. \$500
ESTIMATED TOTAL COST	(\$6310)

**discrepancy in quote needs to be resolved; may be \$350

There is also a possibility that the \$4500 cost of removal of the Maple may be less due to the fact that it was not necessary to cut the larger pieces into smaller ones. Also note that it was not necessary to pay the estimated \$600 for wood haulaway since the wood was picked up by a private party who also paid us \$50 for the wood.

AGENDA FOR TTA HOMEOWNERS BOARD MEETING DECEMBER 9, 2013 BERG HOME

1. APPROVAL OF NOVEMBER MINUTES: Pam
2. PRESIDENTS REPORT: Pam
3. TREASURER'S REPORT: Allen
4. MAINTENANCE: Priscilla. Painting schedule for 29 and 31 Bloch. Roof blowing requests
5. LANDSCAPE: Bill and Carole: update on tree removal in back of 25 Bloch. Other issues.
6. OLD BUSINESS: scoring exteriors of all units
7. NEW BUSINESS: survey of other Mt Park Townhomes
8. ADJOURN

**December 2013 Minutes
Board of Directors
Tanglewood Townhouse Association**

Date: Monday, Dec 9th at 7PM

Meeting Place: Pam Berg, #9 Britten Court

Purpose: Monthly Meeting

Present: President Pam Berg, Treasurer Allen Robinson & Patricia Robinson, Maintenance Priscilla Maughn, Landscaping Bill & Carole Hitchcock, Secretary Ann Anderson.

- President Pam Berg called the meeting to order at 7PM. She'd distributed December's agenda to all members prior to this meeting.
- November's Board Minutes were emailed to all members prior to the meeting & were unanimously approved. Nov. minutes will be posted on the TTA website.
- Patricia Robinson reported on the Big Leaf Maple tree (next to their house) that had to be cut down on Dec 2nd and 3rd by Oregon Tree Care. (This tree had been evaluated by an arborist to be a potential danger because of internal decay – possible limbs or the tree falling.) Patricia documented the tree cutting process with pictures and also reported that the Tree Care workers were very careful & skilled with the way they managed to work in the small area of their driveway, even with a car parked very close by. The crane had to carefully maneuver the large limbs into a truck, avoiding that parked car. And fortunately, a major part of the tree was picked up by a farmer/furniture maker, which saved the TTA from having to pay \$600 to have it hauled away!
- Next time the TTA (or individuals) has work to be done, we need to notify neighbors so that cars/people are not in danger. What is the best way? We could put a notice in the Tanglewood Tales suggesting that if cars are going to be left in the street, someone needs to be available that has the keys for moving in case of an emergency. The cul-de-sacs have very little room for big trucks (even garbage trucks) to turn around, especially when there are extra cars taking up the space.

Treasurer Report (Allen):

- Allen submitted a monthly report tracking expenditures & income - \$6,140 from the reserve account went to pay for the new Arborvitae hedge and \$6,000 pending to be paid for the tree care that was done.

Maintenance Report (Priscilla):

- Two units will be painted in the spring. Mountain Park HOA can address homeowner painting issues when there is no response to TTA suggestions.

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- Our TTA is doing quality work in improving and maintaining home & landscape issues. The new sprinkler system helps ensure that we are doing the best we can to help the new arborvitae survive the hot, dry summer months.

Landscaping Report (Bill):

- An itemized list of the tree work (removal & trimming) was distributed. The company that completed the work, *Tree Care Unlimited*, came highly recommended. Because the Maple tree did not have to cut into small pieces for the buyer (furniture maker) of the wood, the actual cost may be lower than the initial estimate of \$6,310.
- Bill will look into the process of replacing the 4 trees that needed to be cut down.
- Both banks (Bloch Terrace ridge +) has been cleaned up by Shannon.
- TTA will also be evaluating the priority list for the next level of tree trimming/removal needed in the spring 2014.

Old Business:

- Pam completed a survey of 8 other Mountain Park HOA's to compare number of units, monthly/yearly dues, special assessments & whether they are managed by an outside company.
- Pam & Ellen Pullen delivered the December Tanglewood Tales to those neighbors that did not receive it by email.
- House maintenance evaluations will be completed individually & then compiled by Allen for the January meeting. If multiple properties need work, we may be able to get a lower cost group price.

New Business:

- Holiday \$\$ gift to the gardeners (5 employees) from the TTA!
- Next Tanglewood Tales to go out in February.

Next Meeting: Monday, January 6, 2014 at 7PM

Address: Priscilla's house - #37 Bloch Terrace

Meeting adjourned at: 8: 15 PM

Respectfully submitted,
Ann Anderson
Secretary, TTA