

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)
Lake Oswego, Oregon, July 27, 2022 held via Zoom

- I. Call to Order**
 - a. President Lorin Dunlop called to order at 7:08 p.m.
- II. Attendance**
 - a. Attendees: Lorin Dunlop, President; Kelley Casey, VP; Connie Scheel, Secretary; Lisa Shaw, Treasurer; Jerry Inscoe (via Zoom), Landscaping
 - b. Absences: none
 - c. Quorum: Met
- III. Minutes Approval**
 - a. Minutes from the June 2022 Board Meeting were approved with edits and will be posted on the TTA Website

<p>IV. President's Report</p>	<p>Lorin updated MP HOA with 2022-2023 board roster. Lorin intends to handle the Secretary of State requirements within the next 30 days. Lorin also uploaded the new insurance certificate to the website. Lisa will be in contact with State Farm agent regarding copy of new TTA HOA policy, and will make sure the current policy is posted to the website as well.</p> <p>President reminded Board of August potluck and board responsibilities. Members indicated if they could attend, could be there early to set up and what they would be bringing, etc.</p> <p>Lorin indicated that part of her focus as Board President for the next two years is creating a policy/procedure manual for all Board related tasks that is comprehensive and up to date. She has been talking with former board members to gain insights and input. Lorin also hopes to pursue a basic Master Plan/Strategic Plan for TTA HOA for the purpose of long term planning and also to make the work of the board less "in the moment" and more intentional. Lorin indicated that a full survey of TTA HOA property (common property, trees, land, roads, etc.) should also be part of this process. This will be an ongoing discussion.</p> <p>Lorin reminded board members to send contributions of interesting/important content to the Secretary for the Summer edition of Tanglewood Tales. Connie will be crafting and sending out to TTA membership. The goal of the Board is that Tanglewood Tales be an informative communication to members.</p>	
<p>V. Secretary's Report</p>	<p>Tanglewood Tales will be out by the end of July.</p>	
<p>VI. Treasurer's Report</p>	<p>Lisa has had many technical meetings with the past treasurer and Lisa is doing fine. Lisa presented the FY 2022 year end financial report. Highlights: — slight overspending in landscaping, tree care, water, gutter cleaning, and Insurance. Underspending in other areas resulted in a slight over-spending for the year of \$922.87. Past president, Judy Contolini, has asked the current board to look into the</p>	

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	<p>previous year’s water usage and spending. This will be a financial review by Lisa and a usage review by Lorin and Jerry.</p> <p>— Lisa indicated that most homeowners had paid the July dues but we were still waiting for payment from eleven homes. She indicated that the mailbox would be checked on Friday and any homeowners with outstanding payments, at that time, would receive an email reminder. Semi-annual dues are due no later than Friday, August 5th.</p> <p>— Lisa proposed a personal reimbursement expenditure process for the board to follow:</p> <ol style="list-style-type: none"> 1. If anyone on the board believes they need to spend money on behalf of the TTA, email Lorin and Lisa before doing so. Briefly describe what you are planning and the estimated cost. 2. Once acknowledged, make the purchase and email a scanned copy of the receipt(s) or a photo of the receipt(s) to Lisa with a short description and total within 30 days of purchase. 3. Lisa will process a payment through Onpoint, and you will receive a check in the mail in about a week. <p>Lisa asked the president of the board to logon to the Onpoint credit union account occasionally to check the balances for accountability purposes. Lorin agreed to do so.</p> <p>Lisa suggested forming a “finance committee” with Tanglewood residents later in the year. The board voted and was in favor. Details to follow.</p> <p>Lisa will purchase an endorsement stamp for depositing checks.</p>	
<p>VII. Maintenance Report</p>	<p>During June Board meeting, the homeowner of 16 Britten Court indicated he made an error on his original application to paint his residence and requested permission to submit a second, clarifying application to the board. Permission was granted, the second request was thoroughly reviewed by the full board, using TTA HOA and MPHOA established criteria. Kelley reported that the board unanimously declined a second application from the homeowner of 16 Britten Court. The home painting matter is now being handled between the MPHOA Compliance staff and the residents of 16 Britten Court in accordance with the original application.</p> <p>The homeowners of 13 Britten Court used the express application to repaint their home the same color as it is now.</p> <p>The homeowners of 5 Bloch Terrace had a question about whose responsibility is the repair of the curb of 5 Bloch Terrace. The homeowner was just inquiring, no application was made</p>	
<p>VIII. Landscape Report</p>	<p>Longtime resident, Margi Zahler provided a letter to Lorin indicating concern for the lack of bank care along Bloch Terrace. In her letter, Margi observed that it had been several years since any significant clean up has been done. After spending some time looking through old meeting minutes, Jerry discovered that in May 2017 Grovers (TTA HOA's contracted landscape vendor</p>	

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at the time) was asked to take on Bloch Terrace bank care (2x a year, per meeting minutes). Given the state of the bank, it would appear that Grover's did not do any deep level of maintenance, which is now needed. Prior to May 2017, the bank care work had been completed by an outside vendor and was done every other year, alternating between Bloch Terrace and Britten Court banks. Regardless, the board agreed that this needs to be a priority and addressed.

Therefore, Jerry is pursuing bids from experienced landscape companies. He hopes to report out at the August board meeting. Cleanup of the embankment in its current state will be expensive. However, once completed it should be set on an "every other year" maintenance schedule. Lorin noted that in the past Bank Care was its own line item on the operating budget, but in recent years has been rolled up under perhaps landscaping. The board agreed that it should be called out on the TTA HOA operating budget - as Bank Care. this should serve as a reminder that it is a task that needs to be budgeted for, planned and executed.

In April 2022, The board approved a retaining wall on common property at the rear of 15 Bloch and 17 Bloch Terrace. The retaining wall is needed to mitigate further erosion that could compromise the two homes. The cost for the retaining wall was approved as part of the 2022-2023 TTA HOA operating budget. Dennis 7-Dees was contracted to perform the work. MPHOA's Architectural review was completed and an approval letter was provided on July 22, 2022. Work is scheduled to begin in September. Lorin will report any updates at the August meeting.

In April 2022, the board approved, per the request of homeowners of 15 and 17 Bloch Terrace the removal of older rhododendrons between their two homes. Lorin (homeowner 15 Bloch Terrace) also contacted the MPHOA Compliance officer to determine if an approval was also needed from MPHOA. Compliance officer indicated in an email that it was not necessary. This will be scheduled for September and being completed by Dennis 7-Dees. 15 Bloch and 17 Bloch homeowners indicated they would pay for this work.

A bid of \$3,600 was approved for Tree Care for tree pruning.

It was stated that according to TTA's CC&Rs common property maintenance begins from the front of the garage out to the street. This has caused dissension among some residents. The board will look into the TTA CC&Rs and determine clarification of what the responsibilities of the landscaping company are.

Lorin will Inquire of Mountain Park HOA what the plans are for mitigating invasive species in the area, and if they can assist TTA HOA with this issue, at various common property areas.

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IX. Old Business	Jerry and Kelley continue to handle resident requests on a weekly basis.	
X. New Business	<p>It was decided by the board that all maintenance and landscape requests should be reviewed by the board at their monthly meeting. The board agreed that painting of any unusual colors, or combinations of colors, will be reviewed very carefully by the board and the homeowner may be asked to provide a larger color sample or chip of the paint, etc.</p> <p>Any requests requiring board action will be brought to monthly meeting and captured in meeting minutes for good record keeping.</p> <p>The board is exploring how to implement efficient systems for communication and record keeping. Starting with a better way to manage and archive TTA emails which can be overwhelming.</p> <p>Lorin asked Board members to try and track their hours if possible. A report the community will be part of the annual meeting.</p>	

XI. Next Meeting

- a. The board meetings will be typically held on the 4th Wednesday of every month, location to be announced

Meeting adjourned at 9:10 pm
Respectfully submitted by Lorin S. Dunlop