

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)
Lake Oswego, Oregon, September 21, 2022

I. Call to Order

- a. President Lorin Schmit Dunlop called to order at 7:04 p.m.

II. Attendance

- a. Attendees: Lorin Schmit Dunlop, President; Kelley Casey, VP; Lisa Shaw, Treasurer; Jerry Inscoe, Landscaping; Cindy Bennett, Resident
- b. Absences: Connie Scheel, Secretary
- c. Quorum: Met

III. Minutes Approval

- a. Minutes from the August 2022 Board Meeting were distributed for review to be edited and approved via email

<p>IV. President's Report</p>	<p>Connie Scheel resigned via email, Lorin let the community know via email update and asked for another member to volunteer. Rachel Inscoe indicated that she is willing to step in as the new secretary</p> <p>Sent President Approval Letters for three maintenance requests from August Board Mtg</p> <p>Gave Diego go ahead to prune all bed areas, asked him for bid for 2 Islands</p> <p>Walked around and looked at properties which are looking good, nice emails from residents appreciating the work being done</p> <p>Spoke to compliance officer Brett at Mt. Park HOA about 21 Bloch Terrace's broken mailbox and the fact that the house is abandoned. He offered basic advice that the board will follow up on.</p> <p>Several homes need to be painted, President would like letters to go to: 17 Britten Court 29 Bloch Terrace</p> <p>Retaining wall on common property behind 15 and 17 Bloch Terrace work will be done by Denis 7 Dees Friday, Sept. 23- Lorin will be home if 7Dees has any questions while doing the work. Rhoddy's will be removed at that time. A final bill will likely be sent to TTA HOA by end of September.</p>	
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<p>V. Secretary's Report</p>	<p>No report</p>	
<p>VI. Treasurer's Report</p>	<p>Lisa – report out August – paid LEW, paid water Some August bills paid late. Will talk to Bank in September Want to do more, a projection for the year end One homeowner no August & September checks, Lisa will contact her The treasurer is reviewing a variety of options to pay for board-identified deferred maintenance needs. Treasurer requested that the Board contribute to a list of current and future maintenance and repair needs: For starters:</p> <ol style="list-style-type: none"> 1. Slurry Seal on Bloch and Britten; due in 2023 2. Landscape Maintenance request, that seem to increase each year 3. Bloch Terrace bank clean up 4. Tree care -Constant, increasing need <p>Once a master list is created, Lisa comes up with options for how to pay and a timeline For example, slurry of the Roadways- what is critical time period? Lisa wants to give Jay at State Farm a couple dates for a Zoom call that the Board will invite residents to attend, so he can give a review of the policy and answer questions We need to Land on a date Lisa got a full copy of the State Farm Policy, need to post our website Jerry asked Lisa for water bill comparisons to see if our efforts to conserve on water usage have paid off At the end of August Expenses for the month of August: \$2,250.72 Yearly Budget: \$80,894.64 Spent YTD: \$4,495.82 Remaining Balance: \$76,398.82</p>	
<p>VII. Maintenance Report</p>	<p>21 Britten Per MPHOA requirements Called 21 Bloch about repairs – his mailbox is completely broken. He indicated that he would be here end of September to fix it.</p>	

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	<p>29 Bloch Terrace, in addition to the need to be painted, Cindy Bennett, homeowner at 27 Bloch Terrace made the owners aware that she saw rodents entering into the crawl space beneath 29 Bloch Terrace. Cindy is hopeful that the son (Eric?) will deal with the situation soon. She will let the board know. If not, the Board will need to step in.</p> <p>Lorin will inquire with City of LO Building Code around issue with homes that are vacant and not well maintained. The Board will send out necessary letters to any resident that is not maintaining and caring for their home as it impacts the entire community.</p> <p>Board agreed that it can process straight forward Express Applications via email and report at the following Board meeting so that all board actions are captured in meeting minutes.</p> <p>Kelly will get bids for gutter cleaning for this year Lorin will send contact info for Leggat Asphalt to Kelley, who will ask them to come out and look at roads and assess when they need to be reslurried. And get a preliminary estimate for the work.</p>	
Maintenance – Applications for Review	none	
Maintenance – Items in process	19 Britten requested express Application (Ali)	
VIII. Landscape Report	<p>Irrigation of common properties issues sorted Tree care future work, board could do walk through. Looking into estimates for another round of tree work.</p> <p>2 Islands will be rid of bushes and focus on the two established trees. Cindy offered to organize a group to plant, creeping raspberry a drought tolerant and easily maintained ground cover that has a white bloom and small berries. Cindy will get costs for the plants and report back to the Board. Having volunteers do this work will save on costs for the island refresh.</p> <p>Bloch Terrace Embankment Bids: LEW \$6,725</p>	

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	Hillside Landscape \$10,000 Denis 7 Dees – (Jerry?)	
Landscape - Applications for Review	None	
IX. Old Business	TTA Potluck cancelled and rescheduled for October 13. TTA Website – agreed it needs update. Could spend \$500 to have someone re-do it. Need to get bids. Tanglewood Tales – twice a year	
X. New Business	Judy to remove Kelley’s phone number from website and add statement we are not Tanglewood Hills, we are on Bloch and Britten Court, not associated with the condos January 2023 – need to plan a Board retreat. Check with Mt. Park. Board members need to let Lorin know what Saturdays in January could work for retreat For the October meeting agenda: Lisa will provide a tutorial on the shared TTA Google Drive	

Meeting adjourned at 9:13 pm

The next meeting will be held on Monday, October 24, 2022 – Location TBD

Respectfully submitted by Rachel Inscoe, TTA Board Secretary