

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

I. Call to Order

- a. Treasurer Lisa Shaw called to order at 7:02 p.m.

II. Attendance

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

III. Minutes Approval

- a. Minutes from the October 2022 Board Meeting were approved and will be posted to website.

<p>IV. President's Report</p>	<p>Sent approval letter to 21 Britten Court for fence project; the complete and updated application was approved via email by all board members. The application included an agreement letter with neighbors/19 Britten Court. Homeowners will now work with MPHOA for their approval. Approval of ivy removal behind 7 Britten Court was given by board. Homeowner is covering the cost. Will finish area with bark chips. Sent approval letter to landlord at 15 Britten Court for repainting/touch up on exterior of home.</p> <p>Composed letter to homeowner, Joel Torgerson, 21 Bloch Terrace regarding his mailbox which has been broken and sitting on rock since late summer. He was made of aware of this matter several times and has done nothing to address it. The letter also indicated that the TTA HOA Board is aware that the home has not been lived in or cared for in years. This is impacting the immediate neighbors and the TTA community. The homeowner was given a specified timeline (December 31, 2022) by which to update his plan of action and address the concerns. Letter was sent certified mail on November 19, 2022. Board approved LEW contract to clean up Bloch Terrace Bank. Email was sent to LEW to work with Jerry and get the work scheduled. President sent potential dates for January Retreat (13, 21, 28) - board members need to pick date at November meeting so President can book room at MtPark Rec Center and make decision for meeting time. Request: Timely communication between board members and community is important. If you receive an email or text from another board member or community member, please let's do our best to respond within 2-3 days (if not sooner). Meeting attendees agreed this would be reasonable and doable.</p>
<p>V. Secretary's Report</p>	<p>Discussed State registration address ok to be changed to the 3 Monroe Parkway address since there is someone there to sign for items, currently it is 16 Britten.</p> <p>Will do a review of website to research outdated items. Will have future discussion (possibly at retreat) what/how to archive.</p> <p>Will prep a draft of Tanglewood tales for the retreat.</p> <p>Discussed having President send out a year-end email blast regarding the neighborhood explaining what the board has done so far this year and what we plan on doing.</p>

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	<p>Lisa sent Roster to Rachel so she can now access and update. When updates are made a copy is to be saved with date of change and the older copy archived.</p>
<p>VI. Treasurer's Report</p>	<p>Lisa reached out to Renaud and will try again to go over zoom cancellations and banking questions. Working on updating the spreadsheet but it seems to be locked, will continue to try various solutions. Will email PDF of October expenses. October spending appears higher than usual because some older items were paid in October. One LEW invoice was \$60 higher than normal, Jerry to look into why, the next invoice was back to normal. Lisa is not getting bank statements from On Point. Per her contact there Renaud needs to take several steps to set Lisa up as a contact. She will continue to work with Renaud on that. Lisa will send the ACH form for monthly dues payment withdrawals to all who have requested that. Plans to get that out after Thanksgiving. Lisa used debit card for the first time to renew the Postal Annex box – and it worked! Expenses for October: \$330.47 Yearly Budget: \$80,894.64 Spent YTD: \$11,124.97 Remaining Balance: \$69,769.67</p>
<p>VII. Maintenance Report</p>	<p>No new ARC applications received. Waiting on one from Victoria at 5 Bloch Terrace. Will pass anything received along to the board. Contacted Leggett Asphalt and hope to schedule a walk through in the coming month to inspect streets. Secured PDX window cleaning to clean out gutters. They will be out Monday, December 12th through Friday, December 16th. They will be doing the gutters and offer additional options that the residents can add-on and pay for themselves. They ask that residents call three business days prior to the beginning of the work. Will be sending an email out this week to let the HOA know. Pricing for the additional work requests:</p> <ol style="list-style-type: none"> 1. Window cleaning <ol style="list-style-type: none"> a. Interior/exterior of up to 20 panes (includes washing of tracks and screens) b. \$119.00 2. Moss treatment (application of moss inhibitor) <ol style="list-style-type: none"> a. \$119.00
<p>Maintenance – Applications for Review</p>	<p>None</p>
<p>Maintenance - Applications in process</p>	<p>None</p>
<p>VIII. Landscape Report</p>	<p>All water for irrigation has been shut off and next bill should be zero. Did walkthrough with Tree Care. Reviewed specific requests from residents:</p>

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	<p>11 Bloch needs clean up of sucker growth 1, 4, 9, 33 & 37 Bloch and 15 Britten all have trees needing attention 6 Bloch requested work on a tree that Jerry and Tree care were unable to locate. Total for tree care is \$855 and if not taken care of now and left to grow those costs will escalate. Bank clean up behind Bloch will begin early December. 21 Britten noted backyard lawn had not been mowed, perhaps changing crews for LEW are unaware of need to go into back yards, especially if fenced. Discussion needs to be done on how this will be handled once the gate is put in. Jerry forwarded the email from 21 Britten to Diego at LEW and will check with them on how to handle gated yards. Card signed for Cindy Bennet for her landscape work on the Islands. Jerry will have Lorin & Kelly sign as well.</p>	
<p>Landscape - Applications for Review</p>	<p>None</p>	
<p>IX. Old Business</p>	<p>TTA Website- estimate needed for simple revision of website.</p>	
<p>X. New Business</p>	<p>Discussed finding a free survey program that could be used to poll residents/owners for various things. Jerry to begin talking to potential recruits to be the next landscape board member. Will add message to next Tanglewood tales suggesting people run for board positions. Retreat dates discussed and determined January 21 is the first choice and the 28th is second. Lisa volunteered to bring coffee/creamers and Rachel and Jerry to bring some pastries. Lisa will help create a timed schedule for the agenda and be the timekeeper during the meeting. Recommended everyone bring a laptop/device Retreat topics to be included:</p> <ul style="list-style-type: none"> • Is further discussion with the residents of a rental cap worth the time and effort. • Can we get help from the city and/or county for street care to lessen cost to the HOA • Long range budget implications of revenue and expenses • First 2023 Tanglewood tales 	

Meeting adjourned at 8:42 pm

The next meeting will be held on Monday, January 23 – Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary