

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)
Lake Oswego, Oregon, October 24, 2022

I. Call to Order

- a. President Lorin Schmit Dunlop called to order at 7:06 p.m.

II. Attendance

- a. Attendees: Lorin Schmit Dunlop, President; Kelley Casey, VP; Lisa Shaw, Treasurer; Jerry Inscoe, Landscaping; Rachel Inscoe, Secretary; Cindy Bennett, Resident
- b. Absences: none
- c. Quorum: Met

III. Minutes Approval

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

IV. President's Report	<p>Lorin sent official record of approval of Rachel Inscoe to be new secretary and that will be saved.</p> <p>Final bill for retaining wall between 15/17 Bloch sent to Treasurer to be paid. Residents of 15 & 17 Bloch will be reimbursing TTA HOA for a portion of removal of rhododendrons</p> <p>Lorin & Rachel worked together to get caught up on meeting minutes and updating other documents</p> <p>Emails were sent to TTA community to introduce new @gmail email accounts for board positions</p>
V. Secretary's Report	<p>Rachel received instruction from Judy C. on updating TTA HOA wordpress website but does not have permission to edit the site. Rachel asked Renaud for permission to edit website ttamountainpark.com and for information on login to update TTA corporation information on Oregon Secretary of State website and is awaiting reply.</p> <p>Board agreed that board members are all allowed to change/update community roster when they are made aware of changes but should let the secretary know when doing so and also update the date of change in the header.</p> <p>Rachel will create a written procedure for updating community website documents to be shared with other board members and future secretaries.</p>
VI. Treasurer's Report	<p>Lisa passed out draft of September Activity Treasury report for review by board. She may make changes to format to clarify certain items.</p> <p>Lisa has questions on original intent of certain budget items. I.e. what was the original intent for items labelled add'l landscaping and tree care? Only \$508 remains for tree care for the year, embankment care estimate is \$6729. Should money come from additional landscaping budget, reserves, or wherever there is budget remaining? Lisa may reach out to prior treasurer, Renaud, to discuss past intent of budget items along with reasons for amounts held in money market account, savings account and reserves. She noted that</p>

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	<p>original idea for the board to keep approximately \$65,000 in reserves was to account for one year's expenses. The annual operating expenditures for the TTA have increased over time and are greater than the reserves goal. The association's current reserves are just under \$60,000 and will reach \$65,000 if there is \$5,000 of underspending during the year.</p> <p>Next year's budget will include embankment care as its own line item. If necessary, this year may be paid out of reserves for catch up on years of neglect.</p> <p>Lisa still plans of having State Farm representative come out to lead a discussion with community. Lorin will send out some January dates to choose from.</p> <p>Lisa led brief google drive tutorial.</p> <p>Board approved and passed motion to cancel the paid zoom account and Lisa will talk with Renaud to get that done.</p> <p>Expenses for September: \$6,298.68 Yearly Budget: \$80,894.64 Spent YTD: \$10,794.50 Remaining Balance: \$70,100.14</p>
<p>VII. Maintenance Report</p>	<p>Kelley to discuss with Legget Asphalt on how soon/how often road re-slurry needs to be done.</p> <p>Board approved and passed motion to contract with PDX windows for gutter cleaning. Sergio from PDX Windows contacted Lorin to offer gutter cleaning service as they have done this for TTA in the past. Price quoted was \$1999 for all houses. Homeowners would be able to personally each pay \$119 additional for roof blow-off and moss treatment. This is much less than other estimates Kelley received. Kelley will schedule for December or January gutter service after leaves have fallen prior to spring rains. Lorin to send PDX windows contact info to Kelley. Lorin will let homeowners know the less expensive gutter service will help offset additional embankment catch-up cost.</p> <p>Jerry & Kelley to let Lisa know of any large expenses not accounted for in the current budget so she can work on a long-range plan, including things like street sign painting.</p> <p>Master plan for maintenance and landscaping to be addressed at retreat along with erosion and other long-range issues.</p> <p>Ongoing property issues: 21 Bloch - Nothing has been fixed, including the mailbox. Cindy offered to talk to Darcy about discussing issues with owner Joel as Darcy has been successful at connecting with the owner in the past. Lorin to send letter to owner to fix mailbox and will also do more research on city codes regarding abandoned property as she has not found much helpful information yet.</p>

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	<p>29 Bloch – owner’s sons have been working on the property as the owner has no plans to return to the property. The son has addressed the vermin issue and will be returning in March to do more maintenance. LEW has worked on cleaning up the front. Owner’s son mentioned to Cindy they may be painting and replacing windows and she will remind applications are necessary.</p> <p>Kelley will check that everyone has a chimney cap and remind owners who don’t that they need one.</p> <p>Cindy noticed street cleaners are able to drive on all our streets although they do not clean them.</p> <p>Snow removers are on reserve but have no contract with TTA for regular removal. This can cause problems for emergency services. Question was asked that if street cleaners are able to drive the street than is a city snow removal truck? Snow removal will be on agenda for next meeting.</p>
<p>Maintenance – Applications for Review</p>	<p>Conditional approval upon clarification of scope of work for 5 Bloch to repair portion of Driveway (In answer to owner inquiry Lorin to let them know the owner is responsible for curb issues)</p>
<p>Maintenance - Applications in process</p>	<p>21 Britten: board waiting on updated application from homeowner</p>
<p>VIII. Landscape Report</p>	<p>Two lower islands on Bloch have been cleared out. LEW broke and then fixed sprinkler head. Islands currently covered with bark. Board approved and passed motion that Cindy Bennett will purchase 2-4 blue star junipers and 2-4 creeping raspberries to be planted in each island. Purchase will be made through Stafford Ridge Nursery prior to nursery closing November 5. Cindy will request Stafford Ridge Nursery bill TTA HOA directly and if that does not work Cindy will pay and send Lisa the invoice to have TTA reimburse her. Cost estimate approximately \$80 for plants.</p> <p>Walkthrough: October 2 Diego & Alex from LEW did a walkthrough with Jerry. LEW suggested majority of pruning happen January and February for plant health. Some homeowners including 16 Britton requested some plants be pruned now. For aesthetic reasons maples will be pruned after new leaves appear in spring. Path between 13 and 15 Britten has been getting heavy use and shows erosion. LEW has suggestions for addressing erosion and drainage issues and will supply estimate to be added to plan for larger maintenance expenses. LEW agreed to cut back tree at 3 Bloch.</p> <p>9 Bloch - Mona has made requests for information on tree care. Lorin discussed managing homeowner expectations regarding what care and landscaping owner is responsible for vs. TTA HOA responsibility.</p>

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	<p>Apple tree behind 33 Bloch will be taken care of. Lorin and Jerry to pick a date to both be present for next tree care walkthrough. All irrigation has been turned off for winter. Jerry to contact city to verify everything is turned off. Per Lisa the water bill has gone down significantly. City of LO is requesting people start turning water off in September each year to conserve water. TTA Board plans to discuss water usage. LO Water Resource Board has more information on water conservation in the area. Embankment update: Board approved and passed motion to accept LEW embankment bid. LEW will be controlling stump re-growth. TTA community can be told that LEW will pick up small amounts of yard debris. Resident expectations of the amount of debris will need to be managed.</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. Plan is make it more easily navigable and useful. Kelley's personal phone number was removed from website and amount of phone calls from wrong HOA has been reduced. Board emails have been created and community has been informed.</p>
<p>X. New Business</p>	<p>Tanglewood tales will be created by secretary twice a year. The next will go out in January 2023 and include a reminder for people to plan for turning in applications for spring and summer work on residences. Secretary requested more topic suggestions and will research formatting. Lorin to send out date options for board retreat</p>

Meeting adjourned at 9:10 pm

The next meeting will be held on Monday, November 21 – Location: 13 Bloch

Respectfully submitted by Rachel Inscoe, TTA Board Secretary