

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)
Lake Oswego, Oregon, January 23, 2023

I. Call to Order

- a. President called to order at 7:02 p.m.

II. Attendance

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

III. Minutes Approval

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

<p>IV. President's Report</p>	<p>Retreat went very well with Board creating plan to move forward Rachel will start retreat notes on Google drive and share with board so all can add their notes. Plan is to have functional board manual created to share at the Annual meeting which will include:</p> <ul style="list-style-type: none"> • 5 year plan for meeting fiscal needs • Section for each board member to list their duties, contacts, important items and backup board member • Organizational chart <p>Board will use 'out of office' gmail auto-reply if board member is going to be unable to check email, i.e. when on a vacation. If a board member is out of town but able to check email they will continue to check and forward to backup and/or board as necessary. It us up to the board member to determine when to use the out-of-office feature. Pam Berg plans to join the Mt. Park Neighborhood association to help TTA become more connected to the city. Lorin to ask Pam to attend the February board meeting to present more information. This has helped other communities receive help from the city, i.e. Condolea received a grant to conduct emergency preparedness training. Certified letter sent to owner of 21 Bloch and receipt received but no response. Lorin & Kelley have asked MPHAOA to take steps on non-compliance with regard to mailbox issue. Owner of connected townhome #23 Bloch has sent a property inspection request to Mt. Park HOA</p>
<p>V. Secretary's Report</p>	<p>September and October notes along with latest State Farm certificate have been added to Website. Rachel is slowly learning to use WordPress keep website updated and relevant. Rachel will help Jerry upload new graphics to Google drive as usable documents for use as letterhead and wherever else the graphic is helpful. Lorin will invite Jay from State Farm to present at upcoming board meeting as CCRs state of insurance should be reviewed regularly to make sure TTA has adequate coverage. Rachel will follow up with Secretary of State to see when updated TTA officer info will be updated on State website.</p>

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<p>VI. Treasurer's Report</p>	<p>Requested Jerry check with LE&W to check their records on misapplied payment. Lisa will send Rachel both November and December Treasurer reports. Son of owner at 29 Bloch requesting he replace the owner as main contact for the property. Lisa will request proof of Power of Attorney before making that change. Lisa cannot set up new auto-pays for monthly dues payments until the Bank fixes her access. Lisa and Rachel will work together on reviewing prior budget spreadsheets and come up with terminology for explaining budget and planning for upcoming years. They will also discuss the mailing of the annual meeting ballots and document packages. Jerry believes tree care budget is adequate as long as expectations of owners are managed. Lorin asked to know the amount being taken from reserves each year. Expenses for December: \$239.41 Yearly Budget: \$84,780 Spent YTD: \$21,092.26 Remaining Balance: \$63,687.74</p>
<p>VII. Maintenance Report</p>	<p>Nothing to report</p>
<p>Maintenance – Applications for Review</p>	<p>None</p>
<p>Maintenance - Applications in process</p>	<p>None</p>
<p>VIII. Landscape Report</p>	<p>LE&W increasing number of work days as spring approaches, will work once a month in January and twice in February. Jerry to create document showing where not to park during landscape days which will be shared with community and added to welcome packet. Jerry to create Landscape application request as one does not currently exist</p>
<p>Landscape - Applications for Review</p>	<p>None</p>
<p>IX. Old Business</p>	<p>Tanglewood Tales in process Rachel to speak to friend about possible help with website revamp</p>
<p>X. New Business</p>	<p>Board members to create final draft of duties and bring to the February meeting. Lorin to send note to 18 Britten owners to let them know their US flag is shredded Lorin to check with Mt. Park rec center to see if Trillium room is available for annual meeting on Wednesday, May 24 and if not the 22nd or 23rd as backup. Doors will open at 5:00 for refreshments and meeting will begin at 5:30. Upcoming board meeting dates determined and location will be 13 Bloch. February 23rd at 7:00 March 20th at 7:00 April 24th at 7:00</p>

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Meeting adjourned at 8:38 pm

The next meeting will be held on Thursday, February 23 – Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary