

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

**I. Call to Order**

- a. President called to order at 7:14 p.m.

**II. Attendance**

- a. Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer (via speaker phone); Jerry Inscoe, Landscaping; Rachel Inscoe, Secretary, Pam Berg, Resident (for portion of meeting via speakerphone)
- b. Absences: Kelley Casey, VP, Maintenance
- c. Quorum: Met

**III. Minutes Approval**

- a. Minutes from the January 23, 2023 Board Meeting were approved and will be posted to website

<p><b>IV. President's Report</b></p>	<p>-Secured Trillium room at Mt. Park Rec Center for Annual Meeting May 24. Lorin will ask Carol Hitchcock if she would be willing to organize refreshments, having Carol make purchases to be reimbursed by TTA HOA.</p> <p>-Lorin sent a letter from the TTA HOA Board to MPHQA that there is a compliance issue with the mailbox at 21 Bloch. She emailed Compliance Officer at Mt. Park, waiting for response.</p> <p>-Lorin asked the Landscape Director at MPHQA for information on the Mt. Park Master Plan that was completed several years ago. She also requested any information available on resources for geological surveys that were conducted as part of that Master Plan (if any). She is waiting for response.</p> <p>-Email was sent to community with dates of upcoming Board Meetings, Annual meeting and to let them know of the passing of neighbor Augusta Shipley</p> <p>Lorin provided members with her latest version of President duties for the new Board Manual.</p>
<p><b>V. Secretary's Report</b></p>	<p>-Tanglewood Tales was sent in early February. The next will go out late June or early July.</p> <p>-Re: TTA information updates on the Secretary of State website, Rachel reached out to former HOA board members and they thought it might have been done when doing the annual renewal in May of each year. UPDATE: Sec of State website has been updated.</p>
<p><b>VI. Treasurer's Report</b> <b>VII.</b></p>	<p>-75% finished with Responsibility/task list for Board Manual.</p> <p>-Retreat notes updated</p> <p>-Discussed 2022-2023 budget spreadsheet shared at last year's TTA HOA Annual Meeting in May 2022 and how to reconcile and clarify adopted budget language that was included in preparation for the annual meeting in May. Discussed upcoming possibility of larger expenditures like re-slurry of roads and how to address those. Yearly budget expenditure shows spend so far of approximately \$45,000 with approximately \$40,000 to go which is as expected.</p> <p>-Board reviewed current budget, clarifying reserves and cash on hand. Lisa will work on forecast and projections for fiscal year end June 30, 2023 including monthly checks coming in.</p> <p>Expenses for January: \$12,992</p>

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

	<p>Yearly Budget: \$84,780                  Spent YTD: \$34,084                  Remaining Balance: \$50,696</p>
<b>VIII. Maintenance Report</b>	<p>Members were encouraged to continue to reach out to community members to volunteer for positions that will be vacant.</p>
<b>Maintenance – Applications for Review</b>	<p>5 Bloch application for repairs and replacement of portions of driveway was reviewed and board approved. Lorin to send Kelley approval letter to send to owner. (update: Lorin has sent letter to Kelley, Kelley sent to homeowner)</p>
<b>Maintenance - Applications in process</b>	<p>None</p>
<b>IX. Landscape Report</b>	<p>-Sent Landscaping service schedule to 2 residents who had inquired when service would pick back up from the winter reduction in service days.                  -Per Alex at LEW they will be back to weekly visits in March although the original schedule had them coming less.                  -Found an old TTA Landscaping Services and Procedures document and will keep a copy in the landscaping binder.</p>
<b>Landscape - Applications for Review</b>	<p>None</p>
<b>X. Old Business</b>	<p>-Welcome Packet to be reviewed by board. Lorin will then send to a few long time residents for review.                  -Board members to review drafts of each Board member's responsibilities documents and offer feedback. Final version to be emailed to Lorin by March 15.</p> <p>Clarification made that the Board Manual will be used as a tool for the elected board and is an overview of duties of each position. Residents will be offered copy of the basic Board Manual so they can know who does what and to encourage people who to serve in coming years.</p> <p>Each board position will have separate manual for hand off to person taking over the position which will include more expanded details of responsibilities, important archival documents, instructions, contacts, etc.</p>
<b>XI. New Business</b>	<p>-Lorin emailed the Landscape Director at MPHOA reminding them they own the bottom few feet of the Bloch Terrace bank and that while TTA recently paid to have it cleared of invasive species and substantially pruned MPHAO is responsible for maintaining that section along the curb.                  -Jerry will create Board Manual and Welcome Packet cover sheets.                  -March meeting agenda to include review of retreat notes.                  -Pam Berg joined portion of meeting to update board on her involvement with Mt. Park Neighborhood Association (MPNA) as she had attended their meeting in November. This is a separate organization from MPHOA. MPNA is involved with the city and can offer access to resources HOAs do not have. Pam applied to be on the board. Other HOAs involved have received grants for things like</p>

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

	<p>emergency preparedness (CERT). Pam will start working on grant request for TTA HOA. Lorin and Rachel offered to help with review/editing of grant application. The deadline is at the end of May.</p> <p>Board will work on ways to get the information out to the community along with a call for volunteers to get residents and members involved in emergency preparedness. Lisa recommended adding Emergency planning to Maintenance position responsibilities.</p> <p>Pam plans to attend the March board meeting to share updates on her communications with the MPNA and share the Condolea HOA emergency binder they were able to create with a grant.</p>	
--	---	--

Meeting adjourned at 8:55 pm

The next meeting will be held on Monday, March 20, 2023 – Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary