

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)
Lake Oswego, Oregon, March 20, 2023

I. Call to Order

- a. President called to order at 7:03 p.m.

II. Attendance

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

III. Minutes Approval

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

IV. President's Report	<p>-Approval letter sent to 5 Bloch Terrace for driveway repair</p> <p>-Welcome packet draft reviewed, edits received from board and community members so final draft will be produced for April board meeting for review</p> <p>-Talked to MPHOA Landscape Director Todd regarding Mt. Park's responsibility for maintenance of the portion of Bloch Terrace bank (approx 10 foot stripe that abuts Tanglewood Drive, between Bloch Terrace and Cirque. He concedes that MPHOA owns it and should be helping maintain their portion. Informed him that TTA HOA paid for major clean up. Lorin sent an email and letter requesting a follow up meeting with Todd and walkthrough with TTA board members to view portion owned by MPHOA and determine a shared plan to maintain Bloch Terrace bank.</p> <p>-Neither the MPHOA Landscape Director nor the MPHOA President nor the MPHOA Compliance person know who is responsible for maintenance of street signs. Todd the Landscape Director is looking into it.</p> <p>-Pam Berg is proposing to draft a grant application to the City of Lake Oswego, (annual neighborhood improvement program) to address emergency preparation measures for the TTA community. Board will assist by putting out a survey to the neighborhood to determine how residents would be able to assist in an emergency, i.e. if they have any medical training, resources, equipment or storage space and/or would like to volunteer to be on committee for emergency preparedness.</p> <p>Lorin to look into solar lighting for the neighborhood in case of power outage.</p> <p>-Ali of 15 Brittan Court called Lorin regarding the topic of snow removal and recommended making an appointment with Erica at the City Managers office to discuss. Lorin will remind them this is not street maintenance it is emergency services and also suggest the community would be willing to pay for the service. Ongoing conversation with the city. In the meantime, Jerry identified two sources for snow removal; LEW and Street Care.</p> <p>-Lorin has a meeting scheduled with a website designer on March 21, 2023. TTA website needs updating, etc. Wordpress is not an easy platform for most to understand/use. Need to find a simpler interface so any board volunteer can update.</p>
V. Secretary's Report	<p>-Sec of State website has been updated with current board members. Still unable to login to the website but will continue to look into that.</p>

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<p>VI. Treasurer's Report VII.</p>	<ul style="list-style-type: none"> -Is now able to print out banking statements -Spoke with City of Lake Oswego regarding snow plowing and they suggested the board speak with the city manager about possibly paying for plowing and gravel services. -Working on list of treasurer duties and financial policies for board manual and will complete by the end of the week. -Annual meeting prep pieces in place regarding budget and will be drafted for board review. -Now able to set people up to pay monthly via ACH. Will print the form residents need to fill out and include in Annual Meeting Packet along with instructions on how to return to Lisa. Once the information is updated with the bank a redacted copy of the form will be kept online. -Shared reformatted budget spreadsheet and based on that Lorin asked if LEW has completed their contract for the year. Lisa needs more information on some of the LEW invoices to make sure the costs were coded correctly. -Lisa to ask State Farm when the insurance payment is due <p>Expenses for February: \$2,109 Yearly Budget: \$84,780 Spent YTD: \$36,142 Remaining Balance: \$48,638</p>	
<p>VIII. Maintenance Report</p>	<ul style="list-style-type: none"> -Lorin answered resident's questions about last gutter cleaning and issue seems to be resolved. -Slurry seal quote for \$25,000 received from Blackline and they recommend sealing approximately every 5-7 years for major thoroughfares but only 10 years for neighborhood roads. Kelley to get more quotes and see if he can get someone to come out and look in person. -Board needs to clearly communicate to owners how the reserves are designated and used for specific large ticket items (i.e. slurry) and how that affects overall budget. -Fence on common property berm behind 7 Britten needs repair and Kelley is looking into who is responsible for maintenance as it borders the neighboring HOA. Will check with neighboring HOA and Brett at Mt. Park. 	
<p>Maintenance – Applications for Review</p>	<p>None</p>	
<p>Maintenance - Applications in process</p>	<p>None</p>	
<p>IX. Landscape Report</p>	<ul style="list-style-type: none"> -Pam Berg requested the common property behind her home, be better maintained by LEW and Jerry will look into what the issues are and if anything needs to be specifically addressed. - 17 Bloch has requested moss removal from lawn and Jerry will pass on to LEW for quote to pass on to owner -Common area sprinklers were tested and are working. (Arboretum hedge on Bloch Terrace, 3 Bloch islands, Britten Bank). This summer watering will be once a week only. Water conservation and fiscal prudence are required. 	
<p>Landscape - Applications for Review</p>	<p>None</p>	

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X. Old Business	<p>-Carol Hitchcock agreed to take care of refreshments and door prizes for the annual meeting and will be reimbursed by HOA.</p> <p>-Brett at MPHOA has not received a response from MPHOA Board/ARC committee yet; for assistance regarding 21 Bloch Terrace non-compliance. Mailbox remains sitting on a rock. Joel Torgeson has been contacted multiple times. Including certified mail in November 2022. No response. Board will now proceed with next steps.</p>
XI. New Business	<p>Lorin to reach out to owners of empty residences to determine what status is for homes. TTA currently has 3 homes that are vacant.</p> <p>Annual Meeting Prep</p> <p>-Lorin will write agenda, and notice of meeting – including reminder there will be refreshments and door prizes. Will also create Ballot which will include board member applicants and budget to vote on.</p> <p>-Rachel and Lisa will work on budget packet including proposed budget with notes and description. Will include slurry seal quotes as example of cost increases.</p> <p>-Lisa to purchase stamps and envelopes for packet and for ballot return</p> <p>Packet to include:</p> <ul style="list-style-type: none"> -Notice of Annual HOA Meeting -Meeting Agenda -Ballot -Proposed budget with notes/descriptions -ACH Request Form -Roster -Addressed/Stamped envelope for ballot returns <p>Items not in Packet but to be available at the meeting</p> <ul style="list-style-type: none"> -New Welcome Packet -New Board Manual <p>*will keep list of residents who received copies, link electronic copies on website and make hard copies available to those who don't attend.</p>

Meeting adjourned at 8:58 pm

The next meeting will be held on Monday, April 24, 2023 – Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary