

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)  
*Lake Oswego, Oregon, April 24, 2023*

**I. Call to Order**

- a. President called to order at 7:07 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 March 23, 2023 Board Meeting were approved to be posted to website

<p><b>IV. President's Report</b></p>	<p>-MPHOA to start sending letters to homeowner of 21 Bloch regarding noncompliance for broken mailbox. MPHOA Executive director confirmed with Lorin and Kelley they can only enforce and/or fine for exterior non-compliance issues. Lorin to pass the information on to owner of connected unit #23 and suggest she obtain legal advice if desired as the board has exhausted all options. Lorin was unable to find information on enforcement on the City of LO website.</p> <p>-Complaints received from owner of 4 Britten regarding dog owners allowing their dogs to relieve themselves on the common property next to her house, which the homeowner finds distressing and at times has resulted in an unpleasant smell. The common property actually belongs to MPHOA, not TTA HOA. However, the board felt that Lorin should include in her next email to the community a reminder that dog owners need to be mindful and courteous about where they allow their dogs to relieve themselves.</p>
<p><b>V. Secretary's Report</b></p>	<p>-Roster updated as 17 Britten POA information has been confirmed</p>
<p><b>VI. Treasurer's Report</b></p>	<p>-Lisa now has full access to OnPoint account</p> <p>-Lisa Confirmed with Jerry and Kelley no additional charges are expected for remainder of fiscal year other than monthly maintenance.</p> <p>-State Farm rep assistant Madison said they are working on the latest invoice and estimates for upcoming year charges so Lisa can include amounts in the 2023/2024 year budget.</p> <p>Expenses for March: \$2,153</p> <p>Yearly Budget: \$84,780</p> <p>Spent YTD: \$38,296</p> <p>Remaining Balance: \$46,484</p>
<p><b>VII. Maintenance Report</b></p>	<p>-Kelley to send courtesy email to homeowner of 29 Bloch, letting them know MPHOA is likely to contact them requiring they paint the unit.</p> <p>-Kelley spoke with AI, owner of 7 Britten regarding repair of border fence. AI will take cost estimate to neighboring owner to talk about sharing expense of repairs as neighboring border property is not a TTA property. Per the owner of 7 Britten it is not an urgent matter.</p> <p>-Agreement made between Board members made to meet virtually as necessary over spring and summer to review and approve owner</p>

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	<p>landscape and maintenance applications in order to expedite approvals between HOA meetings.          -Kelley will share information on all slurry seal quotes with Lisa to put into the annual meeting report.</p>
<b>Maintenance – Applications for Review</b>	None
<b>Maintenance - Applications in process</b>	None
<b>VIII. Landscape Report</b>	<p>-Cindy Bennet requested that if anyone has pots of bulbs they no longer want she will pick them up and plant them in the islands. Lorin will include that request in the President’s monthly community email.          -Per the city of Lake Oswego, TTA HOA is responsible for the upkeep of street signs. MPHOA replied to the request for sign standards that they have no requirements on colors, styles or fonts so according to them TTA HOA can use anything. When style is decided and plan in place, Landscape board member will put in an application with MPHOA and include a copy of the email received telling us to do whatever we want. Approval of application needed for the record.</p>
<b>Landscape - Applications for Review</b>	<p>-33 Bloch-Board Approved application from for tilling, mulch and bulbs in side area          -17 Britten-Renters turned in an application for extensive yard work and replacement of chicken wire fence bordering 15 Britten. Jerry to let the renters know the application needs to come from the Homeowner before the TTA HOA board can approve it. Additionally, the fence replacement requires the Homeowner to submit an Mt. Park HOA Architectural Application first to TTA HOA board for review and then, if approved by TTA HOA board, the homeowner submits the application to Mt Park HOA for their approval.          -9 Britten-Application turned in for landscape revisions. Application referenced design plan that was not included so Jerry to let owner know design plan and photos are needed along with confirmation that common property is not impacted.</p>
<b>IX. Old Business</b>	
<b>X. New Business</b>	<p><b>Annual Meeting Prep</b>          -Agenda reviewed and suggestions were made for updates to LEW representative visit information and timing          -Lisa and Lorin will hold a one hour Q&amp;A via Zoom May 10 regarding the proposed budget. Lorin will include the budget meeting invite in the annual meeting packet President’s letter and also the monthly community email blast.          -Lorin and Jerry to prep board manual and newly updated welcome packet, Jerry helping with graphics          -Lorin, Lisa and Rachel to meet at 13 Bloch to put together annual meeting packets for mailing</p>

Meeting adjourned at 9:06 pm

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The next meeting will be the Annual Meeting Wednesday, May 24, 2023 5:00 p.m.– Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary