

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)
Lake Oswego, Oregon, June 19, 2023

I. Call to Order

- a. President called to order at 7:08 p.m.

II. Attendance

- a. Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Cindy Bennett, Landscaping; Kelley Casey, Jerry Inscoe, Rachel Inscoe, Secretary Joined at 7:30, Janet Strader, Maintenance joined from 7:10 to 7:45 via cell phone
- b. Absences: n/a
- c. Quorum: Met

III. Minutes Approval

- a. Minutes from the April 24, 2023 Board Meeting approved to be uploaded to site once Treasurer reviews (update: Treasurer approved Thursday, June 29)

IV. New Board Member Assignments

- a. Cindy Bennet - taking over for Jerry Inscoe, Landscaping
- b. Janet Strader - taking over for Kelley Casey, Maintenance; will also serve as VP
- c. Lisa asked Lorin to create a new board group text. Lorin agreed. Lorin will email out draft board duties packet and welcome packet for the board's final review. Plan is to create a roadmap for new board members by July. Will be printed and hand delivered to each household in Tanglewood neighborhood. Lisa offered to mail paper copies to landlords with a Treasurer's mailing

<p>V. President's Report</p>	<p>-Lorin sent summary email to community updating and confirming all results of the annual meeting - Has been working with Pam on CERT Training issues Lorin with talk to Carole Hitchcock about her interest in organizing Annual TTA Potluck, will take place in September - as August has become unreliable because of excessive temps</p>
<p>VI. Secretary's Report</p>	<p>-Wordpress site subscription renewed until June 6, 2024. Owner of the site has been changed to TTA Secretary gmail address, giving the Secretary ability to renew the site, previously it was going to a former treasurer's personal address. Rachel will update secretary duties notes and send them to Lorin. -Asked for ideas for the next Tanglewood Tales. Will include a list of new board members. Suggestions received: info on local Safety and Emergency Prep events; CERT info; possibility of summer slurry seal; one time assessment info</p>
<p>VII. Treasurer's Report</p>	<p>-Lisa asked if Lorin still wants to talk to City of LO re: snow plowing and yes, that is still a possibility -Working on ACH, switch to the new rate and add new homeowners. -Will be working on the July invoices for homeowners for the 6-month (50%) annual dues. This is \$1,000.50. Still deciding whether to email or paper mail. Net 30 days. -Working on packet to send out to all homeowners beginning of September for one-time special assessment approved at annual meeting. Net 30 days. Board plans to hand deliver to Resident-Owners and mail to landlords. Will include addressed, stamped envelope.</p>

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	<ul style="list-style-type: none"> -Lisa to email out FY24 line budget to all board members -Expenses for May: \$23,048.46 Yearly Budget: \$84,780 Spent YTD: \$65,590 Remaining Balance: \$19,190
VIII. Maintenance Report	<ul style="list-style-type: none"> -18 Britten had re-done their roof without submitting an Architectural Application to the TTA HOA Board. They sent application directly to MPHOA so application could be rejected and sent back to TTA Board -Kelley ran the maintenance section of the board manual through Chat GPT, the result was surprisingly professional -Kelley will work with Janet regarding on plan to complete slurry seal roads this summer early fall
Maintenance – Applications	<ul style="list-style-type: none"> -4 Britten application received to re-do damaged siding in same style/color as current siding. APPROVED - Lorin will send approval to owner for owner to send to MPHOA -17 Britten renters trying to get approvals to have work done. Lorin and Jerry let renters know that all exterior maintenance and landscape requests, including fences, must come from the owner. -23 Bloch Heat pump replacement application previously APPROVED via email due to urgent nature of project
IX. Landscape Report	<ul style="list-style-type: none"> -Letting LEW know sprinklers should be on for seven minutes on Sunday on the common property, Sunday and Thursday on the arborvitae and flower island. Lorin checking timing to make sure they are running for seven minutes. -Getting questions from residents on sparsity of plantings in islands. Board agreed to give recent plantings time to grow. Will talk to Aldo at LEW about keeping the islands weeded. Cindy will get a quote from LEW for mulching islands to help with appearance, slow down weed growth and help with water conservation. -Lorin and Cindy looking into types and cost of adding solar lighting to islands for safety and aesthetics -Lisa let Cindy and Janet know to get invoices directly from vendors and then forward to Lisa with details on which category it should be paid from. -Alex from LEW will replace the sprinkler rotator and straighten sprinkler heads. Cindy plans to walk with him Tuesday, June 20th to check on irrigation -Board confirmed with LEW that for other than mowing and blowing, LEW does either all yard upkeep or none, individual requests such as trimming only specific bushes cannot be accommodated within budget -Jerry emailed Tree Care regarding possible dates for a site walk. 7 Britten maple tree is dead and owner would like a quote from Tree Care for removal. Lisa asked that Tree Care look at apple tree in the common area behind 33 Bloch that appears to need trimming -Will ask LEW for pruning schedule like they sent last year
Landscape - Applications for Review	-none

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<p>X. Old Business</p>	<p>-Kelley reminded all to be wary of scam emails and shared examples of types of emails have been received -Board is still planning on looking into hiring an attorney to help with review of CC&Rs and to help plan for possible issues. -Lorin will check with Jay at State Farm to schedule a meeting with the Board and community. Per TTA CCR's this discussion should be happening once a year. -Lorin and Cindy will meet with MPHOA Landscape director Todd regarding TTA HOA's prior payment for clean up of the portion of land behind Bloch that MP owns, is there a way for TTA to be compensated and also what is MP HOA's plan to maintain. Will let them know their property at the bottom of Bloch urgently needs maintenance. -Signs still need to be repainted and/or replaced, Janet as maintenance board member will continue efforts on this project. Might take some time.</p>
<p>XI. New Business</p>	<p>-CERT/Emergency Preparedness: Al Belais volunteered to work on survey to send to community to find out what emergency preparedness resources and abilities people have and can make available. Will check to see if Survey Monkey is free. Rachel will look into cost of binders. Cindy will be board liaison spearheading TTA HOA's intent to apply for a City of Lake Oswego, NEP (Neighborhood Enhancement Program) grant working with Pam Berg and Al Belais. These applications are due in Spring 2024. The focus will be on acquiring CERT emergency supplies for the TTA neighborhood. Several adjacent neighbors on Britten Court have expressed interest in being included as part of the project. Pam Berg did a great job on outreach to make that happen. -Website: Paid up until June 2024 so there is time to do a deeper review of Wordpress to see if it can meet the needs of the community website. Per Jerry it looks like Wordpress updates have made it more user friendly and now has a good platform for transferring files. Jerry to provide a timeline / hours / estimated cost of a re-design and provide to Board during July or August board meeting. -Since erosion control special assessment is approved Board will look into finding specialist to help with embankment assessment, including types of plantings that will help with erosion control.</p>

Meeting adjourned at 8:59 pm

The next meeting will be July 17, 2023 7:00 p.m.– Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary