

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)  
*Lake Oswego, Oregon, July 17, 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; Cindy Bennett, Landscaping; Rachel Inscoe, Secretary; Janet Strader, Maintenance, Pam Berg, TTA Resident
- 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 sends budget information (update: Treasurer sent info August 6)

**IV. Resident - Pam Berg is a member of the Mt. Park Neighborhood Association (MPNA) and shared the following information from a recent meeting:**

- a. Latest MPNA meeting was about trees and codes regarding tree removal and a questionnaire was handed out regarding tree issues and working with the City of Lake Oswego. A group has been created to work with the public and the city on an Urban and Community Forest Plan. Elizabeth Jordan is the MPNA chair but has not been attending meetings so Pam is looking into whether or not the current chair plans to be more involved.
- b. Al Belais plans to attend a city sponsored radio communications training on August 10 focusing on emergency communication.
- c. Al sent out a survey to all residents regarding emergency preparedness for the Tanglewood Townhouse community. Information gathered from the survey will be the basis of CERT binders that will be created for each residential household. The survey and subsequent binders are a work in progress and also part of TTA HOA's planning towards a City of Lake Oswego grant in 2024.
- d. Cindy, Pam and Al are working on emergency planning and the application to the Neighborhood association to apply for a grant. The Board will encourage neighbors to fill out the survey and sign up for certification.
- e. CERT preparedness will continue a focus of the board for 2023/24. The Board is grateful to Cindy, Pam and Al for spearheading this effort.

<b>V. President's Report</b>	<ul style="list-style-type: none"><li>-Approval letter sent to 4 Britten for siding and paint</li><li>-MPHOA sent correspondence to 21 Bloch homeowner regarding non-compliance and will follow up every 30-60 days.</li><li>-Received letter from Buckley Law Firm asking if we would like the original corporate record book for Tanglewood Townhouse Association. Lorin will reach out to make arrangements.</li><li>-Reached out to Martha Bennett, LO City Manager regarding snow plowing.</li><li>-Board meeting scheduled for November 13 will be at Mt. Park Rec Center in the Trillium Room from 5-6 and our State Farm rep Jay Puppò will be there from 6-7 to speak to residents about current policy, answer questions, etc.</li><li>-Board to review Welcome Packet and Board Manual drafts and return edits to Lorin by end of week.</li></ul>
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	-Carole and Bill Hitchcock have volunteered to organize the Potluck scheduled for September 14 at the end of Bloch Terrace and will send out invites and flyers.
<b>VI. Secretary's Report</b>	-Will re-send the annual meeting notes for review and will upload draft once approved. -Will update TTA Wordpress site with new Board Member's names -Tanglewood Tales has been started. Will include reminder of upcoming slurry seal
<b>VII. Treasurer's Report</b>	-Lisa explained she CC's the board emails on communications she wants them to be aware of and emails the board directly on board issues. -Received LEW invoice for \$2,060 -Did run down of approved budget for 23/24 -Rachel to create Annual Meeting folder for archiving for Lorin to upload the archive packet to (update: folder is created) -Lisa will keep watch on semi-annual dues coming in by check and keep the board updated as to who has not paid. -Will put special assessment payments received into the savings account and regular dues into main account <b>June 2023</b> - Please note that remaining balances at the end of June will carry forward into FY24 to cover any pending invoices from FY23 (that were paid in July) and the rest will increase the reserves. Expenditures: \$2,330.22 Yearly budget: \$84,780 Year to date spent: \$67,920 Balance remaining: \$16,860
<b>VIII. Maintenance Report</b>	-Slurry seal: during the last seal the vendor created a flyer/map instructing residents on road closures. Janet will ask for instructions for residents regarding driving and flyer/map. Will ask vendor for available dates. -Will ask Kelley for information on vendor who cleaned the gutters last year to get on the schedule for the upcoming year.
<b>Maintenance – Applications</b>	-15 Bloch Schmit/Dunlop application for grass removal, patio install and plant refresh. APPROVED. Janet as Lorin's backup will send an approval letter to Mt. Park
<b>IX. Landscape Report</b>	-LEW will work on trimming Bloch embankment, they have been short handed and will ask how they will make up for that. Cindy to ask about reference in a recent email to a mid-season adjustment and if that affects what they are billing us. -Lorin and Cindy emailed LEW regarding islands and arborvitae not getting watered and a leaking sprinkler on island at end of Bloch. Sprinkler tech coming to meet with Cindy July 18. -Asked LEW about barkdust for islands and is waiting for a reply.

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	<p>-Behind #2 &amp; #4 Bloch Terrace has not been maintained at all and is quite messy. Cindy and Lorin to review maps to determine the property is common property or the responsibility of the owner.</p> <p>-Received large quote from Tree Care from recent walk through. Will ask them to prioritize list. Will also review plot map and determine which items may be owner responsibility</p> <p>-Board will review modified quote from tree care and discuss as a board via email</p>
<p><b>Landscape - Applications for Review</b></p>	<p>-19 Britten requested to remove 2-3 arborvitae and install a gate since the only backyard access is through the house. Because this project involved the installation of a gate (external change), the Board determined that homeowners would need to prepare a Mt. Park ARC application with appropriate documentation. Cindy would convey this to the homeowners.</p>
<p><b>X. Old Business</b></p>	<p>-Need ballpark estimate from Jerry Inscoe on website overhaul cost</p>
<p><b>XI. New Business</b></p>	<p>-Lorin will ask when MPHOA about their walk of our neighborhood and which houses have been contacted regarding painting and maintenance compliance</p> <p>-Secretary to add disclaimer to Roster not to be used for sales</p>

Meeting adjourned at 8:57 pm

The next meeting will be August 21, 2023 7:00 p.m.– Location: 13 Bloch Terrace

Respectfully submitted by Rachel Inscoe, TTA Board Secretary