

Minutes of the Board of Directors Meeting of the Tanglewood Townhouse Association (TTA)

*Lake Oswego, Oregon, August 21, 2023*

1. **Call to Order**

1. President called to order at 7:05 p.m.

2. **Attendance**

1. Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Cindy Bennett, Landscaping; Rachel Inscoe, Secretary; Janet Strader, Maintenance, Pam Berg, TTA Resident
2. Absences: n/a
3. Quorum: Met

3. **Minutes Approval**

1. Minutes from the July, 2023 Board Meeting approved to be uploaded to TTA Website

4. **Resident - Pam Berg is a member of the Mt. Park Neighborhood Association (MPNA) and shared the following information from that Board regarding emergency preparedness:**

1. Elizabeth Jordan (chair of MPNA) received a grant from city of Lake Oswego for \$9,978 appropriated for Mt. Park emergency preparedness supplies. \$150 has been allocated to TTAHOA for spending on a community event if we want to host one.
2. Al Belais plans to mail emergency prep information to TTA Neighbors and ask them to fill out the survey if they have not done so yet.
3. John Dunlop, Cindy Bennet and Craig Whitten are on a waiting list for Cert training. Pam Berg and Al Belais are trained.
4. Pam plans to hold discussions with neighbors who have room to store emergency supplies.
5. TTA Needs to designate a team leader for an emergency preparedness team, a core group of people to be in the group and determine where to store supplies and when/how to have them delivered.
6. Cindy Bennet shared Condolea's emergency binder and cost breakdown of assembling a TTA binder at an estimated total cost of just under \$400. Offered to attempt to put together binders in time for potluck. Will include labels for each binder with address showing "Property of TTA..." so as residents move out they will leave it for the next resident.
7. Lorin checking on prices for solar lights for islands

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<p><b>5. President's Report</b></p>	<p>-Confirmed meeting with Jay from State Farm for November 13<sup>th</sup> in the Trillium room immediately following the board meeting.</p> <p>-Found out Buckley Law Firm did the first corporation book for TTAHOA and asked for original book. Will update them with board information and discuss what it would take to have them on retainer.</p> <p>-Lorin and Lisa met with Lake Oswego City manager regarding snow removal. City will not plow our roads for several reasons. Manager gave contact info for several vendors who already plow in Mt. Park and may be available for hiring to plow our streets. Manager confirmed in case of emergency Fire trucks have chains and would have access.</p> <p>-City of LO confirmed that attached homes within the city cannot do short term rentals. Will need to look into adding that info to our CCRs.</p> <p>-Jerry Inscoe will work on the wordpress website and submitted an estimate for \$300. Can bill for ½ up front, Lisa ok'd to send a deposit of \$150. Goal is to launch by end of the year.</p> <p>-Welcome packet ready for all homeowners and renters. Board manual ready for all homeowners, will not go to renters. Board to hand deliver to residents and mail to non-resident owners.</p> <p>-Lisa to get special assessment invoice out to all homeowners. Janet to get out info on slurry seal.</p>
<p><b>6. Secretary's Report</b></p>	<p>-New website needs to have space to archive documents. Rachel will try to remove non-essential outdated items from current website (i.e. contractors list).</p> <p>-Lisa has requested State Farm 2023/2024 insurance documents and will forward them once she receives them.</p>
<p><b>7. Treasurer's Report</b></p>	<p>-Lisa working on sending special assessment invoices (update 9/8/23: this is completed)</p> <p>-Carole Hitchcock requested about \$150 for potluck to be reimbursed once she turns in receipts</p> <p>Expenditures: \$2,330.22</p> <p>Yearly budget: \$84,780</p> <p>Year to date spent: \$67,920</p> <p>Balance remaining: \$16,860</p>

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<b>8. Maintenance Report</b>	<p>-Janet will confirm Legget estimate of \$12,400 for slurry seal has not changed.</p> <p>Will forward invoice/scope to Lorin for review prior to having Lisa send payment. Will discuss with realtors on 16 &amp; 18 Britten so new owners are aware. Legget will give map and schedule to Janet. Janet will urge landlords to communicate with renters. Checked with Mt. Park and they have no involvement and need no information on seal.</p> <p>-President motioned Slurry Seal bid be voted on and it was approved.</p> <p>-Received estimate of \$5700 for gutter cleaning from Eddy's and estimate of \$2199 from PDX Windows. Will look at scheduling cleaning once slurry seal is worked out.</p>
<b>Maintenance – Applications</b>	<p>-no new applications</p>

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<p><b>9. Landscape Report</b></p>	<p>-Walked sprinklers with Alex from LEW August 3. Flower islands &amp; arborvitae hedge are watered 2 days a week for 7 minutes; tree islands and Britten common hedge are watered 1 day a week for 10 minutes.</p> <p>-Discussed with LEW 2 person teams vs. 3 person teams and as we are paying for a 3 person team and will continue discussions with Alex at LEW regarding them making up for that time. We did receive 1 free four hour shift but likely are owed more. LEW will prune anything up to 12' high and will prune weeping willow at 25 Bloch. Alex conceded they need to clean up common area behind 4 &amp; 6 Bloch.</p> <p>-Received Tree Care Unlimited proposal broken out into Phases. Board approved to move forward with phase 1 for \$4314. Cindy will talk to Tree Care when they are here pruning about the next phases.</p> <p>-Spoke with Joe and MPHOA and he conceded they are responsible for maintain the 12.5' at the bottom of the bank behind Bloch. They have since done some trimming and maintenance.</p> <p>-Spoke with Planner at city of LO who estimated #4 Bloch owner is responsible for approx. 8' of yard from back of home and #6 is responsible for aprox. 12.5' of yard from back of home. Cindy will remind landlords they need to maintain. It would cost thousands to do actual survey. Planner confirmed TTA (not MPHOA) is responsible for trimming Bloch all the way to Tanglewood.</p> <p>-LEW does not blow every week when leaves, etc. are light in order to keep dust down. Planning to discuss issues with LEW re: Common area clean up behind 4 &amp; 6 Bloch; willow tree trimming; untrimmed bushes; loss of 3<sup>rd</sup> person hours; trimming Bloch to Tanglewood; consistent, logical schedule of when things are done (will ask Jerry to forward schedule they provided when they first started service); trimming and blowing common area behind 5,7,9,11 Britten which has been neglected per homeowners.</p> <p>-Plans are in discussions on turning the larger tree island into a bit of Japanese garden.</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. Waiting on reply to request for more info.</p>

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<b>10. Old Business</b>	-
<b>11. New Business</b>	-Potluck: put out call for tables. Cindy, Janet and Rachel have tables. Board members to bring appetizers and finger foods. Rachel will bring stickers and sharpies for name tags  -Will talk about the next retreat at the October Board meeting

Meeting adjourned at 9:01 pm

~~The next meeting will be September 18, 2023 7:00 p.m. Location: 6 Britten~~

UPDATE 9/7/23: Next meeting will be October 16, 2023 at 13 Bloch

Respectfully submitted by Rachel Inscoe, TTA Board Secretary