

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

Lake Oswego, Oregon, November 13, 2023

1. Call to Order

1. President called to order at 5:03 p.m.

2. Attendance

1. Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Janet Strader, Maintenance; Cindy Bennett, Landscaping
2. Absences: none
3. Quorum: Met

3. Minutes Approval

1. Minutes from August, 2023 Board Meeting approved for upload to website once budget numbers are added

4. President's Report

- 7 Britten Ct. Letter of Approval for fence work sent to MPHOA as it is common property so they need to review
- Sent email to community including an invite to the meeting with Jay from State Farm November 13 along with a reminder there will be no December board meeting
- 21 Bloch - police were called because of an unlocked door and the absent owner was notified and responded. Lorin will check CCRs for non-payment compliance issues.
- Will look for CCRs and upload if necessary (update: CCRs are on website titles "TTA Declarations of restrictions). Will review for items regarding when happens for non-payment of dues and will work on how to update language to include owner payment of legal fees.

5. Secretary's Report

- Will keep Roster updated as there have been multiple sales and changes to tenants.

6. Treasurer Report

- Janet sent invoice from PDX Windows for gutter cleaning to Lisa who will process payment
 - Suggested using law firm (once they are on retainer) to figure out procedures for follow up on non-payment of dues and changing CCRs to include attorney/legal fees when using them to collect
 - Will send another email after the holidays to see if more people will go to digital monthly payment
- October Budget Report:
Expenditures: \$17,472
Yearly budget: \$84,780
Year to date spent: \$26,756
Balance remaining: \$58,024

7. VP/Maintenance Report

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-Gutter cleaning will begin 12/4/23

-Working with 2 Sibelius (neighbor behind 7 Britten) on splitting cost of fence, they are willing to pay for part of the work, current estimate is \$2,300.

-Board President has requested that Board Maintenance review Mt. Park HOA and TTA CCR's as it pertains to required exterior maintenance of TTA homes. President noted there are several homes that appear to need repainting and minor repairs.

-Janet to check with Blake at MPHOA on Mt. Park's protocol of how they follow up with owners on issues like painting and maintenance and work with them to address any issues in TTA.

-Retainer is necessary for all companies spoken with who provide snow removal. Will continue to review costs and currently will keep a list of companies available on an on-call basis. Will draft a community email letting them know and suggest neighbors communicate if they are in need and/or have a vehicle that can be used in an emergency

Maintenance Requests reviewed via email:

none

8. Landscape Report

-Continuing to work with LEW and they have agreed to use the same trained 3 man crew for each work day. They had cleaned up the common areas behind 4 & 6 Bloch, 5,7,9,11 Britten and trimmed the willow up to the agreed on 12 ft. Apple tree will be trimmed by Tree Care. Contract with LEW vague on how much of each front yard is to be maintained by them vs. the homeowner, will continue to work with them on that.

-Tree Care's Phase 1 is completed. Board approved phase 2 for \$3,528

-Mt. Park approved 2 applications that had not gone through TTA Board. Per Blake at Mt. Park they do not need the sub HOA board's approval in order to approve, it is just recommended owners go through the sub board. Lorin to request call with Jennifer to address this.

-Cindy looking at rocks and plant ideas for island and getting estimates. \$58 for 1 yard of 1.5" river rock + \$75 for delivery

-LEW will cut back on weekly visits over winter as contracted

New Landscape Applications

none

9. Retaining Buckley Law Firm

-Board reviewed letter of retainer and approved to retain Buckley law firm. Lorin to send invoice to Lisa

10. -Old Business

-Emergency Preparedness: Binders arrived, total cost of \$95.39. Dividers purchased for \$19.37. Help/OK window signs received from city of LO. Waiting for a community meeting place to be determined before printing binders paperwork. Pam Berg, Al Belais & Cindy Bennet working on location recommendations. Cindy Bennet & John Dunlop have completed Cert training and highly recommend others complete it.

11. -New Business

-Board Retreat will be January 20, 2024, 9:00 a.m. at Mt. Park Clubhouse. Jerry Inscoe will present updated website.

-Looking for Tanglewood tales ideas for Spring 2024 issue

Next Board meeting will be Monday, January 15, 7:00 p.m. at 13 Bloch Terrace
No Board meeting in December

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Adjourned 6:00 pm