

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

Lake Oswego, Oregon, October 16, 2023

1. Call to Order

1. President called to order at 7:06 p.m.

2. Attendance

1. Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Janet Strader, Maintenance
2. Absences: Cindy Bennett, Landscaping
3. Quorum: Met

3. Minutes Approval

1. Minutes from the August, 2023 Board Meeting to be reviewed by Board

4. President's Report

- Mt. Park has now approved two applications sent directly to them by the homeowner. Lorin has asked Cindy to follow up with Mt. Park to find out why they are not checking with Sub HOA
- Received original community Legal Binder info from Buckley Law Firm and reached out to Buckley re: having them on retainer as counsel. Lorin sent Buckley a copy of TTA HOA Community Welcome Packet for their reference and is looking at next steps to formally retain the firm and let them know we are looking to update CC&Rs, Rental policy, late payments and compliance. There will likely be a retainer fee, and then a schedule of hourly fees if/when TTA HOA engages the firm.
- Researched metal solar path lights with a good rating and price. Board approved purchasing one box as a trial to be put in islands for safety lighting, especially during darker winter months and at times when our neighborhood loses power. Part of piloting alternative lighting as we consider emergency preparedness for our community.
- Will send October email blast to community asking for questions to send to Jay from State Farm ahead of the November meeting. Will also remind rental unit owners, including the newest landlords, there are parking restrictions in the Mt. Park CC&Rs stating vehicles should be in the driveway or garage and that habitually parking on the street is not allowed. Will include that residents need to be especially careful not to block mailboxes and driveways.

5. Secretary's Report

- Asked Lisa to contact State Farm for a copy of COI. Lisa confirmed a copy of the full policy had been received in the mail and was sent to State farm for scanning.
- Rachel and Jerry Inscoe will look at how to update Gmail email groups and give a tutorial to the board.

6. Treasurer Report

- Missing only one assessment payment. Will let the owner know legal action may be the next step. Confirmed that Mt. Park will not give any assistance in collection efforts.
- Slurry Seal invoice paid. Will check to make sure the check was cashed and has cleared the bank. If not, check with the vendor.

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- Will check with Cindy to see if Tree Care work for phase one is satisfactory and if no will pay the invoice.
 - Board agreed that going forward, all invoicing will be done via email. Lorin will send an email letting the community know that like most businesses and entities we are going Paperless for efficiency, earth friendliness and to save money on printing, envelopes and postage and will also ask owners to verify the email they want used.
 - Would like the board to discuss an automatic "set aside" from the monthly dues to savings to be held for special projects. This should keep the need for future special assessments down
- September:
Expenditures: \$2,513
Yearly budget: \$84,780
Year to date spent: \$9,283
Balance remaining: \$75,497

7. VP/Maintenance Report

- Updated Maintenance binder with all information and notifications used for the Slurry seal so the history and instructions are there for the next seal in 5-7 years
- Received 2 bids so far for gutters. Board approved retaining PDX Gutters for early December gutter cleaning as they had the lowest bid; Janet is just waiting for the contract.
- When an email is sent about gutter cleaning Janet will also include information about Eddie's Window and Gutter Services as that vendor has good prices on window cleaning and holiday lighting, moss removal, etc.
- An owner requested the board consider allowing 3 colors when house painting. Janet will look for Mt. Park requirements. Board will not be changing policy at this time but each application will be considered on its own merit and compliance with Mt. Park policy.
- Snow removal-River City has an hourly rate for snow removal, different amounts based on whether they are under contract or not. Other companies have been contacted and asked for clarification on pricing. No matter what, TTA would always be the bottom priority as we only have two streets, we would be considered a small customer. Janet will get confirmation on pricing and what the cost is to have them under contract.
- Contacted multiple contractors regarding fence replacement behind 7 Britten. Based on estimates received, Board approved spending up to \$2000. Will contact the non-TTA neighbor regarding covering part of the expense (update: neighbor is willing to pay). Will check with vendor to see if they can address bills to multiple parties.

Maintenance Requests reviewed via email:

19 Britten Backyard Gate- approved via email and approval sent; this will impact removal of 3-4 arborvitae. Per Board's advice, the gate will match the one installed by 21 Britten Court homeowners for design consistency. Having an exit at the back of property is important for safety and property maintenance reasons. Homeowners have been gracious in this thorough review process, much appreciated by the Board.

13 Bloch Replacement of rotten trim around garage- approved via email and approval sent

29 Bloch Roof Replacement- approved via email and approval sent

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8. Landscape Report

-Sent LEW letter of "dissatisfaction." Walked the entire community with Alex pointing out needs including area behind 4 and 6 Bloch, weeping willow tree needing trimming, lack of coordinated, knowledgeable team members, and the need for a schedule of activities the HOA the team members can follow weekly. Alex did not dispute anything discussed and very much appreciated the HOA map detailing common areas shared with him. He reports we will have a three person team weekly going forward and team members should be consistent and will all receive training in pruning, etc. He is supposed to send a schedule but nothing so far so will follow up. Once the schedule is received, Cindy will send out a community wide letter with the information to set homeowner expectations.

-Tree Care: Phase One of treecare was completed on Sept 26-27. Al Belais graciously agreed to stand in as Cindy was out of town. The huge dying maple behind 7 Britten Court was successfully cut down to a safe height and size which remains as a "habitat tree", a conservation practice being used more in Mt. Park and elsewhere. When Treecare returned to remove the last of the logs they noted a hawk sitting on the habitat stump. 😊

Two additional trees on the Bloch Terrace bank were removed in a manner to provide a habitat for animals. One remaining issue is the lack of pruning on the apple tree behind 33 Bloch. After 3 calls Cindy spoke with Tree Care and met with Trent at 33 Bloch to discuss the apple tree. He reports that he thought the amount of time to spend on the apple tree had been decreased as a cost saving measure and while it is certainly better than before, he did say with apple trees they usually prune it more severely. He will confer with the other arborist and get back to me.

-Landscaping for the tree islands. As winter/rain season draws near, it would be a good time to begin the landscaping for a possible Japanese-style garden in the large island and some flowering shrubs and bulbs for the smaller tree island. The third "flower island" looks beautiful thanks to Carol Fuller and other's care. A large branch did break during a reach storm and was removed by LEW. Board agrees on island plantings and styles but would like more detail before agreeing to a budget. Lisa will check to see if money is left from last year's island funds to continue with island enhancement/landscape needs. Would also like to request donations of items and money from the community for a "Beautification Fund".

-Cindy notes it is time to stop the sprinklers and have them blown out as well as contact the city re: turning off the water to the sprinkler lines. This is a new procedure for Cindy so she will look into what needs to be done and proceed. Board agrees sprinklers can be turned off.

New Landscape Applications

23 Bloch Front Yard Re-Landscaping - board Approved

17 Bloch Front Yard Re-Landscaping to remove grass and put in drought tolerant plants - board Approved

9. September Potluck

-Much positive feedback was received from the community. Lorin will send an email thanking the Hitchcocks and the community for helping make it a success.

10. -Old Business

Cindy picked up enough Help/Ok signs at the Lake Oswego Emergency Fair so we won't have to order, saving approx \$80. Will move forward obtaining the remaining materials and put the binders together for starting distribution in November. Cindy is currently training as a **CERT** team member with John Dunlop and feeling more strongly than ever that our community needs

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these binders and a coordinated CERT team.

11. -New Business

January Board Retreat - Present board members chose the 20th as most preferred date, with the 27th as second. Lorin will check with Cindy and Mt. Park on date availability.

Next Board meeting at Mt. Park Trillium room at 5:00 pm to be followed by meeting with Jay from State Farm at 6:00

No Board meeting in December

January Board meeting will be January 15, 7:00, 13 Bloch

Adjourned 9:03 pm