

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

Lake Oswego, Oregon, February 26, 2024

1. Call to Order

1. President called to order at 7:04 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 the January 2024 Board Meeting approved once corrected budget numbers received

4. President's Report

- Email sent to the community in early February with reminders of upcoming board meetings and retreat and that two board positions will be open for the next year so volunteers are needed. -A few homeowners expressed interest and Lorin and Rachel will follow up.
- For the next annual meeting Lisa will draft something for the ballot to include a vote on covering collection fees/legal fees from owners.
- Recommended asking neighbors to turn on outside lights to make the community feel more safe at night. Board suggested sharing that with neighbors but leaving it up to them as there are reasons (i.e. animal nightlife) to keep them off.

5. Secretary's Report

- Will add a section in Tanglewood tales reminding people to watch their speed; there are no sidewalks which leads to more dangerous walking conditions, driving 15-18 MPH is more than sufficient
- Add annual meeting date to Tanglewood tales
- If possible switch out online welcome packet first page to color version instead of scanned version

6. Treasurer Report

- Presented budget draft for annual meeting
 - Cindy to attempt to get three quotes for annual landscaping services so the board can include an educated estimate in the 2024-25 annual budget
 - For annual meeting will write up info for each expenditure line item including a reminder that embankment care includes both Bloch and Britten, each street is done every other year
- January, 2024:
Expenditures: \$7,254
Yearly budget: \$93,538
Year to date spent: \$42,028
Balance remaining: \$51,509

7. VP/Maintenance Report

Maintenance Requests

- 13 Bloch - Replacement of garage door. Approved.
Door is of simple, flat design. Nothing in TTA CCR prohibiting a change in style and door is consistent with many others in Mountain park. Door will match the trim for now as the owner's intent is to have it match the body of the house as they plan to paint the entire residence soon.

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15 Bloch - Replace Deck and with partial pergola. Approved
Lorin suggests this board or the next *consider* updating guidelines for allowed architectural changes as the CCRs for both TTA and MPHOA can be a little vague. Currently, TTA HOA follows MPHOA Architectural Guidelines.

8. Landscape Report

- Received 2 quotes for removing the root ball that was uprooted in the storm at 4 Britten. Lowest quote was from Tree Care. Board approved moving forward with hiring Tree Care to remove.
- Donations have been received for the island landscaping improvements. Cindy will show the board a plan for work to be done.
- Reviewed tree care phases 3 & 4 and no need to move forward at this time. Cindy will look into having some of the smaller work done by LEW and neighbors.
- Reminder can be sent to owners that trimming of common area plantings is ok if the plantings are brushing their house or impeding walkways
- Lisa asked if the board can charge a homeowner if they remove or ruin a community asset (like an expensive shrub in a common area). Board determined at this time to review on a case by case basis as there are often several factors to consider.
- Cindy will look in to trying out a new vendor for Bloch and Britten embankment care as this is separate from the LEW contract

New Landscape Applications

None

9. Initial Meeting with Buckley Law Firm

Met with Buckley Law firm Feb 4 and discussed priority being bringing current out of compliance owner into compliance. Letter has been sent certified mail to owner notifying them they have 30 days to comply before lien procedures are started. Second priority with Buckley is cleaning up CCRs and a possible rental cap. Cleaning up CCRs would include incorporating amendments into document and confirming votes on items like the annual approved increase in dues of up to 5% is properly included. The board needs to rank issues to discuss with Buckley and in the next annual meeting.

- For March Meeting board members to each look at CCRs and determine top 2-3 issues to bring to Buckley

10. -Old Business

-Cindy passed out completed Emergency Preparedness Manual binders. They look great!
Board suggested adding the address to each binder to enforce to residents that the binder is the property of TTA HOA, not the owner or resident. Binders only cost \$250 instead of the planned \$400. Pam Berg will be the CERT liaison to the Board. CERT supplies from the city of LO have been received, inventoried and stored by AL Belais.

11. -New Business

- Annual Board Retreat went well and from discussions there the board plans to create a survey for owners to determine importance of various community issues to help with both short term and long term strategic planning. Rachel and Lorin will look into free survey programs.
- Lorin will reach out to various community members encouraging them to run for the board.

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- Lorin will send out a reminder to the community to keep an eye on their dogs and that dogs should be on a leash at all times.
- Annual Meeting packets to be assembled at 13 Bloch Terrace April 19, 2024 9:00 a.m.
- Lorin to check to see if Mt. Park has availability to have TTA Annual Meeting Tuesday, May 21

Next Board meeting at 13 Bloch Terrace Monday, March 25, 2024 at 7:00

Adjourned 9:05 pm