

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

Lake Oswego, Oregon, January 24, 2024

1. **Call to Order** - President called to order at 7:05 p.m.

Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Janet Strader, Maintenance; Cindy Bennett, Landscaping

Absences: None

Quorum: Met

2. **Agenda Approval** - Approved

3. **Minute Approval** - Minutes from the November, 2023 Board Meeting approved with budget update

4. **President's Report**

-Working to set up initial meeting with Buckley Law Firm. \$400 for 30 minutes. Board will determine specific topics to discuss in order and who from board will be in attendance in order to keep costs to a minimum. -Courtesy notice received that 15 Britten will be going up for sale
-Community meeting with Jay from State Farm was very helpful, good feedback and appreciation was received from community members in attendance

5. **Secretary's Report**

-Updates to roster have been made, but found out that updates to individual board member's gmail email owner and neighbors groups has to be updated in each member's gmail account, having one member remove or add people will not change it for everyone. Secretary will show board members how to do this at the retreat.

6. **Treasurer Report**

-Lisa will send email reminder and invoice to owners not on monthly automatic payments that the ½ year dues are due. Will stress importance and ease of switching to monthly ACH withdrawal.

-Topic for Board Retreat: Looking for input from board members on updating budget items for the next annual board meeting, including having more flexibility in each line item while making sure necessary items are clearly covered.

-Question for board to discuss at retreat, if a homeowner removes a community asset (i.e. mature vegetation) how is the community reimbursed? Board will review options.

-Questions for law firm: What are next steps for non-payment and how can the board go about being reimbursed for collection fees and legal fees associated with that

December Budget:

Expenditures: \$4,377

Yearly budget: \$93,538.00

Year to date spent: \$34,774

Balance remaining: \$58,763

*Please note budget has been updated to correct annual budget adopted at the last annual meeting

7. **VP/Maintenance Report**

-Gutter cleaning completed and no complaints received

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- Fence between 7 Britten and 2 Sibelius has been repaired and owner of 2 Sebelius has reimbursed TTA HOA for half.
- If needed (should be rare) Lisa is able to get a cashiers check for small contractors so they can receive expedited payment as the auto bank check process can be long.
- 29 Bloch owner told Cindy Bennet he is planning to re-do siding, she reminded him to turn in the architectural application to TTA HOA for review and approval prior to sending to Mt. Park.
- Continued research and recent storm have proven snow removal to be very expensive and not always possible based on responses from snow removal companies. Will continue to look into options and review as a budget line item.

Maintenance Requests - none

8. Landscape Report

- Phase 2 Tree Care was completed prior to the storm.
- Will call Mt. Park re: downed tree in the common space between 2 and 4 Britten to verify who is responsible for removal.
- Question for Board: Is it ok for people to take responsibility for a portion of the common area that can use some sprucing up? Board determined in order to set a precedent changes to common areas can be done by residents but need to be approved by the board.
- Cindy has received a list of people committed to donating to update the landscaping in the two lower Bloch Terrace islands. Donations should preferably be sent by check to TTAHOA noting the specific purpose on the memo line, but if people need to use cash they can pay Cindy directly and she will turn that in to the board. Cindy and Lisa will keep a list of donors and provide receipts. \$1,078 is the total estimated by Cindy needed, including \$874 for core items including rocks and soil.

New Landscape Applications - none

9. Meeting with Buckley Law Firm

- Lorin will check with Buckley to determine meeting date of afternoon on either January 29 or 30th, and if it can be virtual. Will send ahead of time a specific list of items to discuss with attorney. Topics will include owner noncompliance, updating CCRs and possibility of a rental cap. 3 board members max will attend to keep meeting short to keep costs at a minimum.

10. -Old Business

- Emergency preparedness: Cindy has binders and copies of items needed to insert. Board needs to determine a community meeting area before binders can be finished. Options: the flower bed island at the top of Bloch Terrace hill, or the common space between 2 & 4 Britten. Would be helpful to appoint an official neighborhood EPrep representative. City delivered storage locker to 2 Britten. He is currently storing the locker and materials. Al Belais is planning to organize people who have Cert training and determine storage of locker keys. MP Neighborhood Association recommended TTA reach out to near by neighbors to see if they want to be part of TTA HOA emergency group preparedness. Board will consider this while they are working out details of how to run the TTA HOA preparedness group.

11. New Business-

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- Lorin working on retreat agenda. Jerry Inscoe to present updated website at the end of the retreat, approximately 11:30. Annual meeting packet and fiscal year end timeline will be reviewed.
- Tanglewood tales will be out in February (Secretary would like to review at retreat prior to sending and include annual meeting info)
- Rachel to Scan and upload Welcome Packet to Website
- Board would like to suggest a mini Emergency-prep fair at the next potluck.
- Next Board meeting February 26 at 7 pm at 13 Bloch Terrace

12. Adjournment

Adjourned 8:35 pm