

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

Lake Oswego, Oregon, March 25, 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; On Speaker Phone: Cindy Bennett, Landscaping
2. Absences: None
3. Quorum: Met

3. Minutes Approval

1. Minutes from the February 2024 Board Meeting approved once corrected budget numbers received

4. President's Report

- Received letter of concern about dwelling, landscape and sewer issues from renter at 15 Britten Court. Board recommends forwarding renters concerns and responding directly to Homeowner as the board works directly with owners on any issues that arise and responds quickly to any urgent requests.
- Complaints again received regarding renters at 6 Bloch. President will contact homeowner and remind them of compliance issues that need to be dealt with, rules and city laws regarding short term rentals and confirm there is a rental contract in place with enforceable rules.
- Board recruiting efforts: Margaret from 21 Britten Court is going to run but Mona from 9 Bloch Terrace will not be after all. Will alert TTA Homeowners that the way things are going we will soon be paying for a management company to run the community. The plan for the future is to cut back to 6 meetings a year and that meetings can be virtual so non-local landlords can run.

5. Secretary's Report

- Add recruitment for Board to Tanglewood Tales reminding people hiring an outside management firm is very expensive.
- Janet will check CCRs to see if the board is required to meet once a month.
- Annual budget has been adjusted (starting with January meeting notes) due to clerical error. The Annual budget has been adjusted to reflect the latest annual budget adopted in May 2023.

6. Treasurer Report

- More owners have signed up for auto-pay and will continue to invite the rest.
 - Passed out draft budget and narrative to board members for review. They will mark up and give edits/notes back to Lisa. Lisa willing to set up zoom meeting prior to annual meeting to give all HOA members an opportunity to ask questions about the budget
 - Cindy emailed LEW for quote or at least estimate to have more accurate information to add to the estimated 24/25 landscaping costs
 - CERT to be included in annual budget at about \$330
- February, 2024:
Expenditures: \$4,361
Yearly budget: \$93,538
Year to date spent: \$46,389
Balance remaining: \$47,149

7. VP/Maintenance Report

- Blake from MPHOA advised TTAHOA Board that letters have been sent to Homeowners that need to re-paint

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

Lake Oswego, Oregon, March 25, 2024

-Streetlamp out - lamp is still under warranty so HOA will only owe for labor. Will create a record of when lights warranties are due to expire

Maintenance Requests

29 Bloch re-siding - Application received mid-month and as it was urgent was reviewed via teleconference and **Approved** via email. Work is currently in process. Research done in both MPHOA and TTA HOA documents and all design elements are in compliance.

8 Britten - Roof Replacement **Approved**

8. Landscape Report

- Root ball from storm damage between 2 and 4 Britten has been removed. Invoice sent to Treasurer. Homeowner plans to fix up yard where the root ball was
- Appointment made with Andres Landscaping for quote on embankment clean up. Will also get bid for annual landscaping contract for comparative numbers. Will ask LEW if they can provide one even though contract is not up until October.
- If a homeowner wants specific things done or not done in the portion of their yard LEW maintains, they need to speak to them directly and not put the burden on the Landscape board member
- Board approved for Cindy to start ordering items and working in the two lower Bloch islands. OK to have river rock and mulch dumped on Bloch between the islands
- Phase 3 of Tree Care not necessary at this time. Cindy will do a walk around to verify there are no major issues and see if there is anything residents and/or LEW can take care of

New Landscape Applications

8 Britten - re-landscaping **Approved**

9. Preparing for Annual Meeting May 21st

- Collating and envelope stuffing will occur at 13 Bloch Terrace April 19 at 9:00 am
- Lisa to mail to Landlords and other board members will deliver to local neighbors
- Lorin will bring: Meeting Agenda, President's letter, Yellow Ballot, Annual Meeting Invite
- Lisa will bring: Addressed stamped envelopes, autopay for, proposed budget spreadsheet, treasurer narrative and manila envelopes
- Rachel to bring Roster and 2023 Annual Meeting Minutes Draft

10. -Old Business

- Lorin and Lisa to check with Buckley to see if Rental cap can be put on meeting ballot and how to update CCRs if passes. Will also check to see if voted-in item from a few years ago that Board can raise dues by up to 5% without needing a vote has been accurately noted in CCRs
- Lisa continuing to check for payments of past due HOA dues from owner of 21 Bloch. Will continue to work with Buckley on collecting.

11. -New Business

- Moving forward with CCR Updates, amendment consolidation and digitization with Buckley Law

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

Lake Oswego, Oregon, March 25, 2024

Next Board meeting at 13 Bloch Terrace Friday, April 16, 2024 at 10:00 a.m.

Adjourned 8:55 pm