



Tanglewood Townhouse

A S S O C I A T I O N

3 Monroe Parkway, Box P-156, Lake Oswego, OR. 97035

2024 TANGLEWOOD TOWNHOUSE ANNUAL MEETING MINUTES – *DRAFT*

*Mt. Park Rec Center Trillium Room
May 21, 2024*

- I. Meet and greet, thank you to Bill and Carole Hitchcock for preparing refreshments and door prizes
- II. Call to order 5:32 by President
- III. Treasurer announced quorum met, 33 out of 38, or 87% of ballots were received, only 26 needed for a quorum. 2023 Annual meeting minutes draft and candidates were all approved. Rental cap was not approved.
- IV. Secretary announced 2023 Minutes were officially approved and will be uploaded to the website.
- V. Secretary announced the three board nominations all were approved, Lisa Shaw and Rachel Inscoe for a second term and Margaret Simonson-Kowitz for a first term.
- VI. Treasurer Report – anticipated spend/budget was approximately \$93,000. The operating budget is healthy and the reserves have been increased
 - a. As of today (May 21, 2023) past due dues and attorney fees were received for the property that has been in arrears. A lien had been placed on the property and will be removed.
 - b. Estimates have been received for the removal of the large tree at the upper end of Bloch and has been accounted for in the 2024/25 budget.
 - c. This year's increase in dues is 1.5%, the board agrees this is the most responsible and reasonable increase to cover inflation but not be too much of an increase for homeowners.
 - d. Owners who are not on autopay, please contact the treasurer to do so at the earliest opportunity, forms are available at the meeting. It is the safest and most efficient way of processing payment for everyone and lessens the burden on volunteer board members to be picking up mail and taking live checks to the bank.
- VII. Rental Cap Ballot Results – President – Buckley law firm provided legal advice and terminology for adding the rental cap to the ballot. In response to the cap being on the ballot, an email was sent from an owner to everyone in the community; the President is correcting a statement made in that email that a rental cap had been voted on before and failed. That statement was incorrect, a rental cap has never been on the ballot, only a **survey** has ever been done. In a prior survey sent out, 21 members were pro rental cap, more than half the community. The current rental cap ballot vote came in at 64% of the people who voted being pro rental cap, which is 55% of the total community. This is an increase in interest for a rental cap since the last survey. President encouraged board and community to continue the conversation. Buckley is well versed in rental caps. Lisa reiterated that 75% of voters in the community would need to sign a document specifying the passing of a rental cap, the annual meeting ballot would NOT change the by-laws, it is just one step in the process. Janet reminded people that current owners and their heirs can still rent out their

property, and it does not reduce the buyer pool. John M. thanked Lisa for the email with clarification of what a rental cap as written up by Buckley would mean and that while on a prior board attempted to start the discussion with the community. Judy P. asked if people who voted no did not want a cap or didn't like the language, Lorin responded that the board would like to find out. Janet stated the board needs more feedback to answer that question. Lorin reminded all that when the annual meeting packet went out people were told they could contact anyone on the board with questions and not many did. Al B asked what we can do to get landlords and others to serve on the board and hopes the people who voted no step up, hiring a property management company is expensive. Reminded people that even if a property management group were hired according to the CCRs we are still required to have a board so we would still need people to run. Priscilla likes the idea of a hybrid in person/online town hall to give the community an opportunity to discuss. Carol F. is concerned about houses bought recently are being rented more and landlords are less active in the community. Lorin stated that engaged renters are important but what we really need is engaged landlords. Lisa Shaw is the only landlord to ever have served on the board. Carol F. asked for clarification on how votes on a cap work. Lisa explained if we had 75% of owners vote to agree to a cap then an official vote to change the by-laws would be done via DocuSign.

VIII. Recaps

- a. President – thank you to the board, here are some accomplishments from her last two years she on the board
 - i. Officer emails were created so they can be used by all who are in that board position, access to the emails are passed to each new member in that position
 - ii. Thank you to Jerry I. for redesigning the Website
 - iii. The welcome packet was completed and handed out to each owner and renter.
 - iv. Buckley Law firm is now on retainer and working on consolidating and digitizing the CCRs and all amendments.
 - v. Thank you all who have served on the board with Lorin and again it is very important more people volunteer to be on the board
- b. Maintenance –
 - i. Since she has been on the board three new roofs have been done and one is in process, decks have been redone, siding, gates installed, gutters cleaned and the slurry seal was done
 - ii. Reminded owners to check Mt. Park website for maintenance forms, remember TTA must approve all work prior to Mt. Park HOA and Mt. Park also requires a completion letter.
- c. Treasurer
 - i. As of today, all dues have been paid
- d. Secretary
 - i. Roster recently updated, copies available
 - ii. Pulled up website on screen and let people know to reach out to a board member if they have ideas for the Blog
- e. Landscape – Report on Emergency preparedness
 - i. Lake Oswego has 14 firefighters for the entire city so we need to be prepared to do things on our own in case of emergency. Encouraged all to check out items on display, including an emergency toilet and water bottle. John D., Cindy and Pam B. have been through CERT training and encourage all to get involved. Look up BeReady, a state program to help people be ready to deal with any emergency that may last up to two weeks. Pam stated Condolea and Oswego Summit are well prepared and have been helpful. In case of emergency, Mt. Park will be divided into 8 sections for emergency response and supplies for each section are being supplied by the city. John M. would like

to donate a tent that can be used as a temporary residence so Cindy will discuss that with him. Cindy stated that supplies can be easily ordered off the internet. Pam reminded all that the three houses at the top of Britten are being included with TTA in emergencies, with one of the houses being where supplies are stored.

- ii. Tree care has been about \$5,000 so far this fiscal year. The large Maple at the top of Bloch is completely rotten and will soon be coming down. Cost will be about \$6500 which is much lower than the highest bid of \$17k and the first bid of \$12K, reminding us that a property management company would not likely shop around for the best price. A 40 ton crane will be required to remove the tree.
 - iii. Work in the islands is nearly complete. \$509 in donations has been received. Thank you very much to all who donated. Cindy hopes a bench can be made out of the Maple that is coming down for the middle island. Thank you to AI for use of his trailer and working hard to help get mulch and rocks spread in the islands. Drought tolerant plants are being used.
 - iv. Board is holding off on cleaning up the embankment behind Britten until final costs are in to remove the large Maple. Would like to have a work party to clean up as much as possible before spending money to hire anyone.
 - v. Please send Cindy all complaints about LEW so she can discuss them on a walkthrough with the account manager Alex. Lisa reminded that their contract will be up in October. Lorin reminded people to fill out the survey sent with the annual meeting packet as Landscape was one of the options. Dennis B. noted that LEW appears to only mow and blow. Cindy stated that after researching documents that going forward the HOA is responsible for caring for entire front yards, not just from garage forward.
- IX. Final words from President – thank you AI for creating the beautiful pathway between 11 & 13 Britten. The board still plans to make sure there is a potluck in September
 - X. Copies of the Roster are available
 - XI. Raffle – thank you Cindy & Carole H for picking out the prizes.

Meeting adjourned 6:33 p.m.