

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

Lake Oswego, Oregon, April 19, 2024

1. Call to Order

1. President called to order at 9:36 a.m.

2. Attendance

1. Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Janet Strader, Maintenance (left early); Cindy Bennett, Landscaping
2. Absences: None
3. Quorum: Met

3. Minutes Approval

1. Minutes from the March 2024 Board Meeting approved to be posted if no changes made by 5:00 p.m. Sunday

4. President's Report

-Spent several months and much time recruiting with almost no success and little response and it's becoming apparent that there will no longer be willing volunteers to be on the board which will result in TTA having to pay for outside management. Janet will try and find estimated costs from nearby HOAs that use outside management to share with the community.

-Plans to follow up with owner of 6 Bloch rules and city laws regarding short term rentals and confirm that all renters are made aware of all compliance requirements

-Will look into making it a requirement that board receives copies of all lease agreements made with renters and that renters need to agree to abide by the CCRs prior to moving in

5. Secretary's Report

-Running for the board again since the only volunteer has been on the board multiple times in the past.

-Budget was updated in the March minutes to reflect the annual budget voted on in 2023

6. Treasurer Report

-Mt. Park has foreclosed on the lien on 21 Bloch – should TTA do that as well? It means getting paid at time of foreclosure and not waiting until the home is sold. Lisa reminded Board that unpaid dues mean money has to be pulled from the reserves to cover expenditures since all costs are paid solely from dues.

-Have likely used up the retainer paid to Buckley. Board approved sending another \$1500.

-Lisa will set up a spreadsheet to count all items included on the ballot for a vote. Actual ballots must be returned to Lisa for the record, pictures of a ballot can be sent for accounting purposes but the actual ballot needs to be returned for the vote to be official.

March, 2024:

Expenditures: \$2,487.49

Yearly budget: \$93,538.00

Year to date spent: \$48,876.55

Balance remaining: \$44,661.45

7. VP/Maintenance Report

-Non-working street lights have been fixed. Per Lorin, four were replaced in 2021. Janet is waiting to hear what the warranty terms are on the new lights to keep a record of how long each should last. The bill has been paid.

-9 Bloch is doing touch up painting but no maintenance request form is needed for that.

-At the annual meeting, Janet will recap maintenance items and also remind owners that Mt. Park requires a Completion Form (found on the Mt. Park website) be completed once an approved maintenance project is done.

Maintenance Requests

None

8. Landscape Report

-8 Britten new landscaping which was approved last month is complete. It looks very nice.

-Work on the two lower Bloch Terrace islands is about 90% complete. Complements have been received!

-Large maple at upper end of Bloch Terrace is rotten and all professional advice is that it must be removed or it will cause major damage. A 40 ton crane is needed to get to it so bids may be quite high, currently ranging from about \$7,000 to \$12,000. As Cindy is still receiving bids, Board approved to spend up to \$9,000 on well qualified professionals to remove tree.

-Embankment bid clean up came in at about \$3,800. Will hold off until the large tree is taken care of to know how much money that will take out of the budget.

-Homeowners need to be contacting landscaper directly with issues and not continuously contacting the landscape board member.

New Landscape Applications

None

9. Preparing for Annual Meeting May 21st

-Annual meeting packet collating and envelope stuffing finished this morning; will be hand delivered to owner occupied units and mailed to landlords

-Rachel to bring extra rosters, emergency preparedness printouts to share with the attendees and possibly a Go-Bag as an example and to bring awareness to the issue

-Lorin will bring a copy of the welcome packet, after removing names of the board members and just having the emails as the names will change every year

-Lisa will need official minutes from the annual meeting noting change of president when going to the bank to remove Lorin and add the new president to the account.

10. -Old Business

-Board approved foreclosing on the lien on 21 Bloch Terrace. Lisa will discuss next steps with Buckley Law

11. -New Business

-Moving forward with CCR Updates/digitization with Buckley Law

Next Board meeting at 13 Bloch Terrace ~~Tuesday, May 28, 2024 at 7:00 p.m.~~

Update: Next Board meeting will be Monday, June 3, 2-24 at 7:00 p.m.

Adjourned 10:47 a.m.