



Tanglewood Townhouse

A S S O C I A T I O N

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

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

Lake Oswego, Oregon, June 3, 2024

1. Call to Order

President called to order at 7:04 p.m.

Attendees: Lorin Schmit Dunlop, President; Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Janet Strader, Maintenance; Cindy Bennett, Landscaping; Margaret Kowitz, newly voted in board member

Absences: None

Quorum: Met

2. Agenda Approval

Approved

3. Minutes Approval

Minutes from the March 2024 Board Meeting approved once budget update is received

4. Assignments/vote on Board Roles

Board Approved Margaret Kowitz as new Board President. Lisa Shaw will continue as Treasurer; Rachel Inscoe as Secretary, Janet Strader as Maintenance and Cindy Bennett as Landscaping

Member Reports

5. Outgoing President, Lorin: Communicated to Buckley to continue with digitization of CCRs. Lorin sent out last email community update as President. Cindy and Lorin drafted a letter to 6 Bloch re: non-compliance of tenants with garbage cans left out and reminder that short term rentals are not allowed; included information on city code regarding short term renting. Reminder should be sent to all landlords that the city does not allow short term rentals, the board should be receiving all renter information and the owner must have a long term lease agreement. Waiting on renter info from 29 Bloch. Need landlord of 29 Bloch to remind tenants long term parking on the street is not allowed by Mountain Park and that TTA has requested

people not park next to the hedgerow along Bloch terrace across from 29 Bloch on Wednesdays as it blocks the only place the landscapers can park. A request will be sent asking 29 Bloch for renter contact info and requesting a copy of the lease agreement so the board can confirm they are not short term renters and the board would have the property management company info for the record.

6. Secretary Report: Will update the Secretary of State website with new board member info. Lisa shared a letter she received requesting payment of the fee to register; Rachel and Lisa will work together to pay online. (update, this has been completed).

Rachel will do a blog post about the Mountain Park neighborhood garage sale coming up June 22, 23.

7. Treasurer Report: Lisa will be gone Saturday through Wednesday. Will share with Rachel (as backup) what a mortgage company needs to receive should any requests come in for the houses currently on the market.

Lorin, Margaret and Lisa will set up an appointment to meet at OnPoint and Postal Annex to remove Lorin as President and add Margaret.

Buckley has used up the retainer so Board approved to have Lisa send more money which will come out of the reserves.

Lisa will transfer \$2,000 of unused 2023/24 budget over to savings to start building up reserves as discussed during the 2024/25 proposed budget review. Lisa will update the final budget once all costs have come in for May and June. State Farm invoice came in at slightly over \$24,000. Will send email reminder to those who pay by autopay of the new monthly dues of \$169.25.

Reminded board of the need to watch for email scams that appear to be from another board member, when in doubt reach out to the person directly by text to confirm.

Removed Lorin and added Margaret to the board text thread.

Monthly Budget: May, 2024:

Expenditures: \$29,629.95
Yearly budget: \$93,538
Year to date spent: \$83,780.16
Balance remaining: \$9,757.84

8. Maintenance Will email owner of 29 Bloch and CC Secretary requesting tenant information.

Walked around 21 Bloch to see condition and will draft letter to Owner's Brother (who now has Power of Attorney) about work that needs to be done

No one on the board knows what the locates paint on the road is for, no one has been notified of any work being done. Board to remind the community that any work being done that might impact the roads should be communicated to the board. Board to look into getting signs to put up saying the streets are private.

Janet will reach out to a sign company about For Sale signs as people have not been using the signs required by Mountain Park. Owners need to be reminded to let their realtors know MPHOA has specific signage requirements.

New Maintenance Request Applications:

-15 Britten - repaint exterior to match current color. Approved. Margaret to send owner an email approving the application

9. Landcaping- Cindy walked with Alex and Diego and gave them a list of the problems LEW needs to address. Gave them a map of common areas they should be maintaining. Requested blowers not blow debris into the yards and beds, debris should be removed instead. Will send an email when LEW has completed their catch up. LEW is currently maintaining entirety of most front yards, not just the garage forward, but need to get that in writing.

Still waiting on the city for approval and permitting for removal of rotten Maple at the end of Bloch. Once that is received it will take about a week to schedule the removal.

Large Spruce between 12 & 14 Britten needs to be looked at to see if it's roots are affecting the street and needs to be trimmed so limbs and not protruding into the street.

Once LEW finished their catch up Cindy will schedule an embankment clean up day asking for more volunteers to keep landscaping costs down.

No new Landscaping applications

10. Debrief of Annual Meeting - Many of the annual meeting attendees would like a town hall type hybrid in-person/virtual meeting to discuss a rental cap. Would be great to have someone from Buckley Law attend. Need to find out why people voted no.

11. Old Business - Lisa is working on a tabulation of the surveys sent out with the annual meeting packet.

-Cindy to start looking at new landscape vendors to prepare for LEW contract being up in October.

-21 Bloch caught up on back dues and paid legal fees. Buckley will let Lisa know when lien is officially removed, she'll advise them if they should contact the owner directly.

-Potluck - Board selected September 19th as date for neighborhood potluck. Margaret will check with Carole Hitchcock to confirm she won't be in charge and then ask the community for a volunteer to take the lead, reminding the community this is a great way to help out the board even if unable to run for the board themselves.

-New Business

-Lorin has a crate of old Binders of HOA paperwork dating back many years. Will ask Buckley how long they should be saved before shredding.

Next Board meeting will be at 27 Bloch, Monday, July 15, at 7:00 p.m.

Adjourned 8:56 p.m.