



# 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, November 18, 2024*

## 1. Call to Order

President called to order at 7:11 p.m.

Attendees: Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Cindy Bennett, Landscaping; Margaret Kowitz, President; Janet Strader, Maintenance

Absences: None

Quorum: Met

## 2. Agenda Approval

Approved

## 3. Minutes Approval

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

## Member Reports

### 4. President

-Potluck feedback: attendees enjoyed the finger food but some did not come because they feared there would not be enough seating. For the next one the invite will include that there will be chairs available and more can be set out if needed from the nearby neighbors. Board agreed a spring potluck would be nice to have when the dogwoods are in bloom. The play area was a great idea (thanks Cindy!) and music would be a nice addition.

### 5. Secretary

-Need to send out updated roster now that 5 Bloch and 9 Bloch have new owner info and 29 Bloch has the renter email.

-Will upload new CCRs to website and do a blog post about it.

## **6. Treasurer:**

-2023-24 fiscal budget underspend was \$6,491 which was flagged to fund the emergency tree removal at the end of Bloch Terrace. Lisa will add a carry-forward note to the minutes to explain the adjusted annual budget number so people understand the annual budget number.

-We are about 1/3 through the fiscal year and spent about 31% of the budget through October.

-Gutter cleaning payment deposit sent

-Buckley has cost more than anticipated, taking \$5,000 of the \$6,000 Professional fees budget line item. Money may need to be moved from other line items that have an underspend, i.e. the gutters.

-Will be putting out another email asking for people to switch to auto pay.

-Need Buckley to confirm if we need 66% or 75% to pass an amendment

-Monthly Budget: September, 2024:

Expenditures: \$4,240.23

Yearly budget: \$83,669.32\*

Year to date spent: \$20,757.39 [25% spent]

Balance remaining: \$62,911.93

October, 2024:

Expenditures: \$4,935.29

Yearly budget: \$83,669.32

Year to date spent: \$25,692.64 [31% spent]

Balance remaining: \$57,976.64

\*TTA Adopted 24/25 Annual Budget was \$77,178, with unspent funds in the amount of \$6,491.32. These funds had been set aside to pay for the emergency tree removal in the Bloch Terrace cul-de-sac, but the invoice was not paid until July which is a new fiscal year. As a result we have carried the funding over into this fiscal year to cover the invoice and the "Revised" budget for the year is now \$83,669.32

## **7. Maintenance**

-Maintenance Requests Reviewed by Board via email prior to meeting:

15 Britten : approved new air conditioner and drain pipe

New Maintenance Request Applications: nothing to review at meeting

-Gutter cleaning will be the first week. Janet will send email to community letting them know and including info about the vendor's other services.

-Was asked if a new air conditioner needs to be approved by TTA HOA. Found out that Mt. Park needs to approve it so yes, TTA does as well.

## **8. Landscaping-**

-New landscapers have received good feedback from the neighbors. Waiting to receive the first invoice.

-Judy C. volunteered to pay for a new tree to replace the dead maple that was removed (the city requires a replacement be planted)

-Next large expense will be any tree work that comes up during the next walk with a tree care company. Cindy requested ok to recruit someone to help with landscaping duties, i.e. a 'tree assistant' to walk the neighborhood with a few different companies for estimates. Cindy will write up a blog post to ask for volunteers.

-Renter at 17 Bloch wants to put a fence between them and 15 Bloch. This raised the issue that some fences are actually on common property. Raised many questions like can people fence in common property; if they have should those fences be removed; who becomes responsible for maintenance, etc. May be a question for Buckley if it becomes a bigger issue and property lines may need to be looked at.

-\$69 in donations for sprucing up of the islands is still unspent. Board approved spending on a bench for the middle island, including spending up to \$81 out of the landscaping budget (for a total spend of \$150)

No new landscape applications

## **9. Old Business**

-Recap of rental cap meeting: A few owners have volunteered to call owners to find out why they voted no or did not vote on the rental cap to better understand how to move forward. Suggestion was made to list out all the ways the board has reached out already and to make the legal verbiage used on the last ballot more understandable.

## **10-New Business**

-Retreat to be held at 6 Britten after board meeting Sunday, January 19, 2025 at 9:30 a.m.  
Topics to include:

- Review of newly written up CCRs, calling out issues we see where there may need to be clarification and/or new amendments.
- Game plan for rental cap discussions and coordination with the people (Lorin and John M) who have volunteered to talk to the owners, possibly including a script and survey questions
- Long term and short term budgeting

- Can the board require landlords to share all lease info, including a copy of each renter signing the CCRs?
- Janet to check with her title company to find out if we have title companies help with things like getting 6 month advance HOA payments, have owners fill out an auto pay form?
- Brainstorm neighbors to reach out to for board positions

-President to include reminder about winter road maintenance in upcoming president's email, that we have no ability to urgently get roads sanded or cleared during a snow or ice storm.

## **11. Emergency Prep**

-Cindy and Pam Berg are now members of Mt. Park Emergency prep team (MPEPT). They are planning to hold condensed version of Oregon State's B 2 Weeks ready program with the 5 people who signed up at the potluck to be part of the TTA emergency prep team. The more people who are prepared the less likelihood of looting and other issues that come up during a disaster.

Next Board meeting will be at 6 Britten Sunday, January 19, 2025 9:00 a.m. (meeting will only be ½ an hour as the 'board only' retreat will begin promptly at 9:30 a.m.)

Adjourned 8:50 p.m.