



# Tanglewood Townhouse

A S S O C I A T I O N

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

## 2025 TANGLEWOOD TOWNHOUSE ANNUAL MEETING MINUTES – *DRAFT*

*Mt. Park Rec Center Trillium Room*

*May 20, 2025*

- I. Meet and Greet, President thanked Bill and Carole Hitchcock for preparing refreshments and door prizes
- II. Call to order 5:28 by President
- III. Treasurer announced quorum met, 35 out of 38, or 92% of ballots were received, only 26 needed for a quorum.
- IV. In the Secretary's absence, the Treasurer announced 2024 Annual Minutes were officially approved and will be uploaded to the website.
- V. In the Secretary's absence, the Treasurer announced the two board nominations were both Approved, only a simple majority of 19 required for approval
  - a. Cindy Bennett - 31 voted in favor - Approved for a second term
  - b. Craig Whitten - 29 voted in favor - Approved for a first term
- VI. Treasurer Report – anticipated spend/budget was approximately \$76,645. The operating budget is healthy and the reserves have increased.
- VII. CC&R Amendment Results – President - The TTA Board worked with Buckley law firm on legal advice and terminology for adding the Amendments proposed under this year's Ballot. The President confirmed that for an Amendment to pass, 75% of Homeowners - or 29 Homes - needed to have Approved the proposed amendment.
  - a. CC&R Review Amendment - 30 voted to Approve, 4 Disapprove, 1 Abstain. This Amendment passes
  - b. Board Authority Amendment - 30 voted to Approve, 5 Disapprove. This Amendment passes
  - c. Tenant Contact Information Amendment - 28 voted to Approve, 4 Disapprove, 3 Abstained. This Amendment fails.
    - i. The Treasurer followed up by saying that while the Amendment did not pass, the Board will continue to request the Tenant Information from Homeowners/Landlords, but the Owners are not required to release that information to the Board
  - d. No questions were asked by the Homeowners regarding the individual Amendments
  - e. The President confirmed that for the two Amendments that passed, Buckley Law would be sending out a DocuSign email for e-signature. There would be separate signatures for the two Amendments, and only the Homeowner's you voted to Approve each Amendment would be required to sign. Once Buckley has all signatures, they would file the CC&R Amendment with the County so that it becomes a recorded document.
- VIII. Recaps & Announcements

- a. President –
  - i. Thank you to the Board for their help over the last year with transition onto HOA Board
  - ii. This year, Buckley Law firm, in addition to helping with the Amendments, finalized the digitization of our CC&Rs. These have been posted onto the TTA website for review. The goal for the next year is to have them digitize the Bylaws and any other new Amendments. The President stressed the importance of modernizing the governing documents of the Community as it provides clarity to current and future Homeowners, as well as the Board. But also reduces legal risks for the HOA. The President confirms that as the Board works with Buckley on updating and bringing current TTA’s governing documents, the demand of their services will decrease and so will the budget allocated to them.
  - iii. This last year, the Board decided to move away from the traditional sit-down potluck to a more informal/casual gathering to help promote community building as the sit-down would limit you to who was sitting at your table. In September we had our first one with large success. However, feedback was received that there were not enough seats. We have an upcoming potluck in June that will be hosted by Carole H and Lorin D.
  - iv. The President stressed the importance of volunteers for the Board. This year, there were two openings and only two volunteers, one of which was a returning Board member. Next year, there are three openings with none of the current board members running for another term. The HOA risks losing its self-governance/autonomy without having volunteers for the Board.
    - 1. The entire Board commented on the steps they have taken over the last few years to make serving easier - meetings every other month, most communication over email or group text messaging, etc
  - v. Ended by thanking Janet for her service as VP of Maintenance and welcomed Craig Whitten to the Board
- b. Maintenance –
  - i. Reminder for all homeowners to always send the Mt. Park request forms to the TTA Maintenance Manager FIRST. Then once approved the homeowner will forward it on to Mt. Park. There was an instance recently where a homeowner did not request to paint their house and were required to re-paint because it did not comply with either TTA or Mt Park regulations. Please also remember to let Mt Park know when the project is finished (check for the forms online).
  - ii. No maintenance requests have been received for the board to review.
- c. Treasurer –
  - i. FY2024-25 We expect to spend just under \$77,000 for the year, which is within our adopted budget of \$77,178. This is excluding the emergency tree removal expense which was paid for with underspending from FY 2023-24. We won’t know our exact year end spending until July. This is the first year that we have started saving \$2,000 per year toward future slurry seal work on our private roads. From now on, until our estimated next slurry seal timeframe of 2029-2030, we will save \$2,000 per year in order to reduce any future special assessment.
  - ii. FY2025-26 Starting in July we now have an operating budget of \$80,130. This reflects an overall increase of 3.8%. Semi-annual homeowner dues have increased from \$1,054.34 (\$169.25 / per month) to \$1,054.34 (\$175.72 / per month) This is an increase of \$38.84 every six months or only \$6.47 per month.

- iii. Monthly payments are only available to homeowners who pay via autopay. Semi-annual dues may be paid by check. Thank you to all the homeowners who pay via monthly autopay! If anyone else would like to switch, please let me know and I'll send you the form.
  - iv. Some highlights of budget changes include - Landscaping costs decreasing by about 5%, primarily due to the new contract with the new landscapers. Maintenance costs decreasing by about 4% by combining several budget lines and reviewing actuals. Administration is increasing by approximately 16%. Primary drivers are an anticipated increase in our insurance premiums. We experienced an insurance claim over the past year and due to the national trend of insurance cost increases. Our premium for the new year is never known to us until after the annual meeting, so this is our best estimate. We are also increasing mail/admin/postage and electricity a bit due to the trend in actuals.
  - v. Questions to the Treasurer included: asking more details about the insurance claim (no specifics were discussed, other than the board emphasizing that the claim was eligible and that State Farm work with us and the homeowner); asking what our strategy is for increasing our reserves (if there is not sufficient underspending during the year, then the next year's proposed budget will include a line item to increase the reserves).
  - vi. Reminded homeowners that the Treasurer (and President and Secretary) positions will be open next year and we need at least three people to volunteer in time for the 2026 annual meeting. This is really important and we ask you to both consider running and act as ambassadors by talking to your neighbors about the opportunity.
- d. Landscape – Reviewed ongoing good work by GBR Landscape. Reviewed that annual tree work was just completed. Britten Bank work to be completed by GBR Landscape this year.
- i. Many thanks to Al Belais for always saying yes when asked to help with landscape or Emergency Prep. Recently Al and I limbed up the blue spruce on Britten Ct. Community reminded to fill out and submit the TTA application when doing any outside work such as painting, landscaping etc. Water will be turned on in June for the islands, arborvitae and border of the Britten green space. The community continues to hold watering for lawn areas.
  - ii. Emergency prep: inventory of Eprep supplies being conducted currently, will add to supplies as needed,
- e. Secretary –
- i. in Absence of the secretary no report was read
- IX. Final words from the President – thank you to everyone for coming. Announced again that there is a Community potluck on June 12th
- X. Raffle – thank you Bill & Carole Hitchcock for picking out the prizes.

Meeting adjourned 6:18 p.m.