



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, Monday, March 24, 2025

1. Call to Order

President called to order at 7:06 p.m.

Attendees: Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Margaret Kowitz, President; Janet Strader, Maintenance (Cindy Bennett, Landscaping arrived halfway through)

Absences: None

Quorum: Met

2. Agenda Approval

Approved

3. Minutes Approval

Minutes from January 2025 Board Meeting approved

Member Reports

4. President

-Sent emails to owners who have not been on the board requesting that people volunteer for the board. Most declined, received one yes and a maybe. Lisa suggested a note in the annual meeting packet expressing the need for volunteers and explaining which positions will be available, since there will be three positions open and every year it is more difficult to fill them. Also need to include renters for positions that don't have to be filled by owners.

-Received email from the city of LO informing they will need access to the common property behind 4 Bloch for access to the main sewer line in August/Sept 2025. Board recommended taking a picture of the spot before and after to make sure it is left in the same condition.

5. Secretary

-Shared new Roster format with board position emails and community header. Still waiting on some info from new owners & renters, i.e. 5 Bloch (are there renters?) 8 Britten, 15 Britten

6. Treasurer:

-Draft budget shared with board members and reviewed for annual meeting. Board reviewed wording and made adjustments. Should we include message about the 5% increase amendment? That it was passed before but never properly recorded so it's there again? Board agrees we should. Lisa will do another draft and email to board to review for final document to be included in annual packet.

Monthly Budgets:

January, 2025

Expenditures: \$2,487.85

Yearly budget: \$83,669.32*

Year to date spent: \$36,526.33

Balance remaining: \$47,142.99

February, 2025:

Expenditures: \$2,333.90

Yearly budget: \$83,669.32

Year to date spent: \$38,860.23

Balance remaining: \$44,809.09

*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

- Janet to look into Mt. Park checking on 11 Bloch deck that is falling down and contacting the owner as it is possibly a liability issue.

-Maintenance Requests Reviewed by Board via email prior to meeting: none

New Maintenance Request Applications: nothing to review at meeting

8. Landscaping-

-Working on bid info from Tree Care Unlimited as bid was quite high.

-GBR Landscape bid \$2000 for Britten embankment clean up and board approved to have them begin work

-5 Bloch completed all new landscaping without going through the board. Cindy to send a letter to them explaining the need to go through TTA HOA board and also Mt. Park board before any projects affecting the outside of the house, that while the TTA board approves of the landscaping, Mt. Park could ask for changes. Cindy will ask what product was used on the pathway to make sure it is approved and remind the owner that they made changes to common property.

No new landscape applications

9. Old Business

-Trillium room at Mt. Park community center is booked for the annual meeting.

10-New Business

-Per Cindy, Lorin offered to help with a spring potluck and will check to see if June 5 or 12 is a good date.

-Annual meeting envelop stuffing will be at 13 Bloch April 11, 2025 at 4:00 pm. Lisa will mail to owners living outside the community and the other board members will hand deliver the rest.

-For the packets, Rachel will bring all 2024 Draft meeting minutes & rosters, Margaret to bring president's letter, flyer with meeting date and time, include a cut-off date for questions and due date for ballot return (Thursday prior to the meeting), ballot. Lisa to bring proposed budget and narrative, addressed stamped envelopes, amendment context info sheet.

Next Meeting will be Annual meeting at Trillium Room, Tuesday, May 20 5:30 p.m.

Adjourned 8:54 p.m.