



# 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, November 17, 2025*

## 1. Call to Order

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

Attendees:

In Person: Margaret Kowitz, President; Lisa Shaw, Treasurer; Rachel Inscoe, Secretary; Craig Whitten, Maintenance; Via Face-time call: Cindy Bennett, Landscaping

Absences: None

Quorum: Met

## 2. Agenda Approval

Approved

## 3. Minutes Approval

Draft Minutes from September 2025 Annual Board Meeting approved once budget numbers are updated

## Member Reports

### 1. Landscaping-

-Dead Maple Tree behind 17 Bloch was successfully removed. Tree company that was used did a great job, communicated well and removed a small tree for free. Will definitely consider using again. Cindy left a note on the door for 19 Bloch alerting resident to tree work being done as we do not have an email address. President will let current owner know it's important to have the resident's info to alert to any neighborhood issues he may need to be made urgently aware of.

-Bank behind Bloch would normally have an extra clean up done this year but since so much was spent on tree removal, board will need to review the budget and talk to the landscapers to see if that really needs to be done this year.

No new landscape applications

**(Cindy left face-time after her landscaping report)**

**2. President**

- Welcome packet has been updated.
- President signed both amendments passed at the last annual meeting and had them notarized. Secretary will sign and have notarized when she can next access a notary and return documents to President for return to the attorney for filing.
- Researched Zoom for possibility of making board meetings virtual and cost is currently \$14 per month for unlimited meetings.

**3. Secretary**

- New roster done with latest updates and sent earlier in November.
- Board to consider if the annual meeting budget excel draft should be included as part of the draft minutes on the website? Or added to the useful documents page? Secretary will look into organizing and finding a place on the website to archive documents.

**4. Treasurer:**

- Paid tree removal bill.
- All bills received have been paid, working on updating spreadsheets.
- Preparing an invoice/statement for 10 Britten for next round of invoicing to detail actual withdrawals and amounts owed as there as been confusion due to owner's account banking issue.
- Will send auto-pay form to all new owners.
- Treasurer will send next round of 6 month invoices out before leaving for a trip on January 2, 2026. President will check the PO box while Treasurer is gone from January 2 through 12.
- New Bank card has been received and is functioning properly
- Mailbox renewal is coming up

September, 2025

Expenditures: \$6,469.20  
Yearly budget: \$80,130.00  
Year to date spent: \$11,484.10  
Balance remaining: \$68,645.90

October, 2025:

Expenditures: \$902.25  
Yearly budget: \$80,130.00  
Year to date spent: \$12,386.35  
Balance remaining: \$67,743.00

**5. Maintenance**

- Gutter cleaning scheduled with PDX Cleaning for early December.
- 11 Britten's driveway was done without contacting board for approval. Board approved retroactively.

New Maintenance Request Applications: nothing to review at meeting

## **9. Old Business**

-Rachel to reach out to 9 Bloch & 35 Bloch to ask if they will consider running for a board position.

-In the new year Margaret will send a community-wide email to owners and renters that it's a very serious situation to be in, that without board members the board will have to look into the possibility of the HOA being dissolved and/or hiring a management company and if that is even possible it will be a very expensive venture.

-Will talk at the retreat about whether or no to include a rental cap on the next ballot in the spring.

## **10-New Business**

-Many questions have come up about parking. By-laws would have to be changed to include rules/fines for parking. Can we use Mt. Park's fining/rule enforcement as an example? Who would be responsible for sending enforcement letters and follow up? The by-laws do need to be updated with better language about charging for legal fees, i.e. when the board needs to hire legal help with collections, etc.

-The board to research a sample form for new owners and renters to sign to acknowledge receipt of By-laws and CCRs.

-Winter email from President to include note regarding community plans for de-icing and snow removal, that it is very difficult and expensive to get any company to get to the neighborhood to clear the roads so it is appreciated when the community does what they can to help clear the roads, John from 15 Bloch and the residents of 6 Bloch have often shoveled large sections of the road and it is greatly appreciated. Email can also include the latest Roster as there have been many changes.

-Secretary will work on cleaning up documents on the website. Will work on figuring out if there's a place to archive documents. Board agreed that as long as the documents are archived on google docs they can be removed from the website. The website does need to keep current insurance info, by-laws and CCRs and documents homeowners need i.e. applications for landscape and maintenance.

-Retreat will be January 24, 2026 from 10-12 a.m. at Mt. Park Trillium Room directly following the board meeting which will end at 10:00.

Next Meeting will be Saturday, January 24 at 9 a.m. at Mt. Park Trillium Room

Adjourned 8:34 p.m.