



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, September 15, 2025

1. Call to Order

President called to order at 7:05 p.m.

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

Absences: None

Quorum: Met

2. Agenda Approval

Approved

3. Minutes Approval

Draft Minutes from July 2025 Annual Board Meeting approved

Member Reports

4. President

-Amendment signing at Buckley took longer than anticipated due to some typos on the attorney's printouts and confusion over dates and number of passed amendments. Only one amendment was prepared for signing so Margaret and Rachel will need to sign again with a notary once the second amendment has passed. Lisa will keep an eye on the bill to make sure we are not overcharged since the extra time was due to errors by the law office.

Fall potluck preparations in progress, Lorin D will create and distribute fliers and Margaret and Lisa will set up. Rachel will help tear down.

5. Secretary

-New roster done with 21 Bloch new owners. Lisa asked about adding something to the website about who to contact with questions regarding things such as HOA info, buying, selling and include the form given to title companies for owner/renter info. Rachel will work on figuring out how to add that.

6. Treasurer:

-Insurance premium was much higher than anticipated, the amount for the coming year is never known until the invoice is received. The increase is likely a combination of a large claim made and also insurance rates for homeowners are going up drastically everywhere. Therefore, there is a large overspend showing in the budget.

-Working on reconciliation and confirmation of reserves (what is in the bank), and as of June 30 is around \$80,000. Treasurer will provide a more detailed accounting for reference after the meeting.

-Working directly with the owner who attempted to move to autopay but provided incorrect account information. Owner owes 6 months' worth of autopays that were reversed. Lisa will print out the original memo explaining reversed funds along with bank statements showing the reversals and a new memo explaining how much is owed.

-All extra landscape, tree invoices are paid.

-Reminded Craig/Maintenance gutter cleaners are to send him the invoice first for his review and he will forward to Lisa.

July, 2025

Expenditures: \$184.51

Yearly budget: \$80,130.00

Year to date spent: \$184.51

Balance remaining: \$79,945.49

August, 2025:

Expenditures: \$4,830.39

Yearly budget: \$80,130.00

Year to date spent: \$5,014.90

Balance remaining: \$75,155.00

7. Maintenance

-15 Bloch Driveway work is complete

-15 Bloch filed a claim with State Farm for plumbing issues but it has not yet been determined who is responsible for payment.

New Maintenance Request Applications: nothing to review at meeting

8. Landscaping-

-Tree work is being done Tuesday, September 16 by Single Line Tree Care, mostly on the bank behind Bloch. Deanne with Mt. Park will be there as well as her arborist and they will send a bill to us. Tree trimmers Cindy hired estimated the work would be about \$3500 and Mt. Park HOA additional bill for tree trimming is estimated to be about \$500-800.

-Large Maple tree behind 17 Bloch is completely dead and much come down, it will be expensive due to size and locations, likely a few thousand dollars.

-Small island sprinkler keeps getting broken, likely by truck/delivery drivers and TTA keeps having to pay to have it repaired. Cindy will get a bid to have the sprinkler head moved away from the edge of the island.

No new landscape applications

9. Old Business

-Cindy to talk to Lorin, John M. and Al B. about talking to neighbors about a rental cap as the three of them volunteered to do so. Lisa to meet with them also possibly on zoom to discuss. Suggested they contact Janet to get some wording to explain how it does not cause a problem when selling to have a rental cap.

-Rachel, Lisa and Margaret to think of people to contact for next year's open board positions and reach out. Lisa reaching out to owner of 31 Bloch.

10-New Business

-Welcome packet updates need to be made, i.e. that meetings are now bi-monthly. Each member to look through their google drive and mail to find board position information.

-Board to think about paying for a zoom account and discuss at the next retreat. It could help in recruiting board members and be used at the annual meeting.

-Retreat tentatively scheduled for January 24th. 9 am to 10 am would be the January board meeting and the remainder of the time would be for board member strategy and planning.

Next Meeting will be Monday, November 17 at 13 Bloch, 7:00 p.m.

Adjourned 8:34 p.m.