

**Tanglewood Hills HOA Board of Directors Monthly Meeting
Video Conference/RingCentral Virtual Meeting
January 25, 2022**

Executive Session Board Members Only.

Chair Magali Castillo called the executive session to order at 5:47pm.

Board members present: Magali Castillo, Sue Farrell, Hilary McHenry, Patricia Lee, Jeff Fawcett.

Management Trust representatives present: Clancy Harris and Alexandra Wood.

6:20pm: Executive session ends.

6:28pm: Regular Meeting Call to Order by Chair Castillo. Welcome new Board member Jeff Fawcett, filling vacancy left by Debby Dearden.

6:30pm: Meeting open to homeowners/audience questions and comments.

7:00pm: Meeting closed to audience questions.

Approval of Minutes for Meeting of December 28, 2021.

Motion: By Chair Castillo to approve Minutes with changes as reviewed by Board.

Seconded: By Director McHenry.

Vote: Motion passed.

Review of Financials for December 2021 and Year-end Financials.

Board hasn't received either December Financials or Year-end Financials from Management Trust at this time.

Update on Approval of November 2021 Financials.

Motion: By Chair Castillo to hold off on approving November Financials as Board has not yet received December Financials from Management Trust and needs to reconcile cost items on November Financials that were significantly over year's budget. Board needs December Financials to do this.

Seconded: By Director McHenry.

Vote: Motion passed.

Unit #158 (Building X) Plumbing Work Reimbursement Request.

Motion: By Chair Castillo to approve reimbursement cost of \$144.00 for costs related to main sewer line that owner paid to Proline Plumbing.

Seconded: By Director McHenry.

Vote: Motion passed.

Building X Plumbing Inspection for Main Sewer Line Backup Issues.

Motion: By Director Lee to approve inspection by Advanced Plumbing.

Seconded: By Chair Castillo.

Vote: Motion passed.

8:07pm: Motion: By Chair Castillo to adjourn meeting. Meeting adjourned.

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**Meetings Outside of Monthly HOA Board Meeting
January 26 to February 22, 2022**

**Pre-Construction Meetings with J2 Building Consultants and I&E Construction
Regarding Envelope Project Via Video Conference.**

January 26, 2022: 1:30 to 2:30pm.

February 3, 2022: 11:00 to 12:00pm.

February 9, 2022: 1:30 to 2:30pm.

February 16, 2022, 2:00 -2:45pm.

Executive Meeting via Ring Central video to Discuss Project Budget.

Management Trust Costs for Handling Special Assessment Accounts

Motion: By Director Farrell to approve Management Trust \$35.00 set-up fee and \$7.00 monthly charge to each unit owner for management of special assessment accounts.

Seconded: By Director McHenry.

Vote: Motion passed.

Approval of Envelope Project Budget and to Move Forward with Project.

Motion: By Director McHenry to approve budget and proceed with Project.

Seconded: By Chair Castillo. Directors Farrell, Lee, and Fawcett also approve.

Vote: Motion passed.

Email Votes:

February 14, 2022: Plumbing Repairs to Units #35 and #38, Building E.

Motion: By Chair Castillo to approve plumbing repairs.

Seconded: By Director Farrell.

Vote: Motion passed.

February 17, 2022: Unit #158 Plumbing Repairs, Building X.

Motion: By Chair Castillo to approve plumbing repairs.

Seconded: By Director Lee.

Vote: Motion passed.

Submitted by Suzanne Farrell, Secretary
February 22, 2022