

## **Tanglewood Hills HOA Board Meeting April 29, 2006**

Meeting called to order approx. 9:10am

Present:

Babe O'Sullivan  
Debby Dearden  
Lauranell Scarfo  
Joe Grandy  
Ingrid Gevers

Members: 6

### **I. Financial Update**

#### **A. Review of Financials**

1. #77 is in foreclosure – no money left over from sale to recover dues/assessments/collection fees.
2. #39 – Tenant in this unit was able to give us correct info to be in touch with the owners/manager. The manager promised to bring account current as of next week.
3. #4 – Letter from owner asking for a payment plan on dues and assessments as she is in process of refinancing and waiting for approval. She is behind \$2090, and has lien on property. She requested \$500/mo over 13 months. We accepted this contingent on the loan being approved and the \$500 payment is not missed in any month. Interest will continue to accrue through the balance of the amount due. Debby proposed. Babe seconded. Passed 4-0
4. #34 – requested payment plan of \$500/mo but did not include an explanation. We will ask for the reason for this request. Will table till next meeting.

### **II. Committee Reports**

#### **A. Architectural:**

1. Joe has obtained a report of national standards with regards to satellite dish installations. He will have more info on this at next meeting. He was asked to inventory the common elements on the property to document decks, fences and gates, satellite dishes and other alterations that may or may not have been approved. We will ask owners to show documentation of prior approval for any observed alterations. Look at areas that are not kept up well, and start clean up.

2. We have requests for decks or other types of built-ons. We are asking for legal advice on this because we don't know who will be responsible for repairs to these structures. In some cases, developer built decks four feet from the outside wall, apparently extending into the common element. Some of us were told that this was unit property, and it is, in fact, common property. the by-laws state that we are not allowed to

build on common property.

### **B. Litigation :**

1. Debby and Babe have met with attorneys this week. They are still in discovery stage and compiling documents. Electrical inspections are necessary at a cost of \$450 to inspect 6 units. Babe proposed that we approve the expense, Debby seconded, 5-0 passed.

Roland will document current condition of all buildings with digital photos compiled on discs. Babe moved approve the expense to compile the photo documentation, Debby seconded. Passed 5-0.

2. We were advised by legal counsel to avoid power washing to clean moss and mold off the buildings and grounds as it could potentially destroy or alter evidence needed for litigation. We will move forward this summer with new maintenance company to gently clean the sidewalks, landings and stairs because they are slippery.

### **C. Communications**

We had a discussion about issues of software compatibility for format of the newsletter. Babe asked that we think about what needs to be in newsletter besides the rules and regulations. Peter suggested that we write thematic newsletters with the May issue focusing on an explanation of the rules and regulations.

### **III. Landscaping**

**1. Status of repair projects :** Babe brought in Plan for Landscape Restoration

Project. Babe and Ingrid did walk around with Steve from Prestige to go over these plans. They discussed the priorities including repairing the infrastructure of the irrigation and drain systems, grass restoration, replacing shrubs and planting ground cover in exposed areas. A full crew will be put on this project and Steve promises that everything will be done by May 10<sup>th</sup> and within the budget we have remaining.

**2. Tree Removal:** Trees that are dead/hazard are being removed within the next month. If a tree is dead we are not required to replace it.

### **IV. Pool Service Contract**

**1.** Mike Tellegen from Pool and Spa Medic was here to discuss pool maintenance. Our plan is to have pool open by Memorial Day. Questions about clean up of the pool and discussion as to how the clean up will occur.

**2.** Mike explained the necessity of people showering before going into pool. The water becomes cloudy due to oils, etc. on people's skin and becomes a problem for the filtering system. We will replace the water heater so that there is hot water for showering. We will send a memo to homeowners as to why they need to shower prior to swimming and after use of sun tan lotions. If people don't do this it will mean higher

maintenance costs and problems to the filtering system. Joe proposed we replace the water heater with a tank- less water heater. Estimated cost is \$500. Debby seconded, passed 5-0.

3. We are trying to keep costs down, and will be asking for volunteers to help maintain the pool throughout the summer. This pool is undersized for the size of the community and the amount of use. This means greater amount of maintenance. Joe and Lauranell agreed to take a day a week to check chemicals, etc. We need two more volunteers, as we need to cover 4 days per week. Mike Tellegen will conduct a training session for the volunteers.

4. We will also secure the gate so that people can't get into pool without key. It is very important that we do not allow people to use the pool who do not live here, because the pool is too small for the residents as it is, and requires additional maintenance and repair with heavy use. We are looking at installing a metal guard around the door knob and raising the height of the gate. Debby will also investigate further the installation of a key card system.

#### **V. New Property Management and New Maintenance Company**

1. There is a proposed meeting Friday May 5<sup>th</sup> at 8am in the morning to meet with the assigned staff of NW Community Management. We have a contract for review. Our tentative date to end contract with Excelsior and begin with NW Community Management is June 11<sup>th</sup> but this might change because it is the middle of the month and there are a number of things necessary in order to set up billing & accounts.

2. Celtic Maintenance Company has begun work this week. We will be preparing a work checklist for them. Miguel is the worker assigned to our property. There are a number of projects that need to be done that would have additional charges, but we are most interested in getting the normal maintenance underway. There are two different rates for maintenance and for repairs.

#### **VI. Proposed Rules and Regulations**

1. We discussed the process of warnings and complaints. There are two classes violations fall into – health & safety, and non- safety violations. We discussed how to classify the violations and where to place within the policy document the procedure and fines. The committee will clarify the classifications within the policy so that the board does not have to meet and vote on all violations each time a complaint is made. We went through the document and made suggestions for changes. Barbara will bring it back to the committee to clarify and revise. Babe proposed we accept the policy for rules and regulations for the pool, parking and pets as we have amended it today. Lauranell seconded. Passed 5-0.

Meeting ended 11: 45am