

TANGLEWOOD WEST HOMEOWNERS ASSOCIATION
MEETING MINUTES
September 19, 2023

Meeting Date: September 19, 2023

1. Call to Order at 7:08 PM
2. Roll Call: The following Board Members were present:
Jeff Turkus
Jeff Baumgardner
Kito Bastos
Andre Golebiowski
Tammy Metzger
Linda Wallace-Phelps
Jim Day arrived later

3. Approve past minutes

Kito directed attention to verbiage to change bank signatories. Once minutes are approved and signed, Kito will take to the bank to update the designated signatories.

Kito made the motion to approve the minutes.

Andre seconded.

5 members approved

1 abstention (Tammy Metzger)

The minutes are approved.

4. Homeowners' Forum
8 homeowners present

An open forum was held, where members were given an opportunity to address the Board.

5. Summary of reports given:

President-

- We have many new board members. Whatever has happened in the past is in the past, let's move forward to accomplish desired goals.

Board members introduced themselves to homeowners.

Vice President-

- a. Jeff added General notes regarding solar procedures when new roofs are added, and procedures for adding conduits.

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Treasurer-

assets \$691,490.14
Operating \$21, 690
Operating exp. \$25, 254.98
Reserve \$15,123.36
Delinquent dues-3 res. 1 on payment plan.
CPA will send plan to other two.

Tammy mentioned concern for over-expenditure for operating expenses. Just for this month. Kito mentioned this would be accounted for with delinquent dues, and that \$15,123 had been added to the reserve.

Reserve is for large capitol expenditures, for example this year will be the mansards—large projects such as the Clubhouse upgrades.

- a. Kito working on audit profit loss reports by CPA to see if we need to raise dues to accommodate projected expenses.
- b. Andre-Independent review of reserve study was conducted earlier. Dues have not been raised since January 2020. With overall costs going up, raising dues should be considered for next year's budget (future agenda item)
- c. Tanglewood West HOA Board voted to remove Najla T. Sanders as an authorized representative on bank accounts.
- d. Tanglewood West HOA Board authorized the use of online banking with US Bank, and authorizes Holmquist and Liewald CPA for online banking.

Architecture-

- a. General maintenance: Andre would like to form an ongoing list of architecture concerns-stucco, beams, etc. including concerns mentioned during the meeting: Pedro-Stucco peeling at sliding door,
Kito mentioned that the stucco at his house is also crumbling and he has a rotting outer beam on upper story.
- b. Andre would like to use the local painting contractor, Arenas Painting, who has also worked for TW.
- c. Jeff T. will walk around, make notes of damaged concern areas, give to Andre for Arenas Painting to repair hopefully before rain starts.

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- d. Painting and mansard repair are already budgeted.
Up to six buildings still need new mansards
Composite shingles already purchased years ago. Being replaced by Ace Roofing, which will also replace any wood beams needing replacement.
- e. Andre is concerned with the lack of responsiveness from Ace roofing
And will explore possibility of using a more responsive roofer, move on from Ace roofing as they have been difficult to get a hold of.
- f. Need to have balconies inspected, by law, by 2025, need to include in budget for next year. Professional inspector to inspect.
- g. Add any concerns to overall architectural concern list, include as needed into next year's plan and budget.

Kito-garage structure rotting outside and inside. HOA cover all exterior needs. Kito's garage will be checked.

- h. Common area fence request to replace
 - HOA pay half, recommending block wall. Homeowner prefers with expense to put up wood wall rather than block. Block walls typically run \$5,000 (HOA pay \$2,500)
 - is HOA willing to cover remaining full cost if homeowner can only afford a certain amount.
 - Compare cost of wood vs. block wall and what homeowner can afford.
 - Jim Day raised the point that if we do this for one homeowner, then we have to be ready to do for any others.
 - Not many more are needing to be done, so not as much of an issue for the HOA. Jeff T. will contact homeowner and contractor for quote of block wall prior to making a cost decision.

Tammy is concerned with prediction of El Nino if wood fence is put up vs. block wall.

Andre presents concern regarding the potential for remaining homeowners to want HOA to cover additional expenses.

Jim D. suggests posted guidelines for HOA specifications to make clear to homeowners.

- Jeff B.-update regulations/standards and document how many are left to be done.
- i. Andre will review and board will consider preparing a policy statement if it is agreed that all common area fences should be block walls.

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- Andre recommends for next year to follow model of another HOA, and create a document listing the maintenance items that are covered by TWHOA and a listing of what is homeowners' responsibility, formatted on one page for all homeowners, to be put in place for next year. Will review with HOA attorney.

Landscape-

- a. All items have been sent to landscapers.
- b. Question about email folders—2 landscape folders. Ok for Jim to combine folders.
Jim will back up with thumbdrive to clear memory from computer/email, with so many landscape emails.
- c. New tree trimming schedule sent. We will stay with old one. Jim wants to run a price comparison between Davids Trees and Mission and review.

Andre-defer to professional arborist (Jeff Peterson), attorney recommends expert opinion for oaks, and other trees.

Jim expressed concern that the trees be trimmed and maintained appropriately for the tree health, not from Mission themselves.

Andre and Jim agree on liability concerns, but need for professional tree care arborist review.

Recommend 2-3 professional opinions.

Make decision based on professional opinions.

- d. Jim proposing review of existing report, for trimming, pruning to ensure appropriate care of trees. Jim will speak to the arborist at David's or at Mission arborist, as well as consider expertise pertaining to urban arborist.
- e. Need for further review, trim of ornamental pear trees.

Andre expressed that it is a budgetary issue which needs to be addressed for preparation of next year's budget.

Recreation-

- a. Tammy said that checks received for pool keys can be cashed.
- b. Tammy is wondering if the \$60.00 cleaning fee for clubhouse rentals is valid. It has not been charged to everyone. Tammy feels if cleaning company here every Friday, not need extra event cleaning.
- c. Key fobs in office have already allocated to homeowners but have not been picked up. Up to 30 have not been picked up but reserved for designated homeowners.

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Jeff will pass out to homeowners. Will hand out with signature to account for receipt.

Linda-make signature form for receipt of fob.

- d. Andre stresses need for new life preserver asap, as well new net. Purchase from one of the local pool supply stores as designated by law.

Approval given to go to pool supply store to purchase necessary safety equipment, not to exceed \$100.

- e. Broken lights need to be replaced. Andre will check to find the original lamppost to match the existing lamps.

- 6. Dues and Fees: Past Due Dues
Assessments
Liens and Collection

Addressed in treasurer's report

- 7. New Business

- a. Telephone and internet

Jeff T. will check with Spectrum and Team Mobile, Phone with voicemail and internet, preferable with a discount. With option for voice recording to email.

Motion to change internet and phone from current to new company Approved with condition that the contract will be less than the current \$80 expenditure.

- 8. Old Business

- a. 2024 Election-Jeff T. to reach out to Lisa Schwartz quote for 2024 election.

Tammy expressed concerns that elections contractor improperly certified 6 directors, after the board requested that, when the last election ballot was for only 5.

Tammy feels we should appoint a committee to look into doing elections ourselves.

Andre said election rules changed in 2020, cannot certify ourselves. Cost for an election contractor is about \$1,000.

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Election rules: 4 month process, per by laws annual meeting 2nd week of January.

Need to initiate process to remain on schedule as per bylaws.

Jeff T. will research election/ballot company vs. board overseeing the election process

Kito noted that with a voting contractor, the voting contractor would take responsibility, with indemnity clause that HOA not responsible if something done incorrectly.

Tammy recommends an election committee. Jeff stresses need to act immediately, and we cannot wait until the October meeting to create a committee.

Jeff T. Will review Ballot Box contract and schedule special meeting to review.

- b. Tammy expressed concerns about current attorney's involvement with untrustworthy vendors, such as election and management companies. Would like to discuss at another meeting.
- c. 2024 budget discussion
Annual package no later than 30 days before end of year
Annual notice-review next meeting

Include budget for 2024

Meet at next meeting-proposed projects and costs

Treasurer review this year's budget and review for expected costs

In November finalize

Create annual package

Kito will run the profit/loss, reserve study

Need to reach out to homeowners and update contact info

Will Mail out contact update in November so we are ready to send the annual packet in December

9. Calendar: Next Meeting Date is Tuesday, October 17, 2023

10. Adjournment at 9:07 PM.

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Signed and approved by

Jeff Turkus, Board President

Date

Jeff Baumgardner, Board Vice President

Date

Kito Bastos, Board Treasurer

Date

Linda Wallace-Phelps, Secretary

10.17.23
Date