

# The FYI

A Private Residential Community

Newsletter for the Edgewood Townehouse Association

## MESSAGE FROM THE BOARD

*Preserve. Restore. Maintain.*

Robert Bruce Trafton,

President, Edgewood Townehouse Association [etapresident@email.com](mailto:etapresident@email.com)

Our primary focus this month has been on researching and reviewing options and service providers for our Association's master insurance policy. As Fiscal Year 2017 (FY) was drawing to an end, we invited three insurance providers to submit Request For Proposals (RFP) on insurance coverage, premiums, and deductibles. We are currently insured by State Farm Insurance who increased our premium this year by nearly 25% since the December 14, 2016 Ice Storm.

Each of the three insurance companies received copies of our current coverage and premium costs. Two of the three invited insurance companies submitted proposals, and the third company notified us that they could not competitively provide us with comparative coverage for less than we currently pay. In the next few weeks we will continue our review of master insurance policies for homeowner associations. We will compare and assess our current State Farm policy against the proposals that have been recently submitted by competitive insurance providers. We are looking for good comparable coverage at a reasonable cost.

Also, over the past few Business Meetings, the Board has considered its meeting format to assure its current practice is fair, reasonable, and balanced to permit time for monthly business matters to be addressed, and give homeowners time to have input. Currently, there are three styles of meetings practiced by the Edgewood Townehouse Association which the Board has decided are the preferred best meeting practices at this time, for this Board:

First, is the *Monthly* and *Special Business Meetings* that are "Closed Forum" to permit the Board to conduct business. Homeowners are welcome to come, attend, and listen; but, remain quiet, permitting the Board to discuss among themselves the business at hand.

The second, type of meeting practiced by the Board are the *Quarterly Business Meetings*, including the *Annual Business Meeting*, and posted "*Special Business Meetings*" that are designated "*Open Forum*." Any and all homeowners may respectfully share their thoughts on any topic, issue, concern or compliment with every homeowner in attendance. These meeting often generate topics that set the agenda for future facility projects and policy matters.

The third type of meeting practiced by the Board is the *Executive Session*. Executive Sessions are "*Closed Door*," private, and available to Board members and their designees only. These meetings are often held towards the end the regular Monthly Business Meeting or as a separate *Special Executive Session*, and audience member are *not permitted* to protect and ensure privacy under our privacy policies.

To ensure opportunity for homeowners to have time to present their topics, the Board has identified a standing item under "New Business." The new standing item will be "*Letters from Homeowners*." Any homeowner may submit their topic to the Board in writing prior to the beginning of the meeting to be read aloud at the Monthly Board Business Meeting.

On behalf of the Board, we offer our deepest condolences to the families of two of our homeowners whose spouses have recently past away. Daniel Horodysky, spouse of Toni Horodysky, past away in September 2017. Ralph Salisbury, spouse of Ingrid Wendt, past away in October 2017. And, the Board expresses its condolences on the passing of L.A. Wilson II, spouse of JoAnn Wilson, who past away in July 2015.

## UPCOMING EVENTS

### January Quarterly Open Forum Business Meeting:

Tuesday, January 23, 2018 at 7 pm in the Clubhouse

### Next Regular Board Business Meeting:

Tuesday, February 13, 2018 at 6.30 pm in the Clubhouse

### April Quarterly Open Forum Business Meeting:

Tuesday, April 24, 2018 at 7 pm in the Clubhouse

## CONTENTS

### Message from the Board

### January Board Business Meeting Minutes

### Facilities Report

### November and December Banking Activity Report

## WEB

Visit us on the Web at our new address: [www.edgewoodtownehouseassociation.org/](http://www.edgewoodtownehouseassociation.org/)

## EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

*Preserve – Restore – Maintain*  
Tuesday, January 9, 2018

**Call to Order:** The meeting was called to order at 6:30 p.m. Board members present were: Bruce Trafton, Darell Bidstrup, Michele Coney, Christine Donahue, Sharon Kimble, Michael Maulding, Don Pasquali, Jennifer Smith, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Operations and Facilities. Four homeowners were in attendance (1WW, 27WW, 120WW, 132BB).

**Election of Officers:** The Board elected the following officers for 2018: Bruce Trafton, President; Christine Donahue, Vice President; JoAnn Wilson, Secretary; and Michele Coney, Treasurer.

**Approval of Minutes:** The Board unanimously approved the minutes of December 12, 2017.

### Standing Reports:

1. Facility Report: Submitted. *Three major projects will commence early this year: 1) Roof Maintenance; 2) Installation of New Groundwater Drainage at 2, 8, 16, 24, 36, and 54 Westbrook Way; and 3) Tree Abatement in Driveway 4 and near 117 Westbrook Way*
2. Treasurer's Report: Submitted
3. Website Coordinator: See Old Business below.
4. Swimming Pool: Closed
5. Clubhouse Coordinator: No report submitted
6. Hospitality Coordinator: Submitted. Thanks, Debbie Pasquali and Cindy Conley, for the great holiday party!
7. Welcome Coordinator: Submitted

### Old Business:

1. Website Redevelopment: ETA homeowners with questions about the new website may email Board member Darell Bidstrup who is serving as Board contact for ETA's website. ETA webmaster Dan Goodlett will update the Board at its February meeting.
2. Parking: The Board voted unanimously to leave current ETA parking policy as is, without modification.
3. Business Meeting Format: After discussion of the various options, the Board voted unanimously to read homeowner letter(s) first under New Business at each regular business meeting. Homeowners may choose to express their concerns/opinions/suggestions/thanks to the Board in this manner as well as during the open-forum quarterly meetings. Board members will take up any issue(s) raised in such letters in a subsequent business meeting, as they determine necessary. Homeowners are encouraged to keep letters succinct.
4. Residency Issues, House Trades, Leasing: Board member Darell Bidstrup reviewed some of the popular house trade websites. He will send the links to the other Board members. The topic was tabled until the next meeting.
5. Memoria: The history of the adoption and use of memoria was reviewed. President Trafton read the November 2, 2017, legal opinion from Don Churnside, ETA's attorney, and homeowner letters expressing both concern (1WW, 27WW, 35WW, 120WW) and thanks (21WW, 50BB). After considerable discussion, it was agreed that elements of the program needed to be clarified if the program is to fully meet the intent of conveying condolences and promoting the welfare of ETA residents. A committee consisting of Board members Michele Coney, Christine Donahue, and Sharon Kimble will confer before the next Board meeting to draft clarifying language.
6. Master Insurance Policy Update: Three companies were contacted to provide bids. The only company meeting the stated deadline was American Family which submitted a bid superior to coverages and costs under our current carrier, State Farm. There will be a special Board meeting on Tuesday, January 16, 2018, at 6:30 PM, to discuss the bid in detail. An American Family representative is expected to attend.

### New Business:

1. Reading of Homeowner(s) Letters: See Old Business, Item Nos. 3 and 5.

2. Waivers: None
3. Bookkeeping Services: Treasurer Michele Coney will bring comparative information to the next regular Board meeting about utilizing either a bookkeeping service or an individual bookkeeper. The Bookkeeper Services Specification and Contract, which was approved by the Board in October 2014 and then reviewed by ETA's attorney, will also be reviewed.
4. Goals for FY 2018. The Board briefly discussed the progress on the prior year's goals, Clubhouse ADA Compliance and Emergency Preparedness. The discussion will continue at the next regular Board meeting.
5. ETA Director of Operations and Facilities Contract Announcement: Frank Gaddini will continue in this role in FY 2018 at no additional cost.

### Announcements:

1. A Special Board of Directors Meeting on the ETA Master Insurance Policy: Tuesday, January 16, 2018, in the Clubhouse at 6:30 PM.
2. The next HOA Quarterly Open-Forum Meeting: Tuesday, January 23, 2018, in the Clubhouse at 7:00 PM.
3. The next regularly scheduled Board of Directors Meeting: Tuesday, February 13, 2018, in the Clubhouse at 6:30 PM.

The meeting was adjourned at 9:02 PM.

Secretary JoAnn Wilson [etasecretary@email.com](mailto:etasecretary@email.com)

## Looking Back Over December 2017 Facilities and Operations Report

Frank L. Gaddini, [etadirector@email.com](mailto:etadirector@email.com)

This report is a review of facility and grounds work performed in December 2017.

During the month, we recorded and completed thirty-three (33) jobs. Through the year's end, we completed one-thousand and one (1,001) discrete jobs. The maintenance theme for December 2017 was: first, to perform only mandatory maintenance and end the Fiscal Year as positively as possible given that the lion's share of our work was December 14, 2016 Ice Storm damage cleanup; and second, to be respectful to the holiday season and not disturb, disrupt, or engage in maintenance activities that might impact family experiences.

Routine leaf management, pool maintenance, and clubhouse sanitation continued as normal. We also focused on specific shrub bed restoration removing dead plants and weeds along our south border with the cemetery. The only unexpected job was the replacement of all pipe-jacks and attic vents at 153 Westbrook Way, where rubber seals cracked and permitted moisture to collect in the attic.

We look forward to moving ahead into 2018 and pursue our planned major restoration project. Our first FY 2018 Project is the installation of a new groundwater drainage system at building 2, 8, 16, 24, 36, and 54 Westbrook Way. Stay tuned for updates on our facility and grounds projects.