

FYI

A Private Residential

Newsletter for the Edgewood Townehouse

MESSAGE FROM THE BOARD

*Preserve. Restore. Maintain.**Christine Donahue,**President, Edgewood Townehouse Association* etapresident@email.com

As we move from summer to autumn, the Board and a budget committee have been working on the planning cycle of our Fiscal Year (FY) 2019 Budget. To start with, we have been reviewing our current FY 2018 Budget year-to-date totals and projections of expenses through the end of this year. Concurrently, our budget committee has also been assessing and prioritizing routine maintenance and major restoration projects for the next five years. And, with the information gleaned from the above two pursuits, the budget committee is preparing models and options for the Association to consider as our FY 2019 Budget.

Planning the budget is a process that we will be engaged in for the next eight weeks. The Board will be holding both closed-working forum meetings, and invite homeowners to attend and listen. There will also likely be open forum meetings that will be announced as we move through the process.

Moving into the late summer the threat of fire danger becomes increasingly feasible. As a precaution, the gate at Westbrook Way and Brookside is open, and our "Emergency Evacuation" signs are in place to direct vehicle traffic. The gate is open as a safety measure during the summer fire season mid August through mid October. No parking is allowed along Westbrook Way between 161 and 185 Westbrook Way. Vehicular traffic on the west end of Westbrook Way is one-way only exiting onto Brookside Drive. In the event of fire, use this route for evacuation onto Brookside Drive.

Regarding the Pool, we were recently inspected by the Lane County Board of Health and our pool passed with high marks for safety and sanitation. Our pool is a sanctuary for relaxation, for security, and a place for fun. It is also a place where safety is most important. Our pool is defined, classified, and licensed as a public-private pool. This means that we, a small private pool for the exclusive use of homeowners and their guests, are required to comply with all of the rules, regulations, and standards of a public pool like the City of Eugene's Amazon Pool, Sheldon Pool, or the City of Springfield's Lively Wave Pool for sanitation and safety - very high standards.

Our Annual Open Forum Board Business Meeting is coming up at the end of October. The most important task at our Annual Meeting, of course, is the selection of Board of Director members. Currently, we have three Board members whose three-year term terms will end at the end of this year on December 31, 2018. If you are interested in serving as a volunteer Board of

UPCOMING EVENTS

Special Board of Directors Business Meeting: 2019 Fiscal Year Budget Proposal Options Discussion
Tuesday, August 28, 2018 at 6:30 PM in the Clubhouse

Next Regular Board of Directors Business Meeting:
Tuesday, September 11, 2018 at 6.30 pm in the Clubhouse

October Annual Open Forum Business Meeting:
Tuesday, October 23, 2018 at 7 pm in the Clubhouse.

Monthly Tea:
September 19, 2018 at 2 pm in the Clubhouse.

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EDGEWOOD TOWNEHOUSE ASSOCIATION

Board of Directors Monthly Business Meeting

Preserve – Restore – Maintain

Tuesday, August 14, 2018

Call to Order: The meeting was called to order at 6:30 PM

Board members present were: Christine Donahue, Mary Ann Arnone, Darell Bidstrup, Dan Goodlett, Sharon Kimble, Michael Maulding, Don Pasquali, and JoAnn Wilson. Also present were Frank Gaddini, ETA Director of Operations and Facilities, and the members of the Budget Advisory Committee, Michele Coney and Connie Hirsch. Three homeowners were in attendance (27WW, 35WW, 120WW).

Approval of Minutes: The Board unanimously approved the minutes of July 10, 2018.

Election of Board Vice President: The Board unanimously voted for Dan Goodlett to serve as Vice President, replacing Christine Donahue who is now serving as Board President.

Standing Reports:

1. Facility Report: Submitted
2. Treasurer's Report: Submitted
3. Swimming Pool: Submitted. Darell Bidstrup stated that some people were not showering prior to entering the pool and suggested a sign be posted. Frank Gaddini said that as we consider a new surround for the restroom entrances, it might be desirable to look at an engineered solution whereby those entering the pool area would first need to pass through an automatic shower.
4. Clubhouse Coordinator: No report submitted
5. Hospitality Coordinator: The ice cream social held on Sunday, August 4th, was well attended. Kerry Augustyniak has resigned as Coordinator.
6. Welcome Coordinator: No report submitted
7. Website Coordinator: Dan Goodlett has been working on a way to put some of ETA's forms online. It would follow the model of a "Help Desk" system with homeowners logging on using their ID and password and going to the "intelligent" form of their choice.

Old Business:

No agenda items. Darell Bidstrup noted that the manner in which the ductless heat pump was installed on common property at 160WW was well managed and looks good.

New Business:

1. Reading of Homeowner Letters: A homeowner (169WW) wrote expressing appreciation for the open and gracious way the July Quarterly meeting was conducted and suggested several ways the current Board vacancy might be filled. Another homeowner (27WW) wrote letters on the following topics: security doors, currently prohibited; an existing request for certain financial information; Oregon state laws relevant for governing PUDs; and ETA CCRs and by-laws to consider. The latter two communications contained detailed provisions from ORS and ETA governing documents. Finally, the homeowner at 145WW had responded directly to the author of the letter requesting certain financial information and that letter was read as well
2. Waivers: 139WW: Request to park a red Toyota Prius in designated parking until September 30, 2018, due to

construction projects. Approved. 186 BSide: Request to park a Kia Sorrento in designated parking until November 30, 2018. Approved.

3. Options for Filling Current Board Vacancy: The Board discussed the options for filling the vacancy left by the retirement of Bruce Trafton. Given the proximity of the October annual meeting, the Board chose not to appoint a new member but rather to hold the vacancy open pending the October election. Self-nominations are due 30 days in advance of the October meeting and nominations can also be made from the floor. Information will be provided in the next FYI.
4. July Quarterly Open-Forum Meeting: Debriefing: Due to the press of time to permit adequate opportunity to discuss the budget (Item #6), discussion was deferred.
5. Screens/Storm Doors/Security Doors: Frank Gaddini briefly summarized the differences among these types of exterior doors. Storm doors are common at ETA and there are no security doors on our site. Frank suggested that at a later date the Board approve the type of exterior door which may be installed at ETA based upon certain standards and characteristics.
6. Budget Advisory Committee Update: Frank Gaddini has been meeting with Budget Advisory Committee members Michele Coney and Connie Hirsch to analyze current ETA income and expenditures and projected needs for the future. Frank reviewed where ETA is YTD (through June 2018) in the FY 2018 budget and explained why actual expenditures may exceed budgeted expenditures at this point in the year. Over all, ETA income is currently at 55% of budgeted amount (some homeowners pay annually at the beginning of the year) and 62% of budgeted expenditures. YTD expenditures by category and percent are as follows: Total Administration (41%); Legal/Professional (26%); Taxes (0%); General Facility Maintenance (70%); Grounds (120%); Pool (45%); Clubhouse (48%); Creek Maintenance (0%); Utilities (36%); Major Restoration (156%). Major costs by selected categories were: General Facility Maintenance – gutters, insect and rodent abatement, roof maintenance, and contracted labor maintenance; Grounds – groundwater management; Major Restoration – sidings, foundation repairs, and unplanned emergency repairs. Frank then went on to explain the Five-Year Major Restoration Plan requested by the Budget Advisory Committee. The plan details the projects that need to be done in the next five years by year, category, and unit number. The data will enable the Board to plan and let homeowners know when we think their townhouse will be taken care of. Types of projects, enumerated by Years 1-5 and unit number, are as follows: patios, wooden walkways, garage gables, flat roof replacements, groundwater improvement, and paint the entire building, as well as worn concrete surfaces throughout the property. Frank will continue to meet with the Budget Advisory Committee and there will be a Special Board Meeting on August 28, 2018, to continue the discussion.

Meeting Debriefing: Individual Board members offered their observations and take-away's from the meeting. Several Board members thanked the Budget Advisory Committee for its efforts and input. Michael Maulding mentioned the upcoming election, wondering about the level of interest in the community for serving on the Board. Darell Bidstrup raised the contradiction of spending the Board's time trying to regulate parking when there are no ways to enforce parking

EDGEWOOD TOWNEHOUSE ASSOCIATION

Board of Directors Quarterly Open Forum Business Meeting

Preserve – Restore – Maintain

Tuesday, July 24, 2018

The third 2018 ETA Quarterly Meeting was opened at 7:10 PM on Tuesday, July 24, 2017, in the Clubhouse. Twenty-three homeowners attended. ETA Board members attending were: Mary Ann Arnone, Christine Donahue, Dan Goodlett, Sharon Kimble, Don Pasquali, and JoAnn Wilson. Darell Bidstrup and Michael Maulding were excused. Also present was Frank Gaddini, ETA Director of Operations and Facilities.

Board Secretary JoAnn Wilson began by asking for nominations from Board members for President to fill the vacancy left by retiring Board President Bruce Trafton. Board Vice President Christine Donahue was unanimously elected as President of the Board.

Christine Donahue then opened the meeting and welcomed the many homeowners attending, including those new to our community. New homeowners present were introduced.

The floor was then opened up for questions and comments. They are summarized below:

- A homeowner (145WW) offered these suggestions/concerns: 1) we need an outside professional to look at ETA's budget and what work needs to be done long term; 2) HOA members may not be able to support continued dues increases; and 3) committees should be reinstituted (e.g., grounds, buildings).
- A homeowner (133WW) asked if anything was being done about emergency preparedness, especially in light of the summer wild fire threat. The homeowner does gardening/planting in front of the townhouse, despite the CC&R prohibition, because responses to landscaping concerns aren't timely.
- Three additional homeowners (35WW, 120WW and 140BB) expressed agreement about the desirability of committees (e.g., grounds, buildings, Clubhouse, hospitality).
- A homeowner (27WW) outlined the following four concerns: 1) Nonresidents walking through the property violate signs posted at every entrance which specify owners and their guests only. Replacing the signs so as to state more clearly that no trespassing is allowed would make all of us more secure. (A homeowner at 17WW later expressed the same concern.) 2) ETA expenditures over the past five years have not been consistent with the Board's fiducial responsibilities. As a result, a special assessment is needed. 3) In the last Board election, one candidate also had many proxies so the candidate could see how those homeowners had voted. 4) The borrowing of reserve funds requires a vote and a plan for replacing. 5) State law governs the manner and reason for calling executive sessions and specifies such be recorded in the minutes.
- A homeowner (36WW) expressed a preference for a special assessment over other ways of producing additional HOA income.
- An attendee (140BB) expressed opposition to raising homeowner dues and support for using multiple bids when possible to help reduce costs.
- A homeowner (169WW) said there was no budget presentation at the October 2017 meeting; that a budget committee was needed for developing the 2019 budget; and that an audit by an HOA audit specialist should be conducted. The homeowner was also concerned about the reserve fund and the role of the ETA reserve fund study over the years since it was conducted.
- A homeowner (117WW) thanked everyone who spoke and asked about the protocol for receiving feedback on the topics raised.
- A concerned attendee (120WW) stated that ETA is operating on what comes in every month.
- A homeowner (17WW) spoke about the inconsistencies when a homeowner has damaged common property, with some homeowners reimbursing the HOA and some not. Several other homeowners subsequently spoke to this topic and how it might be managed. Suggestions included comparing floor plans to what has been done over the years (120WW); using an architectural committee to inventory what patio areas look like to ensure they continue to meet current ETA standards (169WW); and seeking reimbursement from previous homeowners (47WW).
- A homeowner (71WW) pointed out that dues increases are outpacing Social Security cost of living increases and shared handouts with the historical data.
- A homeowner (5WW) expressed concern about financial issues and whether the Board is paying the appropriate amounts for contractor-performed work. The homeowner called for more oversight of expenditures if there are to be dues increases. Frank Gaddini pointed out that costs reflect absolute compliance with current building codes and that ETA's specifications are well set out.
- The homeowner at 35WW spoke about the desirability of having candidates for the Board submit short statements in advance of the annual election in October.
- Several homeowners thanked the Christine Donahue for the manner in which the meeting was conducted as well as thanking Frank Gaddini and the rest of the Board for its efforts.

The meeting was adjourned at 8:45 PM. Lemonade, iced tea, and cookies were provided as refreshments.

Edgewood Townhouse Association
Monthly Report of Banking Activity

Accrual Basis

As of July 31, 2018

Type	Date	Num	Name	Memo	Split	Amount	Balance
1100 · Operating Funds							5,553.98
1111 · Cash in Bank-Chknng -Oper (OCCU)							580.78
Check	07/01/2018	debit	Office Max	newsletter	6257 · Printing	-55.00	525.78
Liability Check	07/09/2018	EFTPS	United States Treasury	93-0608144 Conf#27085944567...	-SPLIT-	-2,298.00	-1,772.22
Liability Check	07/09/2018	OREFT	Oregon Department of Revenue	0196472-5 conf#34238482250629	-SPLIT-	-819.42	-2,591.64
Check	07/09/2018	2617	Bruce Trafton	Reimbursement for Ink	6257 · Printing	-73.99	-2,665.63
Bill Pmt -Check	07/09/2018	2618	Sanipac		2000 · Accounts Payable	-118.81	-2,784.44
Check	07/09/2018	2619	NW Natural Gas	#384048-5 6/1/18-7/2/18	6393 · Gas-Clubhouse & Pool	-218.59	-3,003.03
Check	07/09/2018	2620	Corporation Division	Annual Report to Secretary of St...	6371 · Taxes-Corporate-Fed/State	-50.00	-3,053.03
Bill Pmt -Check	07/09/2018	2621	CenturyLink		2000 · Accounts Payable	-160.16	-3,213.19
Bill Pmt -Check	07/09/2018	2622	Eugene Hardware		2000 · Accounts Payable	-228.06	-3,441.25
Bill Pmt -Check	07/09/2018	2623	Jerry's Home Improvement		2000 · Accounts Payable	-643.57	-4,084.82
Bill Pmt -Check	07/09/2018	2624	Siteone Landscape Supply		2000 · Accounts Payable	-25.63	-4,110.45
Bill Pmt -Check	07/09/2018	2625	Miller Paints		2000 · Accounts Payable	-188.10	-4,298.55
Bill Pmt -Check	07/09/2018	2626	American Family Insurance		2000 · Accounts Payable	-2,656.50	-6,955.05
Bill Pmt -Check	07/09/2018	2627	Christy Young		2000 · Accounts Payable	-100.00	-7,055.05
Check	07/09/2018	2628	Ram Jack of Southern Oregon LLC	Invoice #017-977 - Installment due	9027 · Foundation Repair	-1,970.42	-9,025.47
Check	07/09/2018	2629	Accountants on the Go, LLC	Invoice #1707	6292 · Bookkeeper/Payroll Prep	-450.00	-9,475.47
Bill Pmt -Check	07/09/2018	2630	Mark & Co.	Doors-148 Braeburn & 139 West...	2000 · Accounts Payable	-1,904.00	-11,379.47
Bill Pmt -Check	07/09/2018	2631	Thomas Pool Service Inc.		2000 · Accounts Payable	-791.10	-12,170.57
Bill Pmt -Check	07/09/2018	2632	Employers Overload		2000 · Accounts Payable	-2,889.20	-15,059.77
Check	07/09/2018	2633	Pest Management Services, INC	Invoice #97657 - sevice date 4/2...	6317 · Pest Control	-195.00	-15,254.77
Bill Pmt -Check	07/09/2018	2634	Richard Remodeling LLC		2000 · Accounts Payable	-10,450.00	-25,704.77
Transfer	07/09/2018			transfer to cover bills	1112 · Cash in Bank-MM (OCCU)	26,500.00	795.23
Check	07/10/2018	debit	Tyco	fuel	6274 · Grounds Equipment and Supplies	-25.00	770.23
Check	07/12/2018	debit	Safeway	emergency drinking water	6318 · Plumbing	-8.19	762.04
Deposit	07/16/2018		Intuit PayrollEE	refund for unused payroll subscr...	6254 · Office Equipment/Supplies	256.44	1,018.48
Check	07/18/2018	debit	Tyco	fuel	6274 · Grounds Equipment and Supplies	-20.00	998.48
Check	07/21/2018	debit	Office Max	newsletter	6257 · Printing	-55.00	943.48
Check	07/23/2018	debit	Federal Express Office	directory of homeowners	6257 · Printing	-124.50	818.98
Check	07/23/2018	debit	Starbucks	pool training	6265 · Awards, Gratuities, Celebration	-20.00	798.98
Check	07/24/2018	debit	Tyco	fuel	6274 · Grounds Equipment and Supplies	-20.00	778.98
Check	07/26/2018	debit	Starbucks	meeting refreshments	6265 · Awards, Gratuities, Celebration	-8.70	770.28
Check	07/27/2018	debit	Harbor Freight	belt sander	6315 · Miscellaneous-Gen. Mnt.	-29.99	740.29
Check	07/30/2018	2635	Marlon & Son Landscaping	Invoice #1442	6273 · Service Contract Lawns	-1,312.00	-571.71
Check	07/30/2018	2636	Cascade Garden Equipment, LLC	Invoice #3007884	6274 · Grounds Equipment and Supplies	-121.95	-693.66
Check	07/30/2018	2645	Frank L. Gaddini	PAYROLL 7/1/18-7/31/18	2100 · Payroll Liabilities	-2,237.38	-2,931.04
Bill Pmt -Check	07/30/2018	2637	Employers Overload		2000 · Accounts Payable	-497.08	-3,428.12
Check	07/30/2018	2638	Roto Rooter LLC	Invoice #80116	6272 · Irrigation	-449.00	-3,877.12
Check	07/30/2018	2642	Pacific Environmental Group	Invoice #18-176	6315 · Miscellaneous-Gen. Mnt.	-1,620.00	-5,497.12
Check	07/30/2018	2640	C & E Rentals	Invoice #6274	6274 · Grounds Equipment and Supplies	-45.00	-5,542.12
Bill Pmt -Check	07/30/2018	2644	EWEB		2000 · Accounts Payable	-2,255.26	-7,797.38
Transfer	07/30/2018			transfer to cover bills	1112 · Cash in Bank-MM (OCCU)	8,000.00	-202.62
Total 1111 · Cash in Bank-Chknng -Oper (OCCU)							-378.16
1112 · Cash in Bank-MM (OCCU)							4,973.20
Transfer	07/05/2018			monthly transfer 12% to Reserves	1130 · OCCU-Capital Reserve MM	-3,586.00	1,387.20
Transfer	07/09/2018			Transfer to cover bills	1111 · Cash in Bank-Chknng -Oper (OC...	-26,500.00	-25,112.80
Deposit	07/09/2018			Deposit	-SPLIT-	28,476.00	3,363.20
Deposit	07/30/2018			Deposit	-SPLIT-	4,648.00	8,011.20
Transfer	07/30/2018			transfer to cover bills	1111 · Cash in Bank-Chknng -Oper (OC...	-8,000.00	11.20
Deposit	07/31/2018			Deposit	7030 · Interest Income	0.45	11.65
Total 1112 · Cash in Bank-MM (OCCU)							-4,961.55
Total 1100 · Operating Funds							-5,339.71
1129 · Reserve Funds							32,037.76
1118 · OCCU Member Acct							5.00
Total 1118 · OCCU Member Acct							5.00
1130 · OCCU-Capital Reserve MM							32,032.76
Transfer	07/05/2018			monthly transfer 12% to Reserves	1112 · Cash in Bank-MM (OCCU)	3,586.00	35,618.76
Deposit	07/31/2018			Deposit	7030 · Interest Income	4.42	35,623.18
Total 1130 · OCCU-Capital Reserve MM							3,590.42
Total 1129 · Reserve Funds							3,590.42
TOTAL							-1,749.29
							35,842.45

Looking Back Over July 2018 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

July was a perfectly "hot" month. We had unbound sunshine, and no measurable rain fell during the month.

One year ago in July 2017, we were still cleaning-up after the memorable December 14, 2016 Ice Storm. But, July 2018, we recorded and completed one-hundred-twenty-seven (127) jobs most of which were related to routine maintenance. Most of work we recorded was performed by our college contract workers.

During the month, we abated twelve yellow jacket hives, with our contractor's assistance. The pests are becoming more aggressive. We continue to abate whenever we find them. Other work we accomplished with contractors was wall and ceiling crack repairs at 70 Brae Burn and 117 Westbrook Way that resulted from foundations corrections in May and June. We also replaced one domestic water supply valve at 1 Way, and we replaced two sets of gutters and downspouts at 16 and 54 Westbrook Way. Contractors also performed routine scheduled work at the Clubhouse and the Pool.

