

# The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

## MESSAGE FROM THE BOARD

*Preserve. Restore. Maintain.**Christine Donahue, President, Edgewood Townhouse Association* [etapresident@email.com](mailto:etapresident@email.com)

December is always a busy month for everyone as we finish one year and begin a new one. It is also a time when family and friends gather to share warm greetings, community spirit and sometimes food. Thanks to Anne Walsh and her volunteer crew for organizing the ETA Holiday Potluck on Sunday, December 16. Thanks also for the live piano background music and to all the neighbors who brought a wonderful array of foods to share.

During the year 2018 we saw many work projects here at Edgewood. This included further work on our three-year tree management program to abate trees that pose serious danger to persons and property. The December 2016 ice storm made us all aware of the importance of an investment in long term tree management. Many problem areas have been identified and work will continue to mitigate these. Issues. This includes identifying issues caused by invasive root systems.

Your Board of Directors held an Executive Session at the end of the December 5 Special Board Business Meeting and unanimously approved the 2019 contract with Frank Gaddini, our Facilities Manager. We are glad that Frank has agreed to continue in that role for 2019.

Frank has organized maintenance walking tours during December to help all of us better understand the repair and restoration needs of our buildings, walkways and driveways, as well as projects that have been completed in recent years. Several homeowners have participated in these tours and have commented on how much they have learned. More tours are planned for January. We encourage everyone to participate if possible. It is important for homeowners to become educated on the challenges and issues the community will need to address as we "Preserve, Restore, Maintain" our special nearly 12-acre property.

As 2018 comes to an end, on behalf of the Board of Directors I wish you all Happy Winter Holidays in whatever way you choose (or not) to celebrate.

## UPCOMING EVENTS

### Next Regular Board Business Meeting:

Tuesday, January 8, 2019  
at 6.30 pm in the Clubhouse

### January Quarterly Open Forum Business Meeting:

Tuesday, January 22, 2019  
at 7 pm in the Clubhouse.

### Saturday Facilities and Grounds Walking Tours:

Meet at the Clubhouse  
Front Door at 11 AM on  
January 5, 2019  
January 19, 2019  
January 24, 2019

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### SPECIAL NOTICE

Beginning on January 1, 2019, Monthly Home Owner Dues will increase to \$345 per month.

**EDGEWOOD TOWNEHOUSE ASSOCIATION  
SPECIAL CLOSED-FORUM BOARD OF DIRECTORS  
BUSINESS MEETING**

*Preserve – Restore – Maintain*  
**Wednesday, December 5, 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, Merryn Gregory, Sharon Kimble, Michael Maulding, Don Pasquali, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Operations and Facilities. Six homeowners were in attendance.

**Discussion Topics:**

1. **What Is a Budget:** The discussion began with each of the Board members briefly defining what a budget is. Ideas offered included the budget as a forecast of income and expenditures; a tool for decision-making; a means to monitor business performance; a tool that includes many unknowns making it, ultimately, a best estimate; a look at the “big picture” that really consists of three lenses: operating, individual townhouses, and the whole community; and a management tool consistent with the Board mission statement: “Preserve – Restore – Maintain.” Treasurer Dan Goodlett offered this apt analogy—a budget is like going on a car trip with a full tank of gas. The plan is to go from Point A to Point B but unanticipated delays and detours may crop up along the way, requiring the driver to change and adapt in progress. Frank Gaddini continued the discussion by outlining three aspects of budgeting in the context of a not-for-profit property management business. They are: 1) A forecast of income and expenditure; a plan of action for achieving quantified objectives; 2) A tool for decision making, for coping with foreseeable as well as unknown or adverse situations; and 3) A standard for measuring performance.
2. **FY2019 Budget:** The Board discussed the FY2019 “working budget” that is based upon the 3.99% dues increase passed by the Board for FY2019. Frank Gaddini stated that we can probably live within this budget but all agreed that even the Operating Budget is “low-ball” and that the budget will have to be modified to include the indebtedness that ETA will carry into 2019. Monies will have to come from the major restoration projects, many of which are delayed from 2018. Frank Gaddini will confer with Connie Hirsch of the Budget Advisory Committee to make the appropriate adjustments. The Board will consider the revised budget during its monthly Board business meeting on Wednesday, December 12, 2018.
3. **Board Orientation:** Christine Donahue would like to schedule a board development session for after the first of the year. She will bring some possible dates for consideration to the December 5, 2018, meeting.

4. **Retirement:** Don Pasquali announced that he is retiring from the Board effective at the close of the meeting due to illness. All Board members expressed their gratitude for Don’s many contributions during his Board service.

**Announcements**

1. Maintenance Improvements Walking Tour conducted by Frank Gaddini: Meet at the Clubhouse: Saturday, December 8, 2018, at 9:30 AM and 1:30 PM; and Wednesday, December 12, 2018, at 11:30 AM.
2. The next regularly scheduled Board of Directors Business Meeting: Wednesday, December 12, 2018, in the Clubhouse at 6:30 PM.
3. ETA Holiday Potluck: Sunday, December 16, 2018, in the Clubhouse from 1:00 – 4:00 PM. Contact Anne Walsh for more information.

**Adjournment:** The meeting was adjourned at 8:15 PM.

JoAnn Wilson, Secretary  
etasecretary@email.com

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**EDGEWOOD TOWNEHOUSE ASSOCIATION  
BOARD OF DIRECTORS MONTHLY BUSINESS MEETING**

*Preserve – Restore – Maintain*  
**Wednesday, December 12, 2018**

**Call to Order:** The meeting was called to order at 6:35 PM

**Board members present were:** Christine Donahue, Mary Ann Arnone, Darell Bidstrup, Don Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Operations and Facilities. Sixteen homeowners were in attendance.

**Approval of Minutes:** A quorum of the Board unanimously approved the minutes of October 2, 2018; October 9, 2018, as amended; October 16, 2018; October 19, 2018; October 23, 2018; October 30, 2018; and November 6, 2018.

**Standing Reports:**

1. Facility Report: Submitted
2. Treasurer’s Report: Submitted
3. Website Coordinator: Submitted
4. Swimming Pool: Closed
5. Clubhouse Coordinator: No report submitted
6. Hospitality Coordinator: The ETA Holiday Potluck will be held Sunday, December 15, 2018, in the Clubhouse from 1:00-4:00 PM.
7. Welcome Coordinator: Vacant Position

**Old Business:**

1. FY2019 Budget: At its December 5th meeting, the Board requested that Frank Gaddini revise the working FY2019 budget to include the indebtedness that ETA will carry into 2019 as well as several revisions to the Operating budget. These changes necessitated reductions to the Major Restorations budget which already consisted of deferred projects only. In the Board’s discussion, a number of

concerns were expressed including the following: the need to squeeze our pennies wherever we can, managing the creek beds to contain wildfire risk by possibly using volunteers, and the difficulty of having to defer a number of essential repairs. After extensive discussion, a quorum of the Board unanimously adopted the FY2019 Budget, as Board member Darell Bidstrup put it, “with a heavy heart.” Copies of the approved FY2019 budget will be made available for distribution to homeowners at our January Board Business Meeting and our First Annual Meeting (Tuesday, January 22, 2018). If you need a copy before these meetings contact Dan Goodlett, Treasurer at [etatreasurer@email.com](mailto:etatreasurer@email.com)

2. Position Description for Budget Analyst: Frank Gaddini presented a list of budget analyst duties typical in the state and private sectors. ETA Treasurer Dan Goodlett offered to take the lead in reviewing the position description, identifying the tasks that could be performed either by himself or ETA’s bookkeeper as well as identifying tasks the Board would be unlikely to require. Dan will get back to the Board at its January 2019 business meeting.

#### **New Business:**

1. Waivers: None
2. Maintenance Improvements Tour: Frank Gaddini reported that he’d had about 20 participants so far. He will continue conducting the tours through January on Saturdays at 11:30 AM. They will be 90 minutes in duration and cover areas not included in the December tours. Feedback has been good – one homeowner even commented that all homeowners should be “required” to participate.
3. Board Email Communication: Email addresses on mail.com have been created for all Board members. Frank Gaddini will help Board members set up their accounts. Once the accounts have been set up, the email addresses will be used by all Board members for Board business. Currently, only Board officers have mail.com accounts. The new addresses will appear in the FYI and the 2019 ETA Directory.
4. Goals for FY2019: Frank Gaddini reviewed Board goals for the last several years and the procedure for selecting such goals. The Board members agreed to begin thinking about one or more goals they think are important to accomplish in 2019. The goals should be a “bigger-picture” item and fiscally neutral. Christine Donahue will send out a reminder later this month asking each Board member to submit a list of at least two goals. They will be prioritized during the January 2019 meeting.
5. ETA Director of Operations and Facilities Contract Announcement: Christine Donahue announced that Frank Gaddini’s contract to continue as ETA’s Director of Operations and Facilities in FY2019 was unanimously approved by the Board in its Executive Session held during the December 5, 2018, meeting.

#### **Announcements:**

1. NEWLY ADDED TOURS: Maintenance Improvements Walking Tours. Meet at the Clubhouse: Saturday, December

15, 2018, at 9:30 AM and 1:30 PM; and Wednesday, December 19, 2018, at 11:30 AM.

2. ETA Holiday Potluck: Sunday, December 16, 2018, in the Clubhouse from 1:00 – 4:00 PM. Contact Anne Walsh for more information.
3. The next regularly scheduled Board of Directors Business Meeting: Tuesday, January 8, 2019, in the Clubhouse at 6:30 PM
4. The next HOA Quarterly Open-Forum Meeting: Tuesday, January 22, 2019, at 7:00 PM in the Clubhouse

**Adjournment:** The meeting was adjourned at 9:00 PM. JoAnn Wilson, Secretary. Email: [etasecretary@email.com](mailto:etasecretary@email.com)

## **Looking Back Over November 2018 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 November, 2018. Our deciduous trees continued their relentless march toward defoliation, with leaves cascading all around us.

November was busy throughout the entire month. We recorded and completed fifty-nine (59) jobs, and year-to-date we have completed nearly nine-hundred sixty-nine (969) discrete jobs.

In November we focused on our routine seasonal leaf removal and disposal management. Our new leaf management contractor, Medallion Landscaping, has been conducting a well-organized program leaving our site looking well groomed. We were also able, with our contract laborers, to hand-rake and stock-pile leaf material along Brae Burn Drive for collection and disposal by the City of Eugene, saving us substantial costs for leaf disposal.

During a whole-house inspection conducted as part of a real estate sale, the inspector informed us in his roof review that the adjoining roofs had significant decay of the rubbers seals on the pipe jacks. As a maintenance measure to prevent roof leaking at these sites we replaced all of the pipe jacks and roof vents on 179, 181, and 183 Westbrook Way.

Another preventative measure project we undertook was a special roof and gutter cleaning at seventeen sites that reside under the canopy of Ponderosa pines and Douglas firs. These trees have nearly all defoliated for the season, however their needles always clog our gutters and downspouts just as the rain season begins.

Other significant work we pursued was the replacement and update of four globe light fixtures with new LED fixtures. We also replaced four of our old-style sidewalk lights with new LED sidewalk light fixtures. We expect this work to save us considerable electrical costs over time.

Celebrate the season safely and cheers for the New Year.