

The FYI

A Private Residential Community

Newsletter for the Edgewood Townehouse Association

MESSAGE FROM THE BOARD

Preserve. Restore. Maintain.

Christine Donahue,

President, Edgewood Townehouse Association etapresident@email.com

Once again, we find ourselves at the beginning of another new fiscal year, FY 2019. Our most important responsibility as a Board is to ensure the upkeep, preservation, and repair of our facilities and grounds. That is why the Board adopted as the Association's mission statement, "*Preserve • Restore • Maintain.*" To never lose sight of that responsibility to the Association, the FY 2015 Board adopted a mission statement that expresses the core purpose for serving as volunteer leaders of the community. The mission statement adopted by the Board is: *A Fiducial Responsibility.*

In the interest of fulfilling this responsibility, the new and current Board of Directors will continue to build upon the work of last year's series of meetings regarding our fiscal responsibilities and management responsibilities. On behalf of the Board, we intend to focus on raising appropriate levels of funding to attend to the important task of maintaining and restoring our facilities. Over the years we have aggressively tackled maintenance needs – needs that over forty years of performing addressed only the most minimal maintenance, often with the cheapest labor and materials to save money and to preserve the lowest monthly assessment fees. This practice in today's environment is not sustainable. Our facilities are older and need more attention, especially attention to maintaining the property values, livability, and market values of our community. We are doing our best to fulfill our Association's mission statement and the Board's mission statement.

Although we who serve on the Board are all volunteers, we are also homeowners committed to improving the operation of our Association. We each have our own ideas and concerns, but we also want to hear your thoughts and ideas to improve our Association at our first Quarterly "Open Forum" meeting, Tuesday, January 22 at the Clubhouse. The meeting starts at 7 PM. In the meantime, I want to thank everyone who has contributed with their thoughts, support, concerns, and compliments for making the Association a great place to live.

Cheers for the new year.

UPCOMING EVENTS

January Quarterly Open Forum Business Meeting:

Tuesday, January 22, 2019 at 7 PM in the Clubhouse

Next Regular Board Business Meeting:

Tuesday, February 12, 2019 at 6.30 PM in the Clubhouse

Saturday Facilities and Grounds Walking Tours:

Meet at the Clubhouse Front Door at 11 AM on
 January 19, 2019
 January 24, 2019
 February 2, 2019
 February 9, 2019
 February 16, 2019
 February 23, 2019

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

Preserve – Restore – Maintain
January 8, 2019

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

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

Election of Officers: The following Board members were elected unanimously as Board officers for FY 2019: Christine Donahue, president; Darell Bidstrup, vice president; JoAnn Wilson, secretary; and Dan Goodlett, treasurer.

Approval of Minutes: The Board unanimously approved the minutes of November 13, 2018; November 20, 2018; December 5, 2018; and December 12, 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
7. Welcome Coordinator

Old Business:

1. **Budget Analyst Position: Discussion.** Treasurer Dan Goodlett reported that he had reviewed the position description developed earlier by ETA Director of Operations and Facilities, Frank Gaddini. Dan's conclusion was that everything on the list of position tasks can be performed internally either by himself or by ETA's bookkeeper. Going forward, the Board may wish to have someone come in perhaps annually to review our processes. The subject was therefore tabled.
2. **Maintenance Improvements Walking Tours: Update.** Frank Gaddini reported that about 23 homeowners have come on the walking tours thus far. He is trying to let people know how the various

projects arose and what they cost. Darell Bidstrup commented on how important it is for homeowners to participate and inform themselves as the Board continues to discuss ways to raise funds for needed major projects. The tours will continue weekly through March.

3. **Board Email Communication:** Board members who have not yet begun to use email.com for Board communication may consult either Frank or Dan if they need assistance setting up their accounts.
4. **Board Team-Building Session: Update.** President Christine Donahue will be working with Board members to ensure everyone is available to attend an off-site team-building activity. It will probably be held in the next several months.
5. **Goals for FY 2019.** Christine reported the possible goals submitted to her prior to the meeting and Board members added other ideas for consideration. Topics mentioned included the following: planning/preparing for a disaster; devising a business continuity plan (e.g., risk management, a disaster recovery plan, document management, etc.); increasing volunteer opportunities for homeowners; increasing participation of non-executive Board members in Board activities; developing an updated Reserve Study; creating a policy to require all homeowners to carry personal homeowner's insurance; and improving Board-homeowner communications (e.g., compiling a guide for homeowners on whom to ask about various ETA topics, etc.). Several Board members named resolving ETA's fiscal challenges as their overwhelming concern. Board members will submit any additional ideas to Christine and the suggestions will be compiled for discussion at the February business meeting.
6. **Budget Planning, Assessments, Reserve Study: What We Know.** Christine summarized the legal opinion obtained from ETA's attorney in December 2018. The executive officers had asked about requirements for a reserve account and if ETA was subject to the statutory requirements of ORS 94.595 rather than being "grandfathered in" under ORS 100.175, as long believed.

We were advised that ETA is a Class I PUD (Planned Unit Development) created before January 1, 2002. The reserve requirement is therefore applicable. Under ORS 94.595, ETA can either conduct a reserve study or it can otherwise use "other reliable information." Frank Gaddini will

begin preliminary work on a reserve study using the study ETA did in 2008 and the 6-year Major Restoration Plan developed in 2018. This study must also be expanded to include other features such as the pool, kitchen equipment, etc. and have a longer time frame. Frank said there are several other ETA homeowners with extensive related experience who can potentially help with this project. He will provide additional information at the February business meeting.

New Business:

1. **Waivers:** None submitted.

Announcements:

1. **EXTENDED SCHEDULE:** Maintenance Improvements Walking Tours will continue every Saturday through the month of March. Meet Frank Gaddini at the Clubhouse at 11:00 AM. Tour routes will vary. See weekly notices at the Clubhouse for details.
2. The next HOA Quarterly Open-Forum Meeting: Tuesday, January 22, 2019, at 7:00 PM in the Clubhouse
3. The next regularly scheduled Board of Directors Business Meeting: Tuesday, February 12, 2019, in the Clubhouse at 6:30 PM

Adjournment: The meeting was adjourned at 8:50 PM.

JoAnn Wilson, Secretary. Email: etasecretary@email.com

Looking Back Over December 2018 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of facility and grounds work performed in December, 2018.

During the month, we recorded and completed forty-seven (47) jobs. Through the year's end, we completed one-thousand and ten (1,010) discrete jobs. The maintenance theme for December, 2018 was: first, to perform only mandatory maintenance; 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. The only unexpected job was the hydro-jetting of the groundwater system at 198 Brae Burn Drive. A micro-burst rain overwhelmed the system and overflowed onto the homeowner's electric service panel. The source of the clog was tree root invasion into the drainage line and rusted gutters and downspouts. We replaced those gutters and downspouts.

We also focused on outdoor lighting, replacing several lamps with LEDs; replacing three old globe light fixtures with new fixtures; and replacing a faulty sidewalk light fixture along the South Creek walkway. Additionally, we began a series of Saturday Morning Facility and Grounds Walking Tours. During the month, approximately twenty-three homeowners participated in the walks, reviewing and inspecting work projects that were pursued over the past eight years. Some of the work projects reviewed were major repairs to sites that critically failed and required immediate attention, some of our past planned major restoration projects, and upcoming major restoration project for FY 2019. All homeowners are encouraged to join these facilities and grounds tours to see and learn for yourself the maintenance needs of all your common property.