

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

The second month of 2019 is upon us and your volunteer Board continues to work on identifying a sustainable way to adequately fund the maintenance and restoration needs of our aging buildings and infrastructure. At the February 12 Board Business Meeting the decision was made to add a second monthly Business Meeting focused solely on funding. The Board is prioritizing the most urgent needs.

If you have not yet participated in a Saturday Facilities and Grounds Walking Tour, I hope you will find time to do so. It is important for homeowners to have an understanding of the deterioration that has occurred to our buildings and infrastructure over the nearly 50 years since ETA was first developed in 1970. Deferred maintenance decisions in past years have taken a serious toll on our investments.

Review of our Master Insurance Policy (MIP) occurs on a regular schedule. The Board conducted the most recent review during the last half of 2017. This included extensive research, interviews with potential providers and presentations at an Open Forum to keep homeowners fully informed. One year ago, in February 2018 the Board voted unanimously to terminate our MIP with State Farm and begin new coverage with American Family Insurance. In contrast with our former carrier, American Family's coverage is equal to or better and has significantly lower deductibles and annual premiums. Because the MIP does not cover all interior materials, it is highly recommended that all homeowners have individual home insurance.

If you plan on performing any home improvement projects that affect the exterior of your townhouse, please be sure to share your plans with Director of Operations and Facilities Frank Gaddini. If you are, for example, upgrading your windows, adding a skylight, installing a heat pump, or other exterior work, please check with Frank about any ETA specifications and procedures before your project starts.

The FYI is the official newsletter of the ETA community. It includes minutes of all Board meetings, calendars of events, maintenance reports and other important information. Anyone may attend Board meetings and listen to discussions on agenda items for a better understanding of the issues. Quarterly Open Forums provide an opportunity for homeowners to ask questions and make comments. Please keep informed. Thank you!

UPCOMING EVENTS

Next Regular Board

Business Meeting:

Tuesday, March 12, 2019 at 6.30 pm in the Clubhouse.

Special Board Business

Meetings:

Tuesday, February 26, 2019

at 6.30 pm in the Clubhouse

Tuesday, March 26, 2019 at 7

6.30 pm in the Clubhouse

April Quarterly Open

Forum Business Meeting:

Tuesday, April 23, 2019 at 7

pm in the Clubhouse.

Saturday Grounds Walking Tours:

Meet at the Clubhouse

Front Door at 11 AM on

February 23, 2019

March 2, 2019

March 9, 2019

March 16, 2019

March 23, 2019

March 30, 2019

CONTENTS

Message from the Board

February Board Business Meeting Minutes

January Open Forum Quarterly Business Meeting Minutes

Facilities Report

Things to Know at ETA

Board of Directors' Email Addresses

Monthly Checking Activity

Sharon Kimble, Editor Email: etaboardmember6@email.com

EDGEWOOD TOWNEHOUSE ASSOCIATION

Board of Directors Monthly Business Meeting

Preserve – Restore – Maintain

Tuesday, February 12, 2019

Call to Order: The meeting was called to order at 6:30 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. Nine homeowners were in attendance-

Announcement: The Board members unanimously approved the appointment of Aggie Picard to fill the Board vacancy.

Approval of Minutes: The Board unanimously approved the minutes of January 8, 2019.

Standing Reports:

1. Facility Report: Submitted
2. Treasurer's Report: Submitted
3. Website Coordinator: Submitted
4. Swimming Pool: Closed
5. Clubhouse Coordinator: Debbie Pasquali reminded homeowners that reservation requests should be placed in the mail slot at the Clubhouse entry for timely processing.
6. Hospitality Coordinator: President Christine Donahue thanked Anne Walsh for agreeing to serve as Hospitality Coordinator.
7. Welcome Coordinator: Christine also thanked Larry Kenton (and "Boomer") who has agreed to serve as Welcome Coordinator.

Old Business:

1. **Maintenance Improvements Walking Tours – Update:** Frank Gaddini reported that the February 16th tour will begin at 2:00 PM to accommodate homeowners who have asked for a later start time. The tours will continue weekly through March; times may vary and will be posted.
2. **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. Once set up, the addresses will appear in the *FYI*.
3. **Board Team-Building Session – Update:** The off-site team-building activity will be held sometime in April. No Board business will be conducted during the session.
4. **Reserve Study Planning:** Frank Gaddini said that three members of the association will work with him to review and update the Reserve Study first conducted in 2008.

The goal is to be finished with the update by the end of May. Committee members will be announced once they have all been confirmed.

5. **ETA Directory – 2019 Update:** Frank Gaddini has developed a Beta version of the new format. It is basically the same as in the past except email addresses are included for the Board only. Frank will distribute it to Board members for review. Later in the year, all homeowners will be asked to confirm the accuracy of their information.
6. **Goals for FY 2019:** Due to the press of business, the topic was tabled until the March meeting. The primary goal already identified by the Board is resolving ETA's fiscal challenges.

New Business:

1. **Waivers:** No parking waivers were submitted. President Christine Donahue called to the Board's attention that a homeowner had added an exterior window without submitting the necessary request form. Frank Gaddini will work with the homeowners to ensure the installation meets existing requirements.
2. **CPA for Tax-Exempt Status and Filing Federal Taxes:** Treasurer Dan Goodlett has identified an agency that specializes in homeowner associations that could handle ETA's IRS reporting and federal tax return preparation. Dan and Frank Gaddini will be meeting with the agency, Jessica C. Bonin, CPA, within the week.
3. **Enhancing Communication:** Board members discussed several possible ways to facilitate Board-homeowner communication. Ideas included recognizing past Board presidents during closed-forum meeting discussions, having a past presidents' advisory council, and permitting homeowners to speak for a limited time at the beginning of closed-forum meetings. While there was support for each of these ideas, there were also concerns. Regarding the involvement of past presidents, some Board members thought this might be seen as a communication layer or filter between the Board and homeowners. Regarding permitting homeowners to speak at closed-forum meetings, several Board members objected, noting that there is a great deal of business to conduct and a limited amount of time to do so. Frank Gaddini asked what

homeowner concerns aren't currently being answered? Is there empirical evidence that homeowners lack opportunities to convey their concerns? Frank continued by urging the Board to discuss the many projects that need to be done and when he can proceed.

4. **Special Meetings on Funding Maintenance and Restoration Projects:** Christine Donahue asked the Board to add a second monthly meeting to discuss funding needed maintenance and restoration projects. The Board will begin holding special closed-forum meetings on the fourth Tuesday of the month for this purpose, starting on February 26. In April, the meeting will take place on April 16th to accommodate the Quarterly Meeting scheduled for April 23rd. Frank Gaddini will suggest projects the Board could accomplish with special assessments by December 31, 2019. Initial ideas to be considered by the Board included urgently needed exterior patio wall replacements and ETA-wide chimney maintenance/repair.
5. **Committees – Looking Forward:** The Board identified five *ad hoc* committees to benefit the ETA community. They are: (a) Budget Planning; (b) Reserve Study Update; (c) Groundwater; (d) Fire Prevention/Creek Cleaning; and (e) Emergency Preparedness. New Board member Aggie Picard offered to approach the Fire Department about a speaker for the Quarterly Meeting. Camilla Pratt agreed prior to the meeting to be advisory to the Groundwater Committee, a group which will require skills dealing with the city, neighbors, and neighboring associations. A call for volunteers to these *ad hoc* committees will appear in the *FYI* and during the April Quarterly Meeting.

Announcements:

1. Maintenance Improvements Walking Tours will continue every Saturday through March, 2019. Meet at the Clubhouse at 11:00 AM. **Note:** the tour on February 16th tour will begin later, at 2:00 PM. Future schedule changes, if any, will be posted.
2. Special Board Meetings (Closed Forum): February 26, 2018, March 26, 2019; and April 16, 2018, Clubhouse at 6:30 PM.
3. Next regularly scheduled Board of Directors Business Meeting: Tuesday, March 12, 2019, Clubhouse at 6:30 PM.
4. Next HOA Quarterly Open-Forum Meeting: Tuesday, April 23, 2019, Clubhouse at 7:00 PM.

Adjournment: The meeting was adjourned at 9:00 PM.

Executive Session: The Board met in Executive Session to discuss an individual homeowner monthly assessment matter.

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

EDGEWOOD TOWNEHOUSE ASSOCIATION

January Open Forum First Quarterly Business Meeting

Preserve – Restore – Maintain
Tuesday, January 22, 2019

The Quarterly Meeting was opened at 7:00 PM on Tuesday, January 22, 2019, in the Clubhouse. Twenty-one homeowners attended. ETA Board members attending were: Christine Donahue, Darell Bidstrup, Dan Goodlett, Merryn Gregory, Michael Maulding, and JoAnn Wilson. Mary Ann Arnone and Sharon Kimble were excused. Also present was Frank Gaddini, ETA Director of Operations and Facilities.

Christine Donahue welcomed the many homeowners attending. Treasurer Dan Goodlett gave a brief overview of ETA's financial status focusing on two handouts: the Balance Sheet as of December 31, 2018, and the Profit and Loss statement for January through December 2018. Dan emphasized that he will be monitoring each month's expenditures to make sure we are staying within the FY2019 budget. Dan asked attendees to write on the meeting sign-in sheet what information they wanted and he would send it to them.

The floor was then opened up for questions and comments. The format was informal, basically conversation and information-sharing among homeowners and Board members. Major topics were as follows:

Telephone Committee: Cheryl Bidstrup volunteered to help committee chair Barbara Kensler contact homeowners about quarterly and other specially-called meetings.

Communication with the Board: Homeowners should be able to speak at closed-forum Board business meetings, perhaps in a 15-minute period at the start of such meetings. The email.com addresses of Board members need to be distributed for use by homeowners. Board communication should be clearer; there was a lack of communication from the Board as the association's financial situation tightened. Should the *FYI* continue to be printed or only distributed electronically?

Risk Management and Insurance: The vegetation at the "Monument" is a fire threat. The creek corridor is overgrown with tree saplings, poison

oak, and other plants; given the drier summers and decreased rainfall, it is a serious hazard and must be addressed. Are we covered by the Fire Department in case of fire? President Christine Donahue suggested that we have someone from the Fire Department speak at the next Quarterly Meeting. Inspecting our interior electrical systems would be a good idea. Do all ETA homeowners have private homeowner's insurance?

Grounds and General Maintenance: Items raised included reconstituting the grounds committee, tree removal, promptly covering holes created by workers to prevent pedestrian injuries, deteriorating concrete on bridge approaches, having a maintenance request log, and driveway resurfacing.

Major Restoration: Frank Gaddini is conducting walking tours of the property every Saturday, leaving the Clubhouse at 11:00 AM. They will run at least through February, March if desired. Frank urged homeowners to come on the tours to see the work that has been done and why and what needs to be done. Several homeowners mentioned how important the tours are. To quote Frank, "Every homeowner is the building committee." Other topics related to major restoration were about a list of projects (Frank replied that it is best to build on the 6-year plan, adding the pool, Clubhouse, and other infrastructure items); homeowners' performing work on the exterior if they pay for it, and exterior painting.

ETA Financial Picture: Homeowners asked how we are going to address our financial needs. Is there enough money for unanticipated expenses? When are we going to have a special assessment? By a show of hands, most homeowners in attendance signaled support for a special assessment.

Before adjourning, Don Pasquali announced that former Board member Brian Entwhistle had passed away in Australia where he resided.

The meeting was adjourned at 8:30 PM.

JoAnn Wilson, Secretary etasecretary@email.com

Looking Back Over January 2019 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of facility and grounds work performed in January, 2019. January can only be described as "unusually mild temperature and very dry," according to the records kept by Weather Underground. (<https://www.wunderground.com/history/monthly/us/or/eugene/>)

During the month, we recorded and completed one hundred fifteen (115) jobs. A substantial part of our work was our annual roof and gutter cleaning and applying moss control to

two-thirds of our community's roofs. Our leaf removal and disposal contract ended, although there remain several trees that continue to defoliate. Our contract laborers will manage the leaf materials that remain throughout our site.

Although we were hoping for a respite from major maintenance activities, three unexpected events arose that required immediate attention. First, a homeowner of 11 Westbrook Way was notified by EWEB that water usage at the home was exceeding thirteen thousand gallons – an extraordinary amount of water. To find this leak we employed a specialized company that detects underground, unmanifested water leaks, and pinpoints leaks. Once identified we began the excavation with our contract laborers who dug by hand, through an entanglement of roots, to expose the pipe which was outside of the foundation on common ground. Once exposed, our plumbing contractor affected repairs to this domestic water supply line.

Our second unexpected major repair event occurred on the roof of 163 Westbrook Way. The homeowner reported water dripping from her ceiling. Upon review our roof contractor discovered a series of roof tiles near the roof peak whose staple fasteners had dislodged, most likely from a large branch which struck the roof during the December 16, 2016 ice storm. Rainwater damage required replacement of the entire south roof elevation's vapor barrier and roof tiles. Rainwater damage to the interior ceiling required patching and painting of the living room ceiling.

Our third unexpected major repair event was at 124 Brae Burn. Once again EWEB notified the homeowner of an extraordinary amount of water being consumed at the home. Unable to observe any manifesting of pooling water near the site, we quickly arranged for our underground leak detection contractor to pinpoint the leak in this domestic water supply line. Once the leak location was identified, our contract laborers excavated the area by hand and prepared it for our plumbing contractor to affect repairs.

Costs for these unexpected major repairs continue to be submitted by our contractors. However we can estimate that these three unanticipated repairs will range in the area of \$11,000.

Throughout the month we also performed a variety of routine grounds and facilities maintenance including pruning, deep raking, spreading new ground bark, and applying moss control on walkways, driveways, and our lawns. Additionally we replaced several lamps in our outdoor lighting

system and a new photo control switch for our northwest corner's lighting system.

We also continue the weekly Facilities and Grounds Walking Tours, with the schedule posted at the Clubhouse. All homeowners are encouraged to participate. January was a busy month, with a number of routine tasks as well as some major unexpected repairs.

THINGS TO KNOW IN FEBRUARY

1. Edgewood Townhouse Association Dispute Resolution Procedures

Insofar as possible, disputes between homeowners should be processed in a civil and respectful manner between the disputants, or more simply neighbor-to-neighbor.

Irresolvable disputes between homeowners should be processed to resolution through the employment of a professional arbitrator. The Board will arrange for the services of an impartial professional arbitrator. Each disputant shall share equally the costs of the arbiter. The arbitrator's decision is final.

Homeowners may choose to process a dispute through the Civil Court System.

2. Edgewood Townhouse Association Parking Policy

In January 2017 the Board of Directors revised our parking policy as follows:

- All homeowners should park vehicles in garages.
- Temporary parking by homeowners or their guests must be in designated parking spaces.
- Waivers for Special Circumstances. Homeowners may request waiver of the Parking Policy in the event of exceptional or extraneous circumstances.

Waiver Forms are available by contacting the Board, the Facilities and Operations Director, or the Clubhouse. The Board will review each case and render a final decision.

3. Edgewood Townhouse Association Front Door Entryways and Balconies Guidelines

Edgewood Townhouses are set in a private park-like community, which is reserved for the exclusive use and enjoyment of owners, their families, and guests.

- Front door entryways and/or balconies are common property, please decorate accordingly.
- Owners may not alter the front door entryway and/or balcony surfaces using tile, glued carpet, or paint.
- Owners may fly only the American flag.

If you have any question about the suitability of an item you are considering placing at your front door entryway and/or balcony, please contact the Director of Operations and Facilities.

4. Reserving and using the Clubhouse

The Clubhouse is available for reservation between the hours of 9 AM and 9 PM daily on a, first-come, first-served basis.

- a. Check the Clubhouse Appointment Calendar inside the Clubhouse front door for schedule availability. If the date and time range is available, write your name and the time range on the calendar.
- b. Read the Terms and Conditions for Reserving the Clubhouse on the "Request for Clubhouse Reservation Form". Forms are available at the Clubhouse Entry Door.
- c. Complete and sign both sides of the form.
- d. Staple or attach your \$50 refundable check to the form made payable to the Edgewood Townhouse Association.
- e. Place your completed form and \$50 refundable* check in the Clubhouse mail slot located inside of the front door of the Clubhouse.

The Clubhouse is part of our common property. Consider the Clubhouse as an extension of your home. Please use the Clubhouse respectfully. If you are a drop-in day user, be certain to keep the areas clean and tidy for the next users of the facility. Return the Pool Table items, Ping Pong Table items, Kitchen items, and furniture to their proper places.

EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS EMAIL ADDRESSES

Homeowners interested in emailing the Board with matters that regard the Association may contact any Board member at the following email addresses. To correspond with the Board of Directors, please use the following email addresses.

Christine Donahue	etapresident@email.com
Darell Bidstrup	etavicepresident@email.com
JoAnn Wilson	etasecretary@email.com
Dan Goodlett	etatreasurer@email.com
Mike Maulding	etaboardmember5@email.com
Sharon Kimble	etaboardmember6@email.com
Aggie Picard	etaboardmember7@email.com
Mary Ann Arnone	etaboardmember8@email.com
Merryn Gregory	etaboardmember9@email.com