

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

As we have our April showers (sometimes drenching downpours), we are also beginning to see and enjoy spring around us as our landscape begins to bloom. We are fortunate to have a unique nearly 12-acre site in South Eugene with 90 homes, a clubhouse, pool and private streets amidst trees, open space and flowering plantings. One important feature of Edgewood is that it will be 50 years old next year, and overall it really is holding up pretty well. However, there are some urgent repair/restoration issues to address, and lots of TLC (tender loving care) is needed from today's owners to "Preserve, Restore, Maintain" our property to protect the investments we all have in our homes.

We all need to recognize the importance of the repair and restoration issues of our property. YES!! OUR PROPERTY!! We all have ownership in everything here at Edgewood. It is our shared responsibility to be good stewards of our land, buildings and infrastructure.

The Board was unsuccessful last year with a proposal to make a significant one-time dues increase to address the critical needs identified in our six-year plan for repair and restoration. The defeat of that proposal told us that homeowners wanted to address these issues on a "one-assessment-at-a-time" approach rather than to do comprehensive planning. The preference for project-by-project planning was also verbalized by homeowners at the many Open Forum Meetings held in 2018 before the vote in November.

We responded by scheduling several extra business meetings at the beginning of 2019 to focus on financial issues resulting in the proposed \$1,000 special assessment for the 2019 Fiscal Year (FY). After extensive study and discussion your Board unanimously voted on March 26 to bring the first assessment proposal to the community. Your support for this investment in our community is essential for its success. In June we will begin deliberations on the next assessment proposal for FY 2020 which will be voted on later this year.

We as a community need to be realistic about the needs of our 50-year-old buildings and infrastructure. I have lived at Edgewood for six years and served on the Board for three. Many critical safety and emergency repairs have been made in recent years, but many important repair and restoration needs have been deferred for future Boards to make decisions. Guess what folks...that's us. We are the Board right now and we are trying hard to do the best we can to address community needs. By talking with long-time owners here and reading past issues of the FYI (on our website), I have learned that the last special assessment proposed here was in 2007, and it failed. 12 YEARS AGO!! A minor dues correction was proposed in late December 2008. It also failed. In January 2009 (10 years ago) a smaller dues correction was approved. As beautiful as our site is, it is also a complicated site to maintain and repair, and that responsibility belongs to every homeowner.

The FYI is an official publication of ETA. It includes minutes of all Board meetings, calendars of events, maintenance reports and other important information. ETA homeowners may attend Board meetings and listen to discussions on agenda items. Quarterly open forums are held each year to provide homeowners the opportunity to ask questions and make comments. Homeowners may also write emails or letters directly to the Board. The Board does not conduct business or set policy on social media or chain emails.

UPCOMING EVENTS

April Quarterly Open Forum Business Meeting:
Tuesday, April 23, 2019 at 7 PM in the Clubhouse

Special Assessment Meeting:

April 30, 2019 at 7 pm in the Clubhouse. Vote on the motion to: "Go forward with a \$1,000 assessment per townhouse for projects we have selected to take place in Fiscal Year 2019. To be paid up front or in monthly payments."

Next Regular Board Business Meeting:

Tuesday, May 14, 2019 at 6.30 PM in the Clubhouse

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Sharon Kimble, Editor

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

Preserve – Restore – Maintain
March 23, 2019

Call to Order: The meeting was called to order at 10:00 AM

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

Discussion Topics:

1. **Treasurer's Report:** ETA Treasurer Dan Goodlett read a *Summary Incident Report* which he submitted online to the Eugene Police Department on March 21, 2019. The report states that a homeowner discovered the door of the ETA office left open on March 11th. Upon further investigation the next day, Frank Gaddini discovered that the door had been forcibly pried open. Nothing of value was taken and the door was promptly repaired. The Clubhouse entry door was not damaged.
2. **Waivers:** 121 WW: Request to park a Honda in designated parking through April 30th after purchase of a new car. Unanimously approved. 143 WW: Request to park a white Honda through June 30th. The homeowner has a guest who will be residing in the townhouse through the end of the academic term. Unanimously approved. The Vehicle is a white Honda parked in the designate parking spaces near 139 Westbrook Way.
3. **Identifying High-Priority Projects for a FY2019 Special Assessment:** In response to an earlier request from the Board, Frank Gaddini presented a list of high-priority projects with a total estimated cost of \$90,000. This amount corresponds to a special assessment of \$1,000 per townhouse. After extensive discussion, the Board agreed upon chimney repairs at 149-159 WW (six chimneys at \$5,000 each) and patio wall restorations at 10 BB, 133 WW, and 140 WW (\$10,000 each). Frank also recommended sidewalk replacements at Driveway 8 to the Creek and 75-85 WW (\$15,000 each). There was additional discussion on which sidewalks to be included given the urgent need to repair the entry sidewalk at 198 BB. Frank agreed to seek an alternative plan for 198 BB and present it to the Board at its special meeting scheduled for March 26th. He will also begin putting together figures for what we're looking at for future-year special assessments using the six-year plan as a base.

After reaching preliminary agreement on projects to include in an assessment, the Board discussed at length the process for selecting contractors to perform the work. Board member Merryn Gregory voiced the need for a selection process that mandates getting a minimum of three bids per project. After a lengthy discussion, there

was informal consensus among most of the remaining Board members that strict adherence to best business practices as enumerated by Frank Gaddini was satisfactory. Specifically, as outlined by Frank, any contractor considered for an ETA project must meet the following standards/benchmarks: (1) have a minimum of 15 years as a registered contractor with no complaints on file with the Oregon Construction Contractors Board; (2) employ qualified workers with the appropriate skill sets; (3) employ workers with no serious criminal records who are paid a living wage; (4) are able to complete a project on the agreed-upon schedule; (5) possess the equipment, supplies, and materials needed to perform the project; (6) stand behind their work so that if there's a problem after completion they will follow up as needed, including assisting ETA to enforce a warranty on a products; (7) carry multiple-dwelling insurance; and (8) perform work that is durable and long lasting.

Adjournment: The meeting was adjourned at 1:00 PM.

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

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

Preserve – Restore – Maintain
March 26, 2019

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

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

Discussion Topics:

1. **Facilities Update:** Frank Gaddini reported on his meeting with a contractor for hazardous tree removal. The entire site was reviewed and hazardous sites with hanging and/or snagged branches were prioritized. The highest priority, or most dangerous, will be addressed first, and lesser priority trees and limbs will be addressed in a follow up phase. We are projecting up to \$14K on the highest priority tree and snagged limb removal. We will pace this project as our finances permit.
2. **Final Decision on High-Priority Projects for a FY2019 Special Assessment:** During the Walking Tour on March 23, 2019, a homeowner asked Frank Gaddini if the cost of a sidewalk replacement at Driveway 8 to the Creek could be reduced by eliminating the ramp portion of the project and instead removing the ramp and covering the area in bark, a task contract labor could perform at a very

reasonable cost. The Board concurred that this was an excellent idea and it would be better to use the monies for higher priority sidewalk replacements at 198 BB and 50 BB. If any savings on the sidewalk project are realized at 198 BB or elsewhere, they could be applied to smaller concrete projects throughout the property, including making concrete cuts for disabled access.

Christine Donahue then asked if the Board was ready to vote to approve. Board member Merryn Gregory again raised the issue of obtaining multiple bids before choosing a contractor to perform work. She expressed her opinion that it was part of best practices and important for community relations; she declined to approve a motion for a special assessment without formalizing this assurance. No Board member questioned the importance of bids, as appropriate, but they differed as to under what conditions they should be required and the role of the Board in evaluating them. After further discussion, Merryn moved that "the Board put forward a process to study in a Board committee best practices in bidding." The motion was seconded by Dan Goodlett and unanimously approved.

After clarifying the time frame for posting the notice and when the vote could take place, Board member Darell Bidstrup moved to, "Go forward with a \$1,000 assessment per townhouse for projects we have selected to take place in Fiscal Year 2019. To be paid up front or in monthly payments." The motion was seconded by Sharon Kimble and unanimously approved.

Frank Gaddini will lead a Walking Tour on Saturday, March 30, 2019, specific to the Board-approved projects. Board members Aggie Piccard, Mary Ann Arnone, and Merry Gregory agreed to pull together information on the Special Assessment to hand out at a special open-forum meeting (April 2, 2019) and the April Quarterly Meeting (April 23, 2019). The vote on the motion will take place on April 30, 2019. If approved, notice of the special assessment will be dispatched on May 1, 2019, by USPS, and collection of the \$1,000 Special Assessment will begin on June 1, 2019.

Adjournment: The meeting was adjourned at 7:45 PM.

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

**EDGEWOOD TOWNEHOUSE ASSOCIATION
BOARD OF DIRECTORS SPECIAL OPEN-FORUM
MEETING**

Preserve – Restore – Maintain
April 2, 2019

Call to Order: The meeting was called to order at 7:00 PM

Board members present were: Christine Donahue, Mary Ann Arnone, Don Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, Aggie Piccard, and JoAnn Wilson. Darell

Bidstrup was excused. Also present was Frank Gaddini, ETA Director of Operations and Facilities. Eight homeowners were in attendance.

Photo Presentation: Frank Gaddini showed slides of the repair projects to be performed if the motion for a Special Assessment is approved and answered audience questions as the slides were shown. NOTE: The Photo Presentation will be repeated on Saturday, April 6, 2019, at 11:00 AM, and on Wednesday, April 17, at 6:30 pm.

Homeowner Questions and Comments

- A homeowner (11 WW) commented on the walking tour of the Board-approved Special Assessment projects being conducted by Frank Gaddini, saying: "It's the best thing I've done at Edgewood since I've been living here." NOTE: The Walking Tour will be repeated on Saturday, April 13, 2019, and Saturday, April 27, 2019. Meet at the Clubhouse at 11:00 AM.
- Another homeowner (155 WW) expressed happiness that the Board was headed in the "right direction" and said, "I would have liked to see a more ambitious program...I'd like to see another vote at the end of the year for 2020."
- One homeowner (71 WW) had several questions and comments: 1) It would be a good idea to include in the homeowner information how any savings on the projects will be spent. *Response: If any savings are realized, it would be the responsibility of the Board to decide how they are allocated.* 2) Some of the Special Assessment projects appear in the FY19 Operations budget. Can they be paid for this way? *Response: Due to unexpected expenses incurred thus far this year (snowstorm damage, roof leaks, etc.), there is no longer room in the budget for these projects.* 3) When townhouses are being sold, can problems identified in inspections be the responsibility of the seller and/or buyer rather than ETA? *Response: We are required by our governing documents to repair and maintain common property. When Frank Gaddini reviews inspection reports, he routinely identifies items that will be addressed in the course of ETA's normal maintenance schedule. Sometimes an item cannot be deferred and the necessary work is performed.* 4) Copies of the slides shown at the start of the meeting should be distributed to all homeowners. *Response: Board member Merryn Gregory volunteered to make copies of the photos for general distribution. Frank will furnish an electronic copy to her. He will also get photos of 133WW that he lacked for this meeting.*
- A homeowner (30 BB) read an excerpt from the FYI dated December 16, 2007. The text demonstrated that ETA has met very similar challenges in the past. They are not unique and are solvable.

Adjournment: The meeting was adjourned at 8:30 PM.

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

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

Preserve – Restore – Maintain
April 9, 2019

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

Board members present were: Christine Donahue, Mary Ann Arnone, Darell Bidstrup, Don Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, Aggie Picard, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. No homeowners were in attendance.

Approval of Minutes: The Board unanimously approved the minutes of January 22, 2019; March 9, 2019; and March 12, 2019.

Financial Report: Submitted

Facility Report: Submitted

Coordinator Reports:

- Website coordinator: None submitted
- Swimming Pool: Closed
- Clubhouse Coordinator: None submitted
- Hospitality Coordinator: None submitted
- Welcome Coordinator: None submitted

Committee Reports:

- Budget: Meetings will begin in June
- Fire Prevention/Creek and Grounds Clearing; and Emergency Preparedness: Board liaison Aggie Picard reported that she and committee chairs Ingrid Wendt and Ilana Sophia attended a Red Cross preparedness activity at South Eugene High School to begin gathering information. The committee chairs are looking at ways to recruit committee members.

Old Business:

1. **Reserve Study Update:** Chair Frank Gaddini reported that he will be getting together with homeowners John Bartell and Tom King to walk the property to estimate the serviceable life of each building.
2. **Board Team-Building Session:** Board members agreed to the date of Saturday, May 4th, at 11:00 AM. The location has not been identified. The gathering is to enhance working relationships and no business will be conducted.
3. **Process Review: Vote on the Motion for a Special Assessment:** Frank Gaddini told the Board that a letter had gone out detailing the key dates. It included a proxy ballot with instructions about its use. If the motion for a special assessment passes, Frank asked the Board how it wanted to handle the payments. The motion reads, "To be paid up front or in monthly payments." Frank noted that if homeowners decided to pay on a monthly basis, it would cost more in bookkeeper time spent processing the

payments. After some discussion, the Board decided no processing charges would be added since it was not mentioned in the motion. The \$25 penalty for any late payment would apply just as it does for late monthly homeowner dues. The monthly payment on the special assessment would be \$143, payable on the first day of each month beginning June 1, 2019. Homeowners could choose to write a single check to include monthly dues plus the special assessment (total of \$488) or to write two separate checks. Frank will be putting up election notification signs at the mailboxes next week and will have the slides of the special assessment-related projects at the Quarterly meeting on April 23, 2019.

4. **Security Update:** Treasurer Dan Goodlett reported that while the Office safe does lock, he recently discovered that its locking mechanism is bent. It is unknown when this occurred. The lock may have been in this condition for some time or it could have been damaged when the Office was recently broken into. The Board discussed solutions. The safe is very old and while it makes sense to replace it, there is no room in the tight budget. Board member Merryn Gregory suggested that video monitoring of the Office door could be an interim approach. Frank will research the cost of a replacement safe for possible inclusion in the FY2020 budget.

New Business:

1. **Waivers:** The homeowner at 163WW requested a waiver to park a Toyota Prius in designated parking from April 13, 2019, to May 4, 2019. The homeowner at 110WW requested a waiver to park a Subaru Forester in designated parking from early May to early June (specific dates unknown at this time). The Board unanimously approved both requests.
2. **Pest Control:** Frank Gaddini reported that ETA is experiencing a problem with rats in two buildings. He has purchased 10 bait stations at a cost of \$18 each. This is sufficient to treat about two buildings. Frank is purchasing the bait stations and putting them out rather than calling the exterminator, as in previous years, in order to save money. This can turn into a costly ongoing problem if it is not managed appropriately. Homeowners are urged to observe all recommendations by the City of Eugene on how to **get rid of the rats' food**. Common food sources listed on the City's website at <https://www.eugene-or.gov/3838/Rats> that are of particular relevance to Edgewood homeowners are: **1) Bird food/feeders; 2) Pet food; and 3) Pet waste**. Another way to help address this problem is by clearing ETA's grounds and creek bed in order to reduce their attractiveness for nesting. No single measure will solve the problem.
3. **Storm Damage Update:** Frank Gaddini said that the cost of getting rid of all the fallen vegetation will range between \$4,000 and \$6,000, not including the cost of hazardous tree and limb removal. Given the \$30,000 spent in January and February for unanticipated facility repairs and the February 24, 2019 snow storm, expenses will

probably rise to the \$40,000 range during the year, the Board will need to discuss in the coming months what to do. Inevitably, some currently budgeted repairs and restorations will need to be cut.

4. **Lawn Management Service Contract:** Frank Gaddini expects to receive about three proposals by the end of the month.
5. **Preparing for Pool Season:** Frank Gaddini informed the Board that Lowes has 18 new pool chaises left from last year on sale for \$106 each. This is about half the regular price. They are being sold at a quantity of no fewer than eight. ETA's pool chaises need to be replaced. The old ones were painted and now paint is appearing in the pool. The Board unanimously approved the purchase of 10 chairs pending Treasurer Dan Goodlett's verifying that the money is available in our bank account. We do not have a charge arrangement with Lowes and will need to use the debit card.
6. **Board Committee on Best Practices in Bidding Discussion:** President Christine Donahue asked if there were three Board members who would like to be on this committee. Merryn Gregory, Aggie Picard, and Mary Ann Arnone volunteered to serve. Dan Goodlett offered to serve in an advisory capacity and Michael Maulding will sit in when he is available. Frank Gaddini will chair the committee but will not have a vote.

Announcements:

1. "Tours" to View Board-Approved Projects for a Special Assessment: **Walking Tours** begin at the Clubhouse at 11:00 AM on Saturday, April 13, 2019, and Saturday, April 27, 2019. **Photo Presentation** in the Clubhouse on Wednesday, April 17, 2019, at 6:30 PM.
2. The next HOA Quarterly Open-Forum Meeting: Tuesday, April 23, 2019, at 7:00 PM in the Clubhouse.
3. Vote on the Motion for a Special Assessment: Tuesday, April 30, 2019, in the Clubhouse at 7:00 PM. Casting of ballots begins at 6:30 PM.
4. The next regularly scheduled Board of Directors Business Meeting: Tuesday, May 14, 2019, in the Clubhouse at 6:30 PM.

Adjournment: The meeting was adjourned at 8:45 PM.

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

Looking Back Over March 2019 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of facility and grounds work performed in March 2019.

The month was devoted to cleaning up after nearly 21 inches of heavy wet snow blanketed on our site after two days of

continuous precipitation. The storm rolled in on Sunday, February 24th through Monday the 25th. This was the most snow that fell in the Eugene area in fifty years. The snow paralyzed vehicle movement through our community for nearly a week.

We were unprepared and overwhelmed by this snow storm, but two positive outcomes occurred. First, many homeowners took leadership and shoveled snow away from garage doors, driveways, and even parts of Westbrook Way. Many homeowners organized shoveling parties, met neighbors for the first time, and checked up on seniors and infirmed. This is why Edgewood Townhouses is such a great place to live!

The second outcome was preparing for the next immobilizing snow. We have tentative arrangements with snow plowing services. Our plan is to arrange snow plowing service the next snow event that drops over six inches of snow on the ground. We will have a lane of snow removal along Westbrook Way and a lane of snow plowed in each driveway.

Temperatures during the month were relatively normal for the season. Daylight and darkness finally reached equilibrium on Wednesday, March 20 and the advance towards the longest day, the summer solstice on Friday, June 21.

During the month, we recorded and completed eighty-two (82) jobs. The majority of our work involved snow management and tree debris collection and removal off our site. Towards the end of the month we completed Phase 3 of our annual Roof/Gutter Maintenance, cleaning thirty-five roofs and gutters and applying moss control to these roofs located in our southeast quarter. Our roofs are in great condition!

Rats have been sighted in our community again. In fact, we currently have three buildings where we are actively using bait to abate these furry disease infested pests. Rats are considered to be carriers or transmitters of more human diseases than any other life form, except maybe the mosquito. More than 15,000 rat bites are reported each year in the United States alone.

Recently, there have been very localized infestations of mice, rats, and other rodents. These creatures are smart and opportunistic, making their homes near the free, easy, and abundant food sources. Tolerating rats is not something most of us want to do. For many reasons people and rats are unlikely to coexist peacefully. But coexist we will, as perhaps more than any other wild animal, rats have adapted to living among humans.



| Deceased rat collected in a home near Driveway 4 |

What is the best way to get rid of rats? The best way to control rats is to discourage them from taking up residence in

the first place. The single most important rule to get rid of rats is to deprive them of two basic needs - food and shelter. Rats will eat anything humans or any animals or birds will, and more. Best advice, don't feed the rats or any other wildlife.