

# 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](mailto:etapresident@email.com)

We are enjoying a beautiful Oregon summer so far this year. Many residents and guests, including the four generations of my family, are appreciating our beautiful pool and the lovely surroundings. Frank has hired two of our residents to conduct the twice daily pool water tests as required by state statute. Many thanks to Kaitlyn and Isabel for performing these responsibilities in a reliable and scientifically correct way. They make it possible for us all to take advantage of a clean and healthy pool.

July is the month that we enter the second half of our fiscal year, and the Board is starting budget planning for the new fiscal year that begins on January 1. The Budget Committee has been meeting regularly and preparing information for Board review. The Board will schedule a special business meeting to discuss finances later in July or early August. Announcements of date and time will be posted at the Clubhouse. All Board meetings are open for all ETA residents to listen to Board deliberations on issues.

As mentioned in the last FYI, 2019 is the 50th anniversary of notable local nonprofit organizations, including the Oregon Country Fair and Eugene's Saturday Market. There are many other important 50th anniversaries for 2019, namely the first moon landing of Apollo 11, and everyone's favorite educational children's program on PBS, Sesame Street. We can all learn a lot from Sesame Street, not just children. The year 1969 was a pivotal year for many significant events.

It is also 50 years since the groundbreaking here at Edgewood. Design work began in 1969, and construction began in early 1970. Homeowners moved in later that year. As our 50th anniversary approaches, we as a community will want to plan how Edgewood will commemorate our 50th anniversary in 2020. I suggest that we form a committee of interested residents to help with events, and we will be calling for volunteers soon.

Many thanks to all the volunteers, in addition to the Board, who are doing so much for our community. We can all contribute in our own way, and please know your efforts are appreciated.

## UPCOMING EVENTS

### **Special Board Business Meeting on Developing Fiscal Year 2020 Annual Budget:**

Tuesday, July 30, and/or August 6, 2019 at 6.30 PM in the Clubhouse

### **Next Regular Board of Directors Business Meeting:**

Tuesday, August 13, 2019 at 6.30 PM in the Clubhouse

### **July Quarterly Open Forum Business Meeting:**

Tuesday, July 23, 2019 at 7 PM in the Clubhouse

## CONTENTS

### **Message from the Board**

### **July Board Business Meeting Minutes**

### **Third Quarterly Open Forum Business Meeting Minutes**

### **Facilities Report**

### **Board Email Addresses**

### **Request for Volunteer**

### **Monthly Checking Activity**

Sharon Kimble, Editor Email:  
[etaboardmember6@email.com](mailto:etaboardmember6@email.com)

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

*Preserve – Restore – Maintain*  
July 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, Dan 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 attended.

**Approval of Minutes:** The minutes of June 11, 2019, were unanimously approved.

**Financial Report:**

Treasurer Dan Goodlett stated that effective with this meeting, he will report everything to do with financials in this report category. There have been two meetings of the Budget Committee including Frank Gaddini, Connie Hirsch, and Dan Goodlett. They are developing a draft FY2020 budget for Board consideration. Dan distributed copies of the P&L Statement for January-June 2019.

The Budget Committee is also suggesting a “paradigm shift” in how the budget categories are presented, explained, and understood. Specifically, the category presently called “Major Restoration” would be renamed “*Planned Restoration Projects.*” Planned Restoration Projects would be identified and prioritized through the same deliberative process that was followed in passing the FY2019 Special Assessment. Planned Restoration Projects would be funded through special assessments.

Routine general maintenance projects, like roof and gutter maintenance, lawn maintenance, Pool and Clubhouse maintenance, and leaf removal, would appear under the “*Operations*” banner. Unexpected and unplanned events like storm damage, emergency repairs, and property transfers would also be included under the Operations banner and be fully funded through Operations. These changes would result in a more accountable and realistic budget and permit us to increase Reserves. The Board will discuss this paradigm shift in special budget meetings to be held in July and August

**Coordinator Reports:**

- Website coordinator: None submitted
- Swimming Pool: None submitted
- Clubhouse Coordinator: None submitted
- Hospitality Coordinator: None submitted. **We need a Hospitality Coordinator.** See the announcement of duties at the end of this edition.
- Welcome Coordinator: Welcome Bags containing small house-warming gifts and information specific to ETA were distributed to new homeowners. The cost of each welcome bag is about \$6.00.

**ETA Safety Committee Report:**

Board liaison Aggie Picard reported that two meetings have been held, one with safety co-captains and one with all homeowners. The co-chairs, Ilana Sophia and Ingrid Wendt, as well as Board liaison Aggie, have also met to begin developing a safety packet for residents. Aggie said the Committee’s activities have generated a lot of enthusiasm.

**Facility Report:** Submitted

**Old Business:**

1. **Board Committee on Best Practices in Bidding: Update**—Committee member Mary Ann Arnone distributed a handout summarizing the Committee’s online research on bidding practices in other HOAs. Six steps were listed: Threshold, Timeline, Contractor Qualification List, Number of Bids, Scope of Work, and Evaluation. The most critical are Threshold (dollar amount when bids shall be required), Timeline (for renewal of bids); and Evaluation (factors to be considered). The Committee continues to talk about what it will present to the Board for its consideration. With the assent of Board President Christine Donahue, Committee member Merryn Gregory will send out inquiries to local HOAs about their bidding practices.
2. **2019 Special Assessment: Project Updates**—Frank Gaddini reported that the patio wall project at 10 BB will be completed by the end of the week. Frank is working with two companies on concrete projects and some materials for the entry stairs at 198 BB have been purchased. The first step of the chimney project has been completed with the chimneys pressure washed so they will be

ready for the bricklayers. Frank expects the chimney project to be completed in September/October and the concrete projects in October/November. All projects will be completed before the close of the year.

3. **Homeowner Information Collection:** Frank Gaddini reviewed the ETA Privacy Policy. The Board needs to oversee the collection and distribution of all homeowner information consistent with Association Privacy Policy. The ETA Safety Committee, which has a need for specific homeowner information, is subject to the Privacy Policy. The Board Secretary is responsible for the ETA Resident Directory, not yet updated for 2019 pending resolution of several outstanding matters. Going forward, each homeowner will be asked to "opt in" to each piece of individual information that is distributed. The Board will work to resolve the needs for homeowner data (*i.e.*, Directory, Safety Committee) while respecting homeowner privacy

#### **New Business:**

1. **Parking Waivers:** Christine proposed that the Executive Officers be authorized to approve routine (up to 30 days) parking waiver requests. This would reduce the turnaround time for homeowners and streamline the process. Non-routine waiver requests would continue to be considered by the Board at its next regular business meeting. The change in the process was unanimously approved by Board.
2. **Dog Stations:** The Board reviewed the topic of adding dog stations and decided it is not a feasible idea. The current ETA dog station, located near the Clubhouse, is maintained by volunteer homeowners.

#### **Announcements:**

1. The Westbrook Way and Brookside Drive emergency evacuation gate is open effective immediately.
2. The next HOA Quarterly Open-Forum Meeting: Tuesday, July 23, 2019, at 7:00 PM in the Clubhouse
3. Closed-forum Board of Directors business meeting to discuss the FY2020 budget is scheduled on Tuesday, July 30, 2019 and possibly on Tuesday, August 6, 2019 in the Clubhouse at 6:30 PM, time and date to be posted.

4. The next regularly scheduled Board of Directors Business Meeting, Tuesday, August 13, 2019, in the Clubhouse at 6:30 PM

**Adjournment:** The meeting was adjourned at 9:20 PM.

#### **Executive Session**

JoAnn Wilson, Secretary. Email:  
[etasecretary@email.com](mailto:etasecretary@email.com)

---

## **EDGEWOOD TOWNEHOUSE ASSOCIATION THIRD QUARTERLY BUSINESS MEETING OPEN FORUM**

*Preserve – Restore – Maintain*

July 23, 2019

**Call to Order:** Dan Goodlett called the meeting to order at 7:02 PM.

**Board members present were:** Merryn Gregory, Mary Ann Arnone, Aggie Picard, Dan Goodlett, and Michael Maulding. Also present, Frank Gaddini, ETA Director of Operations. An additional 17 homeowners attended. **Excused:** Sharon Kimble, Darell Bidstrup, Christine Donahue, and JoAnn Wilson

The floor was open to questions and comments. The format was informal, basically conversation and information sharing among homeowners and Board members. Major topics were as follows:

#### **Progress Reports on Assessment Repairs by Frank Gaddini**

- Carpentry on patio walls completed at 10 Brae Burn, 140 Brae Burn.
- Concrete, 198 Brae Burn – will start that project in the first week of August.
- Work on sidewalks will begin October.
- Chimneys have been pressure washed. He is getting estimates and schedules from three different contractors. They will be in at the end of this month.
- We are 60 days into the work. By the end of the year, we will have all jobs completed.

**Wheel chair ramps.** Marilyn asked about ramps for wheelchair accessibility. If we have money in the budget, she has some suggestions on how to improve them. Merryn asked that she email her suggestions.

**Tree removal.** Camilla asked about two standing dead conifer trees near 170 Brookside. Frank said they would be down by the end of this month.

**Budget.** Dan handed out the budget sheet. It is self-explanatory. Unexpected expenses: Gas line near pool, winter storm debris.

**Pest Control.** Frank reported that \$6,000 has been spent on pest control so far this year. We have five buildings being actively baited. Rats are going after food source. Make sure your garbage containers are not cracked at the bottom. Store pet food in some kind of closed container. Rats are attracted to bird food, especially suet. City of Eugene actually discourages feeding wildlife. We will keep bait station going for 90 days. We usually see it is effective in 45 days. If bait is consumed, it will be kept going. Rats are attracted to proteins and fats.

**Weed Killing Efforts.** We are using Garvon IV weed killer. Crossbow is used to kill poison oak and blackberries.

**Homeowner Security.** Someone crawled under a resident's partially open garage door.

**Book Group:** People are interested in starting up again. There will be a meeting at Tony's home at 27 Westbrook Way at 3:00 pm on Wednesday, July 24.

**Pool Use.** Camilla was curious about pool use. 23 people had used the pool today as of 4:30.

#### **Grounds Maintenance.**

- Several residents spoke about the grounds and the lack of landscaping, with overgrown plants, especially along the creek.
- Mike says that landscaping needs to be addressed. If folks want it, it needs to be addressed in the budget.
- Merryn asks Frank if some of our college students can be dedicated to landscaping.
- Jackie asked if it possible to mow twice a month and have landscapers work on pulling weeds. Frank reported that we have deliberately scaled back due to the storm damage. We have spent thousands on storm damage. On the east side of the creek we have planted clover. The west side can't be taken care of until water in creek gets low enough, usually in August.

Meeting adjourned at 7:47 PM.

Aggie Picard, acting note taker.

Email: [etaboardmember7@email.com](mailto:etaboardmember7@email.com)

---

### **Looking Back Over June 2019 Facilities and Operations Report**

*Frank L. Gaddini, [etadirector@email.com](mailto:etadirector@email.com)*

This report is a review of our maintenance activities during the month of June 2019.

As we ended the first half of this year, we completed and recorded over five-hundred jobs through the end June 2019. One-hundred and fifteen (115) of these jobs were performed during June. The month also saw the opening of our pool for the summer season. Much preparation for opening day occurred, as well as the restoration of the pool security door and entrance wall. The wood entrance wall was completely restored with new materials and a new security door was installed at the pool entrance and new exterior entrance doors to the bathrooms were also installed. All of our signage at this location was also replaced.

We also continued efforts at updating our irrigation systems. We resolved an on-going problem with an irrigation valve at the corner of Brae Burn and Brookside, and we replaced 40 sprinklers in this zone. An unexpected domestic water supply line began leaking at 40 Brae Burn, and we excavated the site and replace a section of water line to this townhome.



*New Irrigation Valve at 198 BB*



*Irrigation and Electric Repair  
Driveway 4*

At the beginning of the month, we abated five standing dead trees along driveway #3 (2 through 54 Westbrook Way) and removed hazardous limbs in the very mature maple tree in front of 36 Westbrook Way and a tall maple tree in front of 2 Westbrook Way. Two of our sweet gum trees next to 137 and 160 Westbrook Way had reduction pruning measures performed and 30 feet of height were cut from the top of these two trees.



Sweet Gum Tree at 160 WW



Mature Maple Tree In Front of  
36 WW

Toward the end of the month, we began the first step in our Special Assessment's chimney repair project. All six chimneys in building 149 through 159 Westbrook Way were pressure washed and all loose mortar joints were cleaned out. Planning also ensued on our Special Assessment's carpentry repair projects. We purchased and staged wood materials for these projects which we plan to deploy in July.

Although it is summer, this is a good time for you to think about servicing your heat and ventilation ductwork systems. If you use natural gas in your townhouse, now is a perfect time to check all of the valves and electronic ignition features of your furnace or fireplace. Call a qualified service company or Northwest Natural for an inspection—you'll feel warmer and you'll be safe. If you have an electric heat pump, check your filters and change them before the cold returns. Another matter to consider is the exhaust system of your dryer. The vent ducting often accumulates lint. This a good time to have your dryer vent ducting and your chimney's flue inspected and cleaned. There are local companies that specialize in dryer vent duct cleaning and chimney cleaning.

This is also a good time to assess your waste collection practices, your pet's food storage container practices, and bird feeder practices. Why? Simply because we have had additional sightings of rats on our property. A waste container that has cracks or is broken may leak fluids in your garage, attracting pests. Some folks store pet food in the original paper packages in garages or in a kitchen cabinet. Rats and mice smell these foods and can eat through paper and cardboard, so think about storing pet food in metal or plastic containers with lids. And last, clean up bird seed droppings from bird feeders. Rats and mice are attracted to these seeds because they are coated with tallow and suet—a fat-based protein that is tasty to pests. In fact, consider if you should be feeding wild birds at all during this time of the year. Wildlife has ample natural and native food sources during the summer.

#### 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.

Christine Donahue [etapresident@email.com](mailto:etapresident@email.com)  
Darell Bidstrup [etavicepresident@email.com](mailto:etavicepresident@email.com)  
Dan Goodlett [etatreasurer@email.com](mailto:etatreasurer@email.com)  
JoAnn Wilson [etasecretary@email.com](mailto:etasecretary@email.com)  
Mike Maulding [etaboardmember5@email.com](mailto:etaboardmember5@email.com)  
Sharon Kimble [etaboardmember6@email.com](mailto:etaboardmember6@email.com)  
Aggie Picard [etaboardmember7@email.com](mailto:etaboardmember7@email.com)  
Mary Ann Arnone [etaboardmember8@email.com](mailto:etaboardmember8@email.com)  
Merryn Gregory [etaboardmember9@email.com](mailto:etaboardmember9@email.com)  
Frank L. Gaddini [etadirector@email.com](mailto:etadirector@email.com)

**The Mission of the Hospitality Coordinator** is to promote community good will, cheer, and refreshment.

- The Hospitality Coordinator plans, purchases, and prepares refreshments with an appropriate theme for each of the four quarterly Association meetings each year (the fourth Tuesday of January, April, July, and October each year).
- The Hospitality Coordinator organizes a Holiday Pot-Luck Party during the December winter holiday season.
- The Hospitality Coordinator organizes a Summer Hot Dog Party during the July summer holiday season.
- The Hospitality Coordinator prepares a short and simple Quarterly report to the Board on hospitality events.
- Occasionally prepares articles and reports for the FYI.
- Upholds confidentiality and the Association's Privacy Policy