

FYI

A Private Residential

Newsletter for the Edgewood Townehouse

MESSAGE FROM THE BOARD

Preserve. Restore. Maintain.

Christine Donahue,

President, Edgewood Townehouse Association etapresident@email.com

The Board and Budget Committee have been hard at work on the 2020 budget. We have been meeting twice a week during August to consider all aspects of the budget. All meeting notices are posted at the Clubhouse. We have also been meeting with the Safety Committee as they continue their excellent work.

We want to remind everyone of the importance of calling 911 when anyone is using the pool after the 9 PM closing time. There have been reports of trespassers in the pool causing safety concerns. This includes residents and guests who choose to violate the pool rules.

Your Board continues to receive complaints about parking, especially overnight parkers. We all share the responsibility to inform our guests about the Edgewood parking rules. Long-term parking is a real annoyance and inconvenience for some homeowners, especially after waivers expire. It is also inconvenient for home health care providers, service and utility workers, and other professionals who all use guest parking areas as they work here. And of course, our guests. We will soon distribute car hangers to put on rear view mirrors when you or your overnight visitors use guest parking. As you know, some of the guest parking areas are very limited. If someone associated with your household is a chronic violator of the parking rules, please consider the impact and burden on your neighbors. It is up to all of us to respect and abide by the parking rules. Yes, it is an honor system, and we all need to be considerate and respectful of our neighbors. Please do your part to be a good neighbor. If you are new to Edgewood and just moving in please make room in your garage as soon as possible.

As we move into our Oregon late summer, we become more aware of potential fire danger. The gate at Westbrook Way and Brookside is open, and our "Emergency Evacuation" signs are up. The gate is open as a safety measure during the summer fire season mid-August through mid-October. No parking is allowed on Westbrook Way between 161 and 185, and traffic is one-way only to exit to Brookside.

We are a month closer to the 50th anniversary of Edgewood Townehouse Association in 2020. Another significant 50th anniversary this month is Woodstock which is an important part of the history of the tumultuous and eventful 1960s. Stay tuned as we talk more about how to commemorate the 50-year anniversary of ETA in 2020. Although it won't be anything like Woodstock or the moon landing, it will be special for ETA.

UPCOMING EVENTS

Note: All meetings begin at 6:30 PM in the Clubhouse unless otherwise stated

Board of Directors Special Meeting on Census Questionnaire:
Thursday, August 15, 2019

Board of Directors Special Meetings on FY2020 Budget:
Tuesday, Aug. 20, 2019
Thursday, Aug. 22, 2019
Thursday, Aug. 27, 2019
Thursday, Aug. 29, 2019

Next Regular Board of Directors Business Meeting:
Tuesday, September 10, 2019

October Annual Open Forum Business Meeting:
Tuesday, October 22, 2019
at 7 PM in the Clubhouse.

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EDGEWOOD TOWNHOUSE SPECIAL CLOSED-FORUM MEETING

Preserve • Restore • Maintain

July 30, 2019

Attendees: Eight ETA Board members and Frank Gaddini, ETA Director of Facilities of Operations. No homeowners were in attendance.

The meeting was opened at 6:30 PM to discuss the FY2020 budget. Board Treasurer Dan Goodlett distributed copies of the proposed 2020 budget which assumes a 4% increase to monthly homeowner dues (HODs). As drafted, the portion of the proposed FY2020 budget to be funded by monthly homeowner dues (HODs) is for Operations *only*. It does not include the category “Major Restoration” which was used in previous annual budgets. Instead, there is a “Planned Restoration” (i.e., capital projects) category which would be funded by special assessment rather than out of HODs. This would be a “paradigm shift” in how the ETA budget is conceptualized, and several Board members expressed their concerns about how this would be accepted by homeowners. If this change were adopted by the Board, how would the difference between operating expenses and income from HODs be spent? Would it go into Reserves? Unanticipated expenses? Planned restorations? A combination of these? If into Reserves, should a “floor” be set on how much?

The Board then reviewed the current and proposed Operating Expenses column by column. Board members agreed on the need to increase expenditures for Grounds, a concern expressed by many homeowners at the July Quarterly Meeting. The Board discussed the option of greatly increasing expenditures on Grounds in FY2020 to “catch up” after several years of diminished expenditures on this category.

Frank Gaddini will use the Board’s input to revise the proposed FY2020 budget for the next special meeting on the topic which is scheduled for Thursday, August 8, 2019, in the Clubhouse at 10:00 AM. The Board also agreed to meet earlier in the week, on Tuesday, August 6, 2019, in the Clubhouse at 6:30 PM, to discuss information policy, the ETA Directory, and parking. The co-chairs of the ETA Safety Committee will sit in for the discussion of information policy. The meeting adjourned at 8:30 PM.

JoAnn Wilson, Secretary
etasecretary@email.com

EDGEWOOD TOWNHOUSE SPECIAL CLOSED-FORUM MEETING

Preserve • Restore • Maintain

August 6, 2019

Attendees: Seven ETA Board members; Ilana Sophia and Ingrid Wendt, co-chairs of the ETA Safety Committee; and Frank Gaddini, ETA Director of Facilities of Operations. One homeowner attended. The purpose of the meeting was to

discuss information policy, the ETA Directory, and parking.

The meeting was opened at 6:30 PM. The Board discussion focused first on the best way to collect and appropriately utilize homeowner information in official ETA Board communications, the ETA Directory, and Safety Committee activities. In each instance, homeowner privacy and secure data practices are paramount. The ETA Safety Committee co-chairs sat in because the committee needs information on ETA residents in order to set up a system for checking on and assisting homeowners in the event of an emergency or unforeseen circumstance. After lengthy discussion, the Board agreed that Frank Gaddini and JoAnn Wilson, ETA Secretary, would draft a single census questionnaire that would collect the information needed for each application. The ETA Secretary is responsible for annual updates of the ETA Directory. The Board also discussed related issues including how the questionnaires would be completed—would homeowners complete them on their own or would homeowners provide the information to a “census taker” (perhaps their assigned driveway safety co-captain)—and where would the information be stored (electronic and paper)? The Board will have a special meeting to review the draft census questionnaire on Thursday, August 15, 2019, at 10:00 AM in the Clubhouse.

The Board then turned to the topic of parking. There have been recent complaints, both written and verbal, about the many homeowner cars parked regularly and overnight in designated parking without a current or valid waiver. The issue is particularly bothersome in areas with a limited number of designated parking spaces (e.g., Brae Burn Drive’s Driveway 9 and Westbrook Way’s Driveway 7). Frank Gaddini distributed a draft proposal developed for a similar discussion several years ago which summarizes several ideas for managing homeowner use of designated parking spaces including: 1) renting designated parking spaces; 2) selling designated parking spaces; and 3) and installing refurbished mechanical parking meters.

After listening to these options, the Board decided on a new approach. Specially designed black and white homeowner “Parking Permits” (PP) will be hung and displayed on rearview mirrors of homeowners’ vehicles parked in designated parking spaces overnight and long term. Parking Permits will be issued *only* after submission and approval of a Parking Waiver Request form. Parking Waivers Request forms are available at the Clubhouse Reservation Desk. Parking Permits will have visible expiration dates for all to see.

For visitor parking, each household will receive two red and white “Visitor Parking” hang tags for the temporary use of their short-term, over-night guests. Discussion of further steps to manage parking in designated parking spaces will be deferred to allow for evaluation of the effectiveness of the hang-tag system.

The Board then briefly discussed two topics: First, there was a complaint about after-hours use of the pool. Homeowners are reminded that the pool opens at 9:00 AM and closes at 9:00 PM. Any persons using the pool when it is closed will be considered trespassers, including homeowners, and may be subject to a citation. Second, it came to the Board’s attention that some individuals are forwarding Board emails despite the

disclaimer which states, "The information in this e-mail and in any attachments is confidential, privileged, and the property of Edgewood Townhouse Association. If you received this message in error, please destroy this message, delete any copies and attachments stored in your systems, and notify the sender immediately. Further distribution is prohibited." Hence, forwarding Board email violates Board policy.

The meeting adjourned at 8:40 PM.

JoAnn Wilson, Secretary
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EDGEWOOD TOWNHOUSE SPECIAL CLOSED- FORUM MEETING

Preserve • Restore • Maintain
August 8, 2019

Attendees: Seven ETA Board members and Frank Gaddini, ETA Director of Facilities of Operations. One homeowner attended. The purpose of the meeting was to discuss the FY2020 budget.

The meeting was opened at 10:15 AM. Frank Gaddini summarized the purpose of the meeting which was to review the levels of specific Operations expenditures, to be funded by monthly Homeowner Dues (HODs), and to reach a consensus on adopting what has been termed a "paradigm shift" or reorganization in how to fund Operations and Planned Restoration Projects.

The Board discussed at length the need to have more in the Operations budget for Grounds (i.e., lawns, beds, hardscape, and leaf removal). Frank suggested two options for improving our grounds maintenance program: (1) bring in a contractor for one or two months of intensive bed attention and to maintain lawns and hardscape and perform some ongoing bed work on a seasonal basis; or (2) extend grounds work to an all-year program with a single professional landscaping contractor with 52 visits/year at about \$1,000/visit to include lawns, beds, hardscape, and leaf removal. The latter option would actually result in savings because ETA would have a single contract for all these activities and weekly visits would enable us to address seasonal needs promptly as they occur. A professional landscaping contractor that could provide such an all-year comprehensive program would also be able to provide advice about landscape planning, input that several Board members mentioned as important. The Board agreed that Frank Gaddini should begin gathering information on possible landscaping contractors for a comprehensive, year-round program with a total budget amount not to exceed \$52,000.

The Board also discussed what would be done with the "surplus" amount that would be saved if the Board adopted the reorganized budget plan. Treasurer Dan Goodlett suggested creating a second Reserve category for the purpose of containing any surplus funds. The monies could be utilized for unexpected expenditures and tracked separately.

Frank Gaddini pointed out that the reorganized budget plan, or paradigm shift, would fully fund Operations – underfunded in past ETA budgets – as well as build Reserves. Funding Planned Restoration Projects separately through special assessment would allow ETA homeowners to be fully informed about priority capital projects and to participate in the rigorous project selection process. The Board agreed by consensus to adopt the proposed reorganization of the ETA budget.

The Board agreed to hold special meetings on the FY2020 budget on Tuesday, August 20, 2019, at 6:30 PM, and on Thursday, August 22, 2019, at 10:00 AM.

The meeting adjourned at 11:25 AM.

JoAnn Wilson, Secretary
etasecretary@email.com

EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

Preserve – Restore – Maintain
August 13, 2019

Call to Order: The meeting was called to order at 6:32 PM.

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

Approval of Minutes: The minutes of July 9, 2019 and July 23 2019 were unanimously approved.

Financial Report: Treasurer Dan Goodlett gave the Financial Report. He distributed a report on expenses for the period January 1, 2019, through July 31, 2019. The after effects of the February 2019 storm and subsequent cleanup were unplanned and unexpected in our Operations Budget. Currently we have deferred major repair and restoration projects to cover the losses sustained by storm damage cleanup, unexpected facility emergencies, and unplanned property transfer repairs. The Board is currently looking at cost-saving options to stay within the approved 2019 fiscal budget. Frank Gaddini estimates that an additional \$4,000 to \$5,000 will be spent this year on hazardous tree and limb removal due to storm damage. Dan then presented forecast data through the end of 2019 by line item.

Coordinator Reports:

- Website coordinator: Board member and FYI editor Sharon Kimble has volunteered to help the ETA website coordinator, Dan Goodlett, by uploading the monthly FYI onto the ETA website.

- **Swimming Pool:** Frank Gaddini reported that the pool was inspected by both state and county inspectors and passed “with a grade of A+.” Dan mentioned that a homeowner reported to him an incident of young people smoking at the pool.
- **Clubhouse Coordinator:** None submitted
- **Hospitality Coordinator:** We are still seeking a volunteer for this position.
- **Welcome Coordinator:** Frank Gaddini said that welcome bags containing small gifts and an ETA information packet will be distributed to three new homeowners in the coming week.

ETA Safety Committee Report: None submitted

Facility Report: Submitted

Old Business:

1. **Board Committee on Best Practices in Bidding Update:** None submitted
2. **2019 Special Assessment: Project Updates—**Frank Gaddini reported that carpentry costs have been slightly higher than anticipated due to increases in steel and wood prices because of tariffs. He assured the Board that all projects will be completed before the close of the year.
3. **Homeowner Information Collection:** In its special meeting on August 6, 2019, the Board agreed that Frank Gaddini and JoAnn Wilson, ETA Secretary, would draft a single census questionnaire that would collect the information needed for official ETA communications, the ETA Directory, and Safety Committee activities. That draft is nearly complete and will be discussed at a second special meeting on the census to be held on Thursday, August 15, 2019, in the Clubhouse at 10:00 AM.

New Business:

1. **Parking Waivers:** None
2. **Vehicle Hang Tags:** Frank Gaddini is working with a local vendor to develop hang tags to be placed on rear-view mirrors for both valid parking waivers and for homeowners to furnish their short-term, over-night guests, as approved by the Board in its special meeting held on August 6, 2019. The hang tags will be distinguishable by colors and the parking waiver hang tag will have a space for writing the expiration date. Board member Merryn Gregory wondered about the need for such a program and the cost of the tags. She suggested Frank see if using an online printer would save money. Dan Goodlett suggested that the welcome bags include a copy of the parking waiver form to familiarize new homeowners with the waiver program. Frank agreed to compare online print prices to those from a local vendor.
3. **Common Area Rules:** Some homeowners, especially those who are new, are not observing ETA Rules and Guidelines on Common Grounds and Porches. The Common Grounds Rule states that the association is responsible for *all* grounds maintenance: trees, shrubs, lawns, hardscapes, and softscapes in all common areas.

Homeowners are asked to plant *only* in the patio area of their units. The Front Door Entryways and Balconies Guidelines state that our townhouses are set in a private park and that front door entryways and/or balconies are common property; any decorations to these areas should be consistent with a park-like setting. The rules and guidelines will appear in the *FYI* as a reminder to homeowners and may be read on the ETA website.

4. **Letter to the Board:** Board member Darell Bidstrup read a letter to the Board from the homeowner at 152BB who has graciously volunteered her time to perform fern maintenance. The homeowner is very knowledgeable about the care of ferns and volunteered to maintain all the ferns on the Edgewood property. The Board gratefully accepted the homeowner’s generous offer.
5. **Sewage Failure:** Frank Gaddini presented the facts to the Board regarding a sewage failure at 127 Westbrook Way. The Board was asked to consider the information. No action was taken.

Announcements:

1. Board of Directors Special Meeting on Census Questionnaire, Thursday, August 15, 2019, in the Clubhouse at 10:00 AM
2. Board of Directors Special Meeting on the FY2020 Budget, Tuesday, August 20, 2019, in the Clubhouse at 6:30 PM
3. Board of Directors Special Meeting on the FY2020 Budget, Thursday, August 22, 2019, in the Clubhouse at 10:00 AM
4. Board of Directors Special Meeting on the FY2020 Budget, Thursday, August 27, 2019, in the Clubhouse at 6:30 PM
5. Board of Directors Special Meeting on the FY2020 Budget, Thursday, August 29, 2019, in the Clubhouse at 6:30 PM
6. The next regularly scheduled Board of Directors Business Meeting: Tuesday, September 10, 2019, in the Clubhouse at 6:30 PM

Adjournment: The meeting was adjourned at 8:41 PM.

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

EDGEWOOD TOWNHOUSE SPECIAL CLOSED-FORUM MEETING

Preserve • Restore • Maintain

August 15, 2019

Attendees: Six ETA Board members; Ingrid Wendt, co-chair of the ETA Safety Committee; and Frank Gaddini, ETA Director of Facilities and Operations. No homeowners attended. The purpose of the meeting was to discuss the ETA census questionnaire.

The meeting was opened at 10:00 AM. Frank Gaddini distributed a draft copy of the ETA census questionnaire which is being developed to collect homeowner information for official ETA Board communications, the ETA Directory, and Safety Committee activities. It will most likely be an NCR form. Individual items were reviewed and Frank agreed to have

another draft ready for review at a special board meeting scheduled for 10:00 AM on Thursday, August 22, 2019. The form will probably be mailed to each homeowner. There will be a deadline for return and contact names provided if there are any questions. It will be accompanied by a cover letter explaining ETA's privacy policy and how the information will be utilized. Homeowners will be able to indicate on the questionnaire if they do/do not give permission to use the information in particular applications (*i.e.*, the ETA Directory, for sharing with the Safety Committee). The goal is to have all data collected and entered into a single secure database in time for the ETA Directory to be distributed at the October Quarterly meeting.

There was extensive discussion about the role of the Safety Committee and of safety co-captains who are envisioned as a contact for homeowners in their respective Edgewood driveways. Board member Mike Maulding urged the development of a job duty description for the co-captains. Board members shared his wariness about becoming a "first responder" to our immediate neighbors, and all agreed that calling 911 is the appropriate action in most emergency situations.

The meeting adjourned at 11:47AM.

JoAnn Wilson, Secretary
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Looking Back Over July 2019 Facilities and Operations Report,

Frank L. Gaddini, etadirector@email.com

July was a perfect month. We had unbounded sunshine and a few days of gentle rain.

In July 2019 we recorded and completed one hundred fourteen (114) jobs, most of which were related to routine maintenance. This month we were *still* cleaning up after the memorable February 25th snow storm. An important job we addressed was the complete replacement of the roof membrane at 132 Brae Burn which began to leak just before the February 25th snow storm. We also completed repairs to the patio party wall between 90 and 100 Brae Burn, a job that was driven by a property transfer.

Another important repair job was the replacement of all roof vents and pipe jacks at 190 Brae Burn. In Driveways 3, 5, and 6, we began repainting garage walls and other south elevations walls. We performed weedeating and rough mowing along the creek to help manage reduction of fire hazard. At the entrance of Driveway 1 we excavated the area around the mailboxes and filled the area with round rock to reduce trip hazards. During the month we abated six yellow jacket hives. The pests are becoming more aggressive. We continue to abate whenever we find them.

Two of our Special Assessment carpentry projects began and were also completed in July. We completed replacement of 10 Brae Burn's and 140 Westbrook Way's patio walls. We are also planning for the concrete repair project at 198 Brae Burn.



Patio Wall Repair at 10 Brae Burn



Roof Repair at 132 Brae Burn

GOOD TO KNOW INFORMATION FOR RESIDENTS

During the August 13 Board of Directors Monthly Business Meeting, three topics were discussed involving ETA Rules.

These Rules can be found on the ETA web site at

<http://edgewoodtownhouseassociation.org/> under the

Documents link. They are rules about

- 1) plantings by ETA homeowners,
- 2) parking by residents and guests on the Edgewood property, and
- 3) guidelines about maintenance of front entryways and balconies.

Common Grounds Rule

Edgewood Townhouse Association

The association is responsible for all grounds maintenance: trees, shrubs, lawns, hardscapes, and softscapes in all common areas.

Plants growing in the patio area of each unit are the responsibility of the homeowner.

Board of Directors Approved August 11, 2015

Parking Rules

1. All homeowners *should* park vehicles in garages.
2. Temporary parking by homeowners or their guests must be in designated parking spaces.
3. 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 or Director of Facilities and Operations. The Board will review each case and render a final decision.

Board of Directors Approved January 17, 2017

Front Door Entryways and Balconies Guidelines

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

1. Front door entryways and/or balconies are common property, please decorate accordingly.
2. Owners may not alter the front door entryway and/or balcony surfaces using tile, glued carpet, or paint.
3. 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 Facilities and Operations.

Board of Director Approved August 11, 2015

Board of Directors Call for Volunteers

Interested in serving on our volunteer Board of Directors? Job descriptions and an application form will be available in the next FYI. Serving on the Board is important in the management of our beautiful property.