

# 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](mailto:etapresident@email.com)

It is nearly time for our Annual Open Forum Business Meeting. The date this year is October 24, and among the most significant things we do at the Annual Meeting is elect Board Members. The ETA Board of Directors is comprised of nine volunteer homeowners who oversee the management and stewardship of our nineteen buildings and nearly twelve beautiful acres. Board Member terms are three years; each year three terms expire.

Included with this FYI is a list of declared candidates as of the date of this publication. Nominations and self-nominations for the Board will be accepted at the Annual Business Meeting only if the nominee is present and accepts the nomination. Also included in this edition of the FYI are a nomination application form and the Duties and Responsibilities of the Board of Directors. If you are interested in running for a Board position, please complete the nominee application form and place it in the mail slot at the Clubhouse front door by 5 PM on Friday, October 11, 2019. All nominees whose applications are received will be included on the ballot and proxy ballots. Proxy ballots will be included with the October 2019 FYI. If you are unable to attend the Annual Business Meeting please remember to fill out a proxy ballot and ask a neighbor or Board Member to deliver it to the meeting.

Your Board and Budget Committee have put in many extra volunteer hours over the last several weeks to develop sustainable solutions for the operations, repairs and restoration needs of our forty-nine year old community. The Board is scheduled to finalize the Fiscal Year (FY) 2020 at a Special Board Business Meeting on September 18 at 6:30 PM at the Clubhouse. We have accomplished a lot of repair and restoration work so far this year and we are on track to complete the specified projects in a timely manner.

As mentioned in the August FYI, parking issues and complaints take up way too much of your Board's volunteer service to this community. People who do not respect the waiver and honor system for using the common area's designated parking spaces are not being good neighbors. We now have Parking Permit Tags to be hung from your vehicle's front rear-view mirror after a Request for Parking Waiver Form is approved. The Parking Permit Tags will have your address and the expiration date for the parking waiver. Chronic abusers of the Parking Policy may be subject to have their vehicle towed. Designated parking spaces are "common areas," as defined in our CC&Rs, available for all homeowners to enjoy, and not for the exclusive use of any one homeowner.

As we approach the 50<sup>th</sup> Anniversary of our ETA Townhouse Association community in 2020, the Board is having discussions on how to best recognize this important milestone. We'd like residents to offer us ideas, historic information and/or factoids about Edgewood Townhouses to help us as we plan for our 50<sup>th</sup> Anniversary.

Put the October 24, 2019 Annual Business Meeting and Open Forum on your calendar. It's a time to meet other homeowners, share ideas and concerns and to be part of planning our community's future. Your attendance is important for the business and the governance of our Association.

### UPCOMING EVENTS

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

#### **Special Board Budget Meeting:**

Wednesday, September 18, 2019

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

Tuesday, October 8, 2019

#### **Self-Nomination Forms:**

Homeowners interested in serving on the Volunteer Board of Directors submissions due at Clubhouse Mail slot Friday October 11, 2019

#### **October Annual Open Forum Business Meeting:**

Tuesday, October 22, 2019 at 7 pm in the Clubhouse.

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

## EDGEWOOD TOWNEHOUSE ASSOCIATION SPECIAL CLOSED-FORUM MEETING

*Preserve • Restore • Maintain*

August 20, 2019

**Attendees:** Seven ETA Board members and Frank Gaddini, ETA Director of Facilities and Operations. No homeowners were in attendance. The purpose of the meeting was to discuss the FY2020 budget.

The meeting was opened at 6:30 PM. Frank Gaddini briefly summarized progress on several projects funded by the FY 2019 special assessment. Frank has tentatively identified a contractor for the chimney project and reported that the concrete/tile project at 198BB is going very well. The use of tile may be a cost-effective and attractive solution for the several ETA porches with glued-on carpet.

Frank has met with two contractors about a full-service landscaping approach in FY 2020. As envisioned, there would be a full-service day every week of the year. Services would include beds, pruning, mowing, leaf removal, etc. The only work they would not perform would be in the riparian corridor and tree cutting. The contractors Frank is interviewing have sizable crews and all necessary equipment. Once Frank gets a short list, the Board will meet with the contractors to ask questions. Frank did not have an exact contract amount but estimates it will be about \$48K/year.

The FY 2020 Operations budget is otherwise close to finalizing. It includes Reserve Fund Payments as an operational expense. The draft budget will generate a surplus. Frank asked the Board where it wants unencumbered funds to go. After some discussion, the Board agreed that such funds should go into Reserves. Any amount spent from the surplus (e.g., unplanned events such as storms and property transfers) would be tracked and reported upon. The Board spent some time discussing if a minimum should be set for Reserves. No amount was decided upon but Frank did point out that 12% of the total operating budget is currently set aside for Reserves. This exceeds the standard 10% benchmark.

The Board then turned to the subject of the FY 2020 special assessment which would fund Planned Restoration projects. The amount of the assessment was discussed at length and, by consensus, the Board ultimately agreed upon \$1,200. That is less than the amount needed to do all the projects in the 5-year plan for FY 2020 (which would be about \$1,800) but it is more manageable for homeowners and sufficient to accomplish many needed capital projects. At the next special meeting on the FY 2020 budget, scheduled for Tuesday, August 27, 2019, at 7:30 PM in the Clubhouse, Frank will bring a model for the \$1,200 special assessment projects.

The rest of the meeting was devoted to a discussion of how ETA is going to handle the shortfall in its FY 2019 budget. Unanticipated expenses from the record-breaking snowfall and other unanticipated facility emergencies—water supply, drainage, and a roof replacement—had a major impact on our budget. Thus far, about \$65,000 has been spent, and additional tree removal costs during the current fiscal year will bring the

total to about \$70,000. Board members discussed where cuts could be made in the remainder of the year. Frank said that an expense remaining in FY 2019 is leaf removal and suggested we might cut back services through the end of the year with the new full-service landscaping contractor coming on board at the start of FY 2020.

ETA Treasurer Dan Goodlett is tracking all expenditures closely and will update the Board at its regularly scheduled meetings as well as at the special meetings called to discuss the FY 2020 budget.

The meeting was adjourned at 8:20 PM.

JoAnn Wilson, Secretary, etasecretary@email.com

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## EDGEWOOD TOWNEHOUSE ASSOCIATION SPECIAL CLOSED-FORUM MEETING

*Preserve • Restore • Maintain*

August 22, 2019

**Attendees:** Five ETA Board members; Ingrid Wendt and Ilana Sophia, co-chairs 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 drafts of the ETA census questionnaire and cover letter. The meeting was opened at 10:00 AM. Frank Gaddini distributed a draft copy of the cover letter to accompany the ETA census questionnaire. The purpose of the letter is to explain why the census is being conducted and touches upon key safety, privacy, and confidentiality concepts as they relate to the Edgewood Townhouses. Attendees reviewed in detail the letter as well as the draft census questionnaire provided at the special meeting held on August 15, 2019. Changes were made as needed. Frank will provide copies of the two draft documents to the participants for a review. The documents will then be considered for approval and distribution by the Board at its regular business meeting on Tuesday, September 10, 2019.

The meeting was adjourned at 11:35AM.

JoAnn Wilson, Secretary, etasecretary@email.com

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## EDGEWOOD TOWNEHOUSE ASSOCIATION SPECIAL CLOSED-FORUM MEETING

*Preserve • Restore • Maintain*

August 27, 2019

**Attendees:** Six ETA Board members and Frank Gaddini, ETA Director of Facilities and Operations. No homeowners were in attendance. The purpose of the meeting was to discuss the FY 2020 budget.

The meeting was opened at 6:31 PM. Frank Gaddini briefly updated the Board about progress made on the new parking hang-tag program and passed out samples of the guest and parking waiver hang tags. He will be amending the form used for parking waiver requests to include mention of the hang tag which will be given to the requestor once the waiver is

approved; the waiver hang tag will include the unit number and expiration date.

The discussion then turned to the FY 2020 budget. Frank Gaddini displayed a slide showing the estimated costs of FY 2020 projects in the five-year plan. Frank presented a subset of the five-year plan for 2020 planned projects only. Completing all of the projects would require about \$151K. At the last special meeting on the budget, the Board agreed by consensus on a FY 2020 special assessment of \$1,200. If approved by homeowners, the special assessment would raise a total of \$108K. The Board reviewed the projects suggested by Frank. They include carpentry projects, two roof replacements, a groundwater project, repainting two entire buildings, a new pool furnace, and various concrete projects. The Board discussed which projects might be deferred in order to reduce the total to about \$108K. The Board identified one carpentry project and the pool furnace replacement as potentially deferrable. No final decision was made.

ETA treasurer Dan Goodlett talked to the Board about ETA's four financial accounts—checking and the three savings accounts of Operations, Reserves, and Special Assessment. The Operations account contains all ETA deposits from any source; from here monies are transferred into Reserves and Special Assessment. The FY 2020 budget, if approved, will generate a surplus because Planned Restoration projects will be funded by Special Assessment. Therefore, for FY 2020 Dan proposed to the Board that anything not spent on Operations or flowing into the Special Assessment account or Reserves account (funded by the 12% transfer from HODs) would go to Operations Reserves, available for spending on unanticipated expenses such as storm damage and property transfers in addition to Planned Restoration projects not fully covered by Special Assessment. These accounts can be easily earmarked by our bookkeeper in QuickBooks. Dan will put this proposal into a flow chart for further discussion at a later meeting.

Budget Committee members Frank Gaddini, Dan Goodlett, and Connie Hirsch will be meeting on Thursday morning, August 29, 2019. The Board will meet in a special meeting that night to discuss the forecast for the remainder of FY 2019 and review Planned Restoration projects for the FY 2020 special assessment proposal.

The meeting was adjourned at 8:05 PM.  
JoAnn Wilson, Secretary, [etasecretary@email.com](mailto:etasecretary@email.com)

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## EDGEWOOD TOWNEHOUSE ASSOCIATION SPECIAL CLOSED-FORUM MEETING

*Preserve • Restore • Maintain*  
August 29, 2019

**Attendees:** Six ETA Board members and Frank Gaddini, ETA Director of Facilities and Operations. No homeowners were in attendance. The purpose of the meeting was to discuss the FY 2020 budget.

The meeting was opened at 6:32 PM. ETA Treasurer Dan Goodlett distributed the August through December 2019

forecast. To bring the year into balance, adjustments made include deferring some garage door replacements, zeroing out the chimney budget amount because chimney repairs are being handled through special assessment, and deferring groundwater and asphalt projects. Frank Gaddini told the Board that two projects have been added due to safety concerns—exterior wall at 170 Brookside and balcony replacement at 124BB.

Frank then reviewed the new ETA budget paradigm that the Board reached consensus on after a series of Special Board Budget meetings and outlined the ETA's Four Financial accounts: Operation, Reserves, Special Assessment, and Checking as presented by Treasurer Dan Goodlett at the special meeting held on August 27, 2019. Considerable time was spent on these topics to provide background for a Board member who had missed all the Special Board Budget meetings on the FY 2020 budget. That Board member expressed concerns about funding Planned Restorations through special assessments only. Afterwards, Mary Ann Arnone asked Dan about his reasons for describing ETA's four financial accounts—Operation, Reserves, Special Assessment, and Checking. Dan replied that they were for clarity of communication and transparency.

The proposed FY 2020 budget reflects what budget items are actually going to cost. Unlike past practice, no expenditure category is over- or under-estimated to fit the bottom line. This is possible because Dan closely examined ETA expenditures for the past 24 months and because the Operations budget will generate a "surplus" which will go into operational reserves. Dan asked Board member Merryn Gregory to email him specific questions she has about increasing Operations expenditures from prior year(s) for the FY 2020 budget. Frank Gaddini noted that in the past we had two separate grounds maintenance line items. One was Lawn Maintenance, the other was Leaf Removal Management for 44 weeks of landscaping services. After comments by homeowners and Board members, these two separate line items were combined into one fifty-two week "Four Season Landscape Service Contract" to get the service and the landscaping look ETA homeowners want.

The discussion then turned to the list of proposed special assessment projects for FY 2020 prepared by Frank Gaddini. The project categories are carpentry, roofs, groundwater, painting of entire buildings, and concrete. One carpentry project and the pool furnace replacement from the previous draft were omitted. Total estimated cost would be \$132,150. The proposed special assessment of \$1,200 would raise \$108,000. The Board could choose to pay the estimated \$24,150 shortfall out of operational reserves. Savings might also be realized as the projects go forward. Board member Mary Ann Arnone said the estimated project costs and the amount raised through special assessment should be the same to prevent homeowner confusion.

Frank Gaddini wrapped up the extended discussion on the Operations and Special Assessment budgets by asking each individual Board member if he/she agreed with the directions outlined. Board members Christine Donahue, Michael Mauling, Mary Ann Arnone, JoAnn Wilson, and Dan Goodlett said yes. Merryn Gregory said no.

Frank told the Board he had met with chimney contractors for the 2019 special assessment projects and it appears certain savings can be achieved over original estimates. That is also the case with one of the concrete projects. Frank asked the Board to think about how it would like to spend unencumbered 2019 special assessment dollars. Board members present seemed to agree that any savings realized should be spent on like projects, e.g., chimney savings on repairing/sealing additional chimneys and concrete project savings on additional concrete projects. This will be discussed by the Board at its next regular Board business meeting scheduled for September 10, 2019, at 6:30 PM in the Clubhouse.

The meeting was adjourned at 8:50 PM.

JoAnn Wilson, Secretary, etasecretary@email.com

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## EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

*Preserve • Restore • Maintain*

September 10, 2019

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

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

**Approval of Minutes:** The minutes of July 30, 2019, August 6, 2019, August 8, 2019, August 13, 2019, and August 15, 2019 were unanimously approved.

**Financial Report:** Treasurer Dan Goodlett distributed the Financial Report. The format of the ETA Treasurer Report for September 10, 2019, has been revised. The reports for the Profit and Loss Summary for August 1 to September 1, 2019, Balance Sheet as of August 31, 2019, Special Assessment Spending YTD, Unplanned Expense YTD, and Budget Versus Actual Summary YTD now appear all on one large page. The larger format and font improve the readability of the report.

### **Coordinator Reports:**

- Website coordinator: Board member and *FYI* editor Sharon Kimble is now uploading the monthly *FYI* onto the ETA website.
- Swimming Pool: Residents are reminded that the pool is closing on Sunday, September 23, 2019.
- Clubhouse Coordinator: None submitted
- Hospitality Coordinator: We are still seeking a volunteer for this position. Anyone interested may contact any Board member. The duties can be found at the end of this month's *FYI*.
- Welcome Coordinator: Frank Gaddini reported that welcome bags containing small gifts and an ETA information packet have been distributed to all current new homeowners. ETA has had 12 new homeowners recently.

### **ETA Safety Committee Report:**

- Distribution of safety information: Helpful documentation on a variety of safety topics has been collected by the Committee. When collection of information is complete, red folders containing the packets of information and a HELP/OK card laminated by Merryn Gregory will be distributed to all ETA homeowners by the Safety Committee co-captains for each driveway area. Details are currently being finalized about collection and distribution.
- Emergency Contact Information Form (ECIF): The ECIF will be mailed to all homeowners, to be completed and returned to the Clubhouse mail slot by September 30.
- Various safety topics: After some discussion on other safety topics, including cutoffs for water and gas meters and handles on garage doors, Board members Michael and Darrel agreed to meet with Safety Committee members to develop possible procedures for emergency cutoff of water and gas meters. The Safety Committee's homeowner information form will be included in the red packet. The type of information being gathered is still under discussion.
- Snow removal: The Board discussed managing snow removal when snow is over 6" deep, including plowing of roads and shoveling of driveways. An arrangement has been tentatively made with the owner of the neighboring cemetery, and further information will be forthcoming at a later time.

**Facility Report:** Submitted

### **Old Business:**

1. **FY 2020 Budget: Update** – Connie Hirsch, Frank Gaddini, and Dan Goodlett have finished the preliminary budget work. A Budget Board meeting will be held on Wednesday, Sept. 18 at 6:30 PM to take a vote to finalize the budget.
2. **2019 Special Assessment: Spending Unencumbered Dollars** – The Board agreed that if any funds remain in the Assessment budget line due to projects being completed for less than budgeted, the money will be used for the same type of work as originally planned. For example, any extra funds allocated for chimney repair will be used to clean and repair other chimneys on the property as needed.
3. **ETA Census: Discussion** – The Emergency Contact Information Form (ECIF), also referred to as the Census, which is used to gather information for the ETA Directory, will be mailed to ETA homeowners, to be returned by September 30. The ETA Directory will be distributed later than usual this year after collection of the ECIF. After discussion about distribution and return of the ECIF, a motion was made by Michael Maulding, seconded by Darell Bidstrup, to mail the ECIF through USPS first class mail along with a cover letter, to be returned by September 30, 2019. The motion passed unanimously.
4. **Parking Permit Tags: Update** – Parking Permit Tags have been printed to be distributed to homeowners who request a parking waiver. The Parking Permit Tags will be dated and identified with the homeowner's home address, to be hung on the vehicle rear-view mirror.

### New Business:

1. **Parking Waivers** – The Parking Waiver form is being revised and a new supply ordered. The new form has been revised to include the following statement: “Approved Waivers will be issued a Parking Permit Tag. The Parking Permit Tag must be hung from the vehicle’s front rear view mirror. Homeowner’s vehicles parked in designated parking spaces overnight, for more than three consecutive nights, not displaying a current approved Parking Permit Tag are subject to tow at the owner’s expense.” After discussion about the proposed changes, a motion was made by Darell Bidstrup, seconded by Merryn Gregory, to accept the waiver form with the new language. The motion passed unanimously. A homeowner at 143 Westbrook had requested a parking waiver, and the Board agreed to conditionally approve the waiver until the end of October.
2. **October Election of Board Members** – Information is included with this edition of the FYI about the upcoming election of Board members. The seats of JoAnn Wilson, Mary Ann Arnone, and Aggie Picard will be open for a vote. JoAnn has agreed to remain on the Board, Mary Ann will resign by the end of her term, and Aggie has not yet made a decision whether to continue.
3. **Edgewood Townhouse Association 50<sup>th</sup> Anniversary Committee**— Edgewood Townhouse Association will celebrate its 50<sup>th</sup> anniversary in 2020, and planning will begin soon for a celebration of this important event. Christine Donahue is asking for volunteers for a Celebration Committee, to make decisions about what should be included in the event. Those interested should contact any Board member.

### Announcements:

1. Closed-forum Board of Directors business meeting to discuss the FY2020 budget is scheduled on Wednesday, September 18, 2019, in the Clubhouse at 6:30 PM.
2. The next regularly scheduled Board of Directors Business Meeting, Tuesday, October 8, 2019, in the Clubhouse at 6:30 PM
3. ETA Annual Open-Forum Meeting: Tuesday, October 22, 2019, at 7:00 PM in the Clubhouse.

**Adjournment:** The meeting was adjourned at 8:40 PM.

Sharon Kimble, Acting Secretary, [etaboardmember6@email.com](mailto:etaboardmember6@email.com)

### GOOD TO KNOW INFORMATION FOR RESIDENTS

**Book Club Meeting:** Next meeting of ETA book group will be on Wednesday, October 9 at 2 pm. Please join your neighbors to talk about the books you are reading. We do not read the same book as so many groups do. Our discussions lead to talking about other countries, religions, politics, and women’s issues.

**Hospitality Coordinator: 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

### Looking Back Over the August 2019 Facilities and Operations Report

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

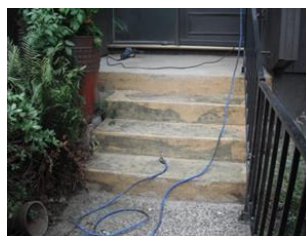
This report is a review of work performed in August 2019. August was a very productive month in our facility maintenance. This is the first month since the February 25 Snow Storm where no storm cleanup or repairs occurred, leaving us the opportunity to address projects that were deferred by the storm.

During the month, we recorded and completed one-hundred and fifteen (115) jobs – the largest number of discrete individual jobs we recorded in one month this year. At the conclusion of the month we have recorded over 730 jobs this year. Four important jobs included the replacement of four overhead garage doors at 16, 61, and 181 Westbrook Way, as well as 90 Brae Burn Drive.

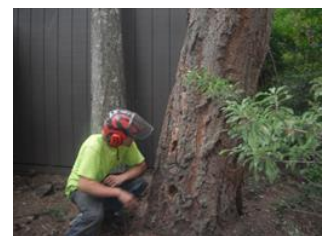
Some of our work included Special Assessment work. We abated the damaged concrete front porch landing and stairs at 198 Brae Burn Drive and prepared the site for tile setters to lay eighteen feet of new tile leading from the garage to the front door. We also pursued four critical irrigation problems – one in front of the Pool, one at the parking bay in front of the Clubhouse, one south of 152 Brae Burn, and the other in front of 171 Westbrook Way. To date, we have resolved two of these four projects and plan to complete all of these repairs in September. August also saw the abatement of two eighty-foot conifer trees directly south of 170 Brookside. Our contractor bucked up all of the burnable wood for homeowners to collect – indeed, we bucked up nearly four cords of wood.

We will soon be transitioning from our summer work to our autumn tasks. Within the month of September we will end our twenty-three weeks of our lawn maintenance service contract. There will be a period of about four weeks when no blowers or mowers will interrupt the serene sounds of Edgewood Townhouses.

Beginning in mid-October, however, our deciduous trees and many shrubs will begin to defoliate and leaves drop to the ground and pile up. Our leaf removal contract extends for twelve weeks – from October through the first two weeks of January.



198 BB Tile Preparation



170 Brookside Tree Abatement