

The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Christine Donahue,

President, Edgewood Townhouse Association etapresident@email.com

The ETA Annual Meeting is at 7 PM, October 22, at the Clubhouse, and we have two elections at this meeting. We will elect three people to serve three-year Board terms, and we will vote on the proposed 2020 Special Assessment. This assessment will mean we can continue to make needed repairs that have been deferred over many years and are overdue. Walking tours were held on October 1 and October 3 to inform residents of planned repairs. Evening slide shows and daytime walking tours are scheduled for October 14 through October 21. The schedule was emailed to you and is posted at the Clubhouse.

You may remember that we presented a six-year plan and dues adjustment proposal last year that specified all the needed repairs. That proposal was not approved.

The Board then pursued a course of action of identifying specific repair projects to be funded through special assessments. The Special Assessment of \$1,000 for FY 2019 to address the specific projects was approved. We are on schedule for completion of these projects funded by the 2019 Special Assessment which have been reported in the *FYI* and at recent Board meetings.

As reviewed and discussed at multiple Board meetings through the latter part of 2018 and mid-2019, the Special Assessment model to complete planned repair projects has become the model to fund facility and grounds repairs for the foreseeable future. (For more details, review the Board minutes as posted in the monthly *FYI* documents on the Web.)

It is important to remember that Special Assessment funds can be spent only on the specific projects identified. They are dedicated funds and cannot be used for anything else. The Operations Budget is separate and covers our everyday expenses for the maintenance and upkeep of our 19 buildings and nearly 12 acres. This includes grounds and landscaping.

On the topic of parking permits on ETA property, a homeowner has brought to my attention that not all rear-view mirrors can accommodate hang tags. Placing the Parking Permit on your dashboard is fine. Please make sure it is visible through the front window.

Your Board has received some comments about dogs at Edgewood Townhouses. We comply with the City of Eugene ordinance and are publishing the ordinance in this *FYI*. Dogs **MUST** be on leash except at designated Eugene Dog Parks. As a consideration to your neighbors, please do not leave dogs outside when you are not home. Lonely dogs often bark and are a disturbance.

The City of Eugene Food Waste Collection Program started on October 1, 2019, after a successful three-year pilot program. It has been effective in many cities, and the Board supports all efforts to reduce waste in landfills. ETA provides a few yard waste roll carts for resident use. The Board has decided that these carts are not to be used for food waste to avoid attracting unwanted pests onto our common grounds area. Managing unwanted pests has been very costly to the Association both financially and human costs. If homeowners wish to participate in Food Waste program, please contact your waste hauler for a cart, and keep that cart in your garage until the morning of your collection day. Thank you for your cooperation. See you at the Annual Meeting!

UPCOMING EVENTS

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

October Annual Open Forum Business Meeting and Special Meeting to Approve the Motion Special Assessment for Planned Repair Projects in Fiscal Year 2020 of \$1,200
Tuesday, October 22, 2019 at 7 PM in the Clubhouse

Next Regular Board of Directors Business Meeting:
Tuesday, November 12, 2019

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Sharon Kimble, Editor Email:
etaboardmember6@email.com

**EDGEWOOD TOWNEHOUSE ASSOCIATION
SPECIAL CLOSED-FORUM MEETING**

Preserve • Restore • Maintain

September 18, 2019

Attendees: Eight ETA Board members and Frank Gaddini, ETA Director of Facilities and Operations. No homeowners attended. The purpose of the meeting was to discuss finalizing the Proposed FY 2020 Budget and the Proposed Special Assessment Planned Repair Projects for 2020.

The meeting was called to order at 6:35 PM. President Christine Donahue read a homeowner letter. All Board members agreed to more fully consider the matter later and that it should be included on the agenda for the October 8, 2019 Board Business Meeting. Succinctly, the homeowner is requesting financial assistance for damage to the house's underground main sewer drain line.

The Budget Committee, Frank Gaddini, Dan Goodlett, and Connie Hirsch, had met to finalize the Proposed FY 2020 Budget and the Proposed Special Assessment Planned Repair Projects for FY 2020. Handouts included the Proposed FY 2020 Budget and the Proposed Special Assessment Planned Repair Projects 2020. Additional background handouts included a copy of the five-year Planned Repair Projects spreadsheet and a listing of the four financial accounts as described in earlier budget meetings: Operations, Reserves, Special Assessment, and Checking.

The Board discussed the Proposed FY 2020 Budget model based on 4% increase. Frank explained that two budget lines were adjusted since the previous meeting; the line for Minor Building Maintenance, Equipment and Supplies was increased to \$6,500 due to expected additional costs, which is a decrease of \$700 from \$7,200 in the current 2019 budget; and the lines for Service Contract Lawns and Service Contract Leaf Removal were combined, as outlined in the August 29 meeting. The landscaping service contracts are now funded in a single line with the title Four Season Landscape Service Contract, and the total for the line was increased to \$55,000. This will provide support for fifty-two weeks of grounds work to be done each week, as requested by homeowners. The proposed budget would have an amount remaining after all expenses are paid, which will be kept in Reserves for unplanned restorations and repairs and will be labeled as such. A motion was made by Darell Bidstrup to increase the Operations Budget for 2020 by 4%. The motion was

seconded by Michael Maulding. Seven Board members voted to approve the motion, with one abstention.

A motion was then proposed to adopt the Proposed Special Assessment Planned Repair Projects for FY 2020, with an assessment of \$1,200 for FY 2020. Considerable discussion followed about uses of the special assessment funds. The plan includes patio walls replacement for five patios, two flat roof replacements, a major groundwater improvement project, and repair of concrete surfaces. Changes were made to an earlier version to adjust the amount of the planned repair projects to match the total amount that would be taken in of \$108,000. Line items removed from the original proposal included painting of two buildings, which may be possible later in the year from regular operations funds, depending upon whether unusual circumstances occur during the year to use up any excess; and replacement of the furnace for heating of the pool, which was moved to a later year. There was also discussion about the wording of methods by which the special assessment can be paid by homeowners.

After clarification of these matters and adjustment of the proposal total to match the \$108,000 that would be taken in from the special assessment during FY 2020, the motion was made and a vote was taken. The motion was made by Mary Ann Arnone, seconded by Aggie Picard, to adopt the Special Assessment for Planned Repair Projects in Fiscal Year 2020 of \$1,200 per lot in one payment due on January 1, 2020 of \$1,200 or in equal payments of \$100 per month. The motion passed unanimously.

The meeting adjourned at 8:25 PM.
Sharon Kimble, Temporary Acting Secretary,
etaboardmember6@email.com

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

Preserve – Restore – Maintain

October 8, 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 and Ingrid Wendt, ETA Safety Committee Co-Chair. No homeowners attended.

Approval of Minutes: The minutes of August 20, 2019; August 22, 2019; August 27, 2019; August 29, 2019; and September 10, 2019, were unanimously approved.

Financial Report: Treasurer Dan Goodlett gave the Financial Report. Total YTD spending of the 2019 Special Assessment is \$41,870. All Planned Repair Projects funded by the \$90,000 assessment will be completed by the end of FY2019. No Special Assessment monies may be used for operating expenses. Total YTD unplanned expenses (emergency maintenance; pool; property transfers; and January 2019 snow storm damage) are \$95,071. There were 12 property transfers (*i.e.*, townhouse sales) in 2019; roof repair at one of the properties is pending but will be completed in the current fiscal year. Dan then presented forecast data through the end of 2019 by budget category.

Coordinator Reports:

- Website coordinator: Dan Goodlett reported that he will soon resume the website refinement and enhancement process.
- Swimming Pool: Closed
- Clubhouse Coordinator: None submitted
- Hospitality Coordinator: We are still seeking a volunteer for this position.
- Welcome Coordinator: None submitted

ETA Safety Committee Report: Committee Co-Chair Ingrid Wendt announced the upcoming general meetings scheduled in the Clubhouse on Sunday, October 13, 2019, at 4:00 PM, and Monday, October 14, 2019, at 7:00 PM. The meetings are being held to introduce homeowners to the concept of "Safety Circles," to introduce Co-Captains, to discuss the role of Co-Captains, answer questions, and distribute red emergency preparedness folders prepared by the Safety Committee Co-Chairs. Several Board members suggested there be a tracking system to ensure all homeowners have received their preparedness folder. Frank Gaddini suggested that at least 12 additional folders be made and set aside for new homeowners. The Committee Co-Chairs will keep the extra folders on hand.

Facility Report: Submitted

Educational Minute: Effective with this meeting, Frank Gaddini will briefly review material important for Board education and decision making. For this meeting, he reviewed ETA's **Covenants, Conditions and Restrictions (CC&Rs), Article I, Definitions, Sections 1-7**, with special attention to *Section 4, "Common Area"* and *Section 5, "Lot."* The text is available on the ETA website at <http://edgewoodtownhouseassociation.org/board-documents/>.

Old Business:

1. **Homeowner Request:** A homeowner has requested assistance with expenses incurred due to a sewage failure. The Board will seek additional information before reaching a decision.
2. **ETA Census Update:** Sixty-one of 90 homeowners have replied thus far. The deadline was September 30, 2019. Follow-up will be conducted as soon as possible to ensure full and accurate homeowner information needed for administration, the ETA Directory, and the ETA Safety Committee activities.
3. **Vehicle Hang-Tag Program:** Board President Christine Donahue said that some vehicles do not have a place to hang the parking waiver- or guest-parking tag. In these instances, hang tags may be placed on the vehicle dash.

New Business:

1. **Parking Waivers:** The homeowner at 132BB requested a waiver to park in designated parking from October, 2019, to May, 2020, due to home improvement projects. The Board conditionally approved the request to October 31, 2019, with the homeowner to submit requests for monthly extensions together with project updates. Due to limited designated parking on Driveway #9, the homeowner is requested to park the permitted vehicle on Westbrook Way.
2. **ETA Pet Policy:** The Board received a letter from a homeowner about the barking of some ETA residents' dogs. Homeowners are encouraged to work with their neighbor(s) to try to resolve such difficulties. It was also noted in the meeting that some homeowners are not observing the ETA Pet Rules requiring that all dogs be leashed (see <http://edgewoodtownhouseassociation.org/board-documents/>).

Relevant City of Eugene municipal codes pertaining to dogs are as follows:

- Within the Eugene city limits, a maximum of three adult dogs are allowed on a property.
- If a dog barks continuously for 15 minutes or more, you can contact Animal Services at 541-682-5748 during business hours. If the nuisance occurs after hours, contact the non-emergency Eugene Police Department at 541-682-5111.
- No dog owner shall permit a dog to be at large. A dog owner is deemed to be negligent *per se* for the actions of a dog at large, or a dog undergoing field training, or a dog in a dog-off-leash area, when the dog causes injury to a person or property.

Sources: <https://www.eugene-or.gov/FAQ.aspx?TID=35> and <https://www.eugene-or.gov/DocumentCenter/View/2693/Chapter-4-Offenses>.

- 3. City of Eugene Residential Food Waste Collection Program:** As of October 1, 2019, customers who have residential garbage service will have the option to put food waste in their yard debris bin instead of in the garbage. ETA homeowners who wish to participate in this program must obtain their own yard debris bin, keep it in their own garage, and put it out on the day of collection in order to discourage animals. ETA yard carts should **not** be utilized for such a purpose.

Announcements:

1. Wednesday, October 9, 2019: **Evening Slide Show** of Planned Repair Projects for FY2020 Special Assessment Motion, in the Clubhouse at 6:30 PM.
2. Thursday, October 10, 2019: **Walking Tour** of Planned Repair Projects for FY2020 Special Assessment Motion. Meet at the Clubhouse at 12 Noon.
3. Sunday, October 13, 2019: **ETA Safety Committee Informational Meeting** for All Residents, in the Clubhouse at 4:00 PM.
4. Monday, October 14, 2019: **Walking Tour** of Planned Repair Projects for FY2020 Special Assessment Motion. Meet at the Clubhouse at 12 Noon.
5. Monday, October 14, 2019: **ETA Safety Committee Informational Meeting** for All Residents, in the Clubhouse at 7:00 PM.
6. Tuesday, October 15, 2019: **Evening Slide Show** of Planned Repair Projects for FY2020 Special Assessment Motion, in the Clubhouse at 6:30 PM.
7. Wednesday, October 16, 2019: **Evening Slide Show** of Planned Repair Projects for FY2020 Special Assessment Motion, in the Clubhouse at 6:30 PM.
8. Friday, October 18, 2019: **Walking Tour** of Planned Repair Projects for FY2020 Special Assessment Motion. Meet at the Clubhouse at 11:00 AM.
9. Saturday, October 19, 2019: **Walking Tour** of Planned Repair Projects for FY2020 Special Assessment Motion. Meet at the Clubhouse at 12 Noon.
10. Monday, October 21, 2019: **Walking Tour** of Planned Repair Projects for FY2020 Special Assessment Motion. Meet at the Clubhouse at 2:00 PM.
11. ETA Annual Meeting: Tuesday, October 22, 2019, in the Clubhouse at 7:00 PM. Voting for ETA Board of Directors nominees and the FY2020 Special Assessment Motion begins at 6:30 PM. Voting closes at 7:30 PM.
12. The next regularly scheduled Board of Directors Business Meeting: Tuesday, November 12, 2019, in the Clubhouse at 6:30 PM.

Adjournment: The meeting was adjourned at 8:22 PM.
JoAnn Wilson, Secretary. Email: etasecretary@email.com

September 2019 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in September, 2019. Looking back over the month, it is best described as warm, wet, and fraught with multiple micro bursts of rain; it saw the seasonal closing of the Pool Season on Sunday September 22nd; the conclusion of our seasonal lawn maintenance contract; and it also marked the close of the third quarter of our Fiscal Year.

During the month, we recorded and completed ninety (90) jobs, and year to date, we have completed well over eight hundred twenty-five (825) discrete jobs. Hazardous limb removal and patio restoration were highlights of our work. We abated the 92-foot cottonwood that was anchored into the bank of the Brae Burn Creek near 70 Brae Burn Drive and removed hazardous limbs that have remained on the Clubhouse roof since the February 25 snow storm. We also accomplished the complete restoration and repair of the patio at 133 Westbrook Way, which was one of our three Special Assessment Carpentry Projects for FY 2019.

As we move into autumn, our beautiful trees will begin to change colors and defoliate onto the grounds. We will be scheduling leaf management to begin in November, so please be careful as leaf materials build up on walkways and roadways. Last, there still remain several rounds of wood from the conifer trees that were abated along the northwest corner of the creek walkway. If you burn wood for ambiance or heat, please collect some of these rounds for you and your family. In the meantime, "Trick or Treat" safely this Halloween.

GOOD TO KNOW INFORMATION FOR RESIDENTS

Book Club Meeting: Next meeting of ETA book group will be on Wednesday, November 13 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.

Household Pets

ETA policy: Obey City regulations, three dogs max per household, all dogs must be leashed at all times anywhere within the city limits. Complaints should be filed with City of Eugene and/or Lane County animal control.

New Residential Food Waste Disposal

Residents should have their own cart kept in the garage to discourage wild animals. The Association's yard waste bins are not for food waste. More to come on this matter.

Parking for Overnight Visitors

Visitor parking hang tags will be available soon. Homeowners can issue the visitor parking hang tags to their overnight guests.