

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

Happy New Year to everyone and congratulations to Edgewood Townehouse Association! The year 2020 is the 50th anniversary of our residential community! Take a moment to reflect on all that has happened in Eugene and the world in the last 50 years and how our Association has endured. As we plan how to commemorate our Edgewood Townehouse Golden Anniversary, the Board hopes homeowners will share stories, pictures and memories of how our community has evolved over the years. Please contact a Board member to share any information you have.

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A lot was accomplished in 2019 to address the mounting maintenance and repair issues that had been deferred for many years, and we can now see results. The community commitment to the Association’s mission statement, “Preserve - Restore – Maintain,” has had a significant impact on meeting our responsibilities as wise stewards of our nearly 12 acres of beautiful land. We will see more of these important projects completed in 2020.

Enclosed with this issue of the FYI are two Visitor Parking Permits for each address. For homeowner parking a waiver is required, along with a separate parking tag. (Waiver forms are available on the calendar table in the Clubhouse entry.) Please use these permits wisely and with discretion. We operate on an honor system and hope everyone is respectful of their use of our common areas, including guest parking.

We have been fortunate so far this winter to have temperate weather and no damaging storms. Everyone should know and be assured that if we have five inches or more of snow we are prepared for snow removal and storage until it melts. If you choose to use anything to deice your entry or walkways, please do not use salt. It damages concrete and kills grass and plants. Please use sand for this purpose.

Many thanks to the Safety Committee and Chairperson Ingrid Wendt for their efforts to ensure we have a safe community. Their work is greatly appreciated.

Your Board has begun the new year with annual goal setting and continuing to focus on the fiscal and management responsibilities needed for the important task of maintaining and restoring our buildings, facilities and infrastructure. Board members are volunteer ETA homeowners elected by you, the ETA community. Our meetings are open for any resident to attend and listen to our discussions.

Please come to the first 2020 Quarterly Open Forum at 7 PM on Tuesday, January 28, at the Clubhouse and share your thoughts and ideas with your Board of Directors.

UPCOMING EVENTS

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

A representative from American Family Insurance will be at the January 28 Quarterly Meeting to answer questions about the ETA master insurance policy.

Next HOA Quarterly Open Forum Business Meeting:

Tuesday, January 28, 2020 at 7 PM

Next Regular Board of Directors Business Meeting:

Tuesday, February 11, 2020

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Sharon Kimble, Editor
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**EDGEWOOD TOWNEHOUSE ASSOCIATION
BOARD OF DIRECTORS MONTHLY BUSINESS
MEETING**

Preserve – Restore – Maintain
January 14, 2020

Call to Order: Board President Christine Donahue called the meeting to order at 6:30 PM. Board members present were: Christine Donahue, Darell Bidstrup, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. No homeowners attended.

Election of Board Officers: Board Secretary JoAnn Wilson asked for nominees for Board President. Christine Donahue was nominated and unanimously elected as President for FY 2020. Christine then assumed presiding over the meeting as President. Board officers unanimously re-elected for the current year were Darell Bidstrup, Vice President; Dan Goodlett, Treasurer; and JoAnn Wilson, Secretary.

Approval of Minutes: The minutes of December 10, 2019, were unanimously approved as amended.

Financial Report: Submitted. Frank Gaddini updated the Board on the status of the 2019 Special Assessment. He reported that he would be meeting with two bricklaying companies during the week to discuss chimney projects authorized by the special assessment. He hopes to complete the work by the end of January.

ETA Safety Committee: Ingrid Wendt, Safety Committee Chair, was unable to attend. Frank Gaddini reviewed the actions that would be taken in the event of snow. There is an agreement with Sunset Hills Cemetery that in the event of more than five inches of snow they will plow Westbrook Way. Precise details depend upon a number of situational factors. The area in front of garages would not be included nor any sidewalks. Frank will send a broadcast email to homeowners with the particulars if a snow event is forecast. The Board discussed the problem of clearing snow on sidewalks. Given the rarity of snow events such as experienced in February 2019, Board members did not support purchasing a snow blower. Such equipment is expensive and storage would be difficult. Board members were also concerned about informal hires of persons to shovel walkways. The association must observe business practices, and anyone hired would need to go through a staffing agency. There will be further discussion with the ETA Safety Committee Chair on this issue.

Coordinator Reports:

- Website coordinator: None submitted
- Swimming Pool: Closed
- Clubhouse Coordinator: None submitted
- Hospitality Coordinator: We are still seeking a volunteer for this position.

- Welcome Coordinator: With Larry Kenton assuming the duties of a Board member as of January 1, 2020, Bruce Trafton has volunteered to serve as Welcome Coordinator.

Facility Report: Submitted

Educational Minute: Frank Gaddini discussed the four cycles of a budget: 1) planning; 2) appropriation; 3) execution; and 4) assessment. Frank would like the Board to look at FY 2019 in this way as the Board begins to plan for FY 2021. Board member Merryn Gregory asked Treasurer Dan Goodlett for a report containing three-year historical data to facilitate comparisons.

Old Business:

1. **FY 2020 Goal Setting:** Board members brainstormed the continuum of choices.
 - a. Prepare for the future management of ETA/devise a business continuity plan (*N.B.:* Frank Gaddini has *not* announced a retirement date).
 - b. Plan activities for ETA's 50th birthday.
 - c. Update ETA's CC&Rs and Rules/Guidelines.
 - d. Examine ways to improve Board communication with homeowners.
 - e. Review/update the ETA website.
 - f. Look to the future regarding such technologies as solar, electric cars, etc.
 - g. Explore ways to improve access for those with disabilities, e.g., hiring a consultant to develop a plan to make the Clubhouse ADA compliant, adding curb cuts, etc.
 - h. Develop a landscape plan, to include accounting for climate change, with the assistance of a landscape architect.
 - i. Make wooden decks leading to townhouses slip-proof.
 - j. Begin repainting the exterior of ETA buildings.
 - k. Remove ETA's By-Laws from Lane County records.
1. Improve compliance with designated parking rules by developing a program to enable a limited number of homeowners to purchase an annual permit to park at will in designated parking.

Frank Gaddini will send this list out to Board members before the next business meeting so that individual members can prioritize them for further discussion.

2. **ETA Census Update:** Frank Gaddini and ETA Secretary JoAnn Wilson have been working together to collect and compile the information furnished by homeowners for the ETA Directory and the ETA Safety program. Some follow-up calls are still required. The goal is to distribute an updated ETA Directory at the Quarterly Meeting on January 28, 2020.
3. **FY 2019 Special Assessment Projects Update:** See preceding Financial Report.
4. **Distribution of Visitor Parking Vehicle Hang Tags:** Two visitor parking hang tags will be distributed to each homeowner inside the January 2020 FYI.
5. **Dog Waste Disposal Etiquette:** ETA has arranged for Sanipac to pick up the container twice per month. It is being taken to the driveway for pickup by volunteer homeowners. Their task will be made easier if dog waste is in a proper doggie bag, not

folded into paper towel, leaves, etc. Please do not use the Sanipac container for cat litter.

New Business:

1. **Waivers:** None submitted.
2. **Board Vacancy:** Board members discussed options for filling the Board position made vacant by the resignation of Aggie Picard. The Board will appoint a homeowner to fill the vacancy in compliance with the ETA By-Laws (*Article V, Management of the Association, Section 3*).
3. **Guidelines for Holiday Decorations:** This agenda item was deferred to a future meeting due to the long agenda and the lateness of the hour.
4. **FY 2020 Special Assessment Projects:** Frank wants to address the Board at the February meeting about an alternative and competing concrete project.

Announcements:

1. The next HOA Quarterly Open-Forum Meeting: Tuesday, January 28, 2020, in the Clubhouse at 7:00 PM.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, February 11, 2020, in the Clubhouse at 6:30 PM.

Adjournment: The meeting was adjourned at 9:15 PM.

Executive Session

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

Looking Back Over December 2019 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of facility and grounds work performed in December 2019. It is our last monthly report of maintenance activity for Fiscal Year 2019.

During the month we recorded and completed seventy (70) jobs. Through the year's end we completed one-thousand ten (1,010) discrete jobs. The maintenance theme for December 2018 was: first, to perform only mandatory maintenance; and second, to be respectful to the holiday season and not disturb, disrupt, or engage in maintenance activities that might impact family experiences. A second theme focused on completing the FY 2019 Special Assessment Concrete Project. We replaced 120 linear feet of walkway from Lot 75 to Lot 87 Westbrook Way and 80 linear feet of walkway at 117 Westbrook Way. In addition, we completed our concrete work at 198 Brae Burn Drive with the installation of safety handrail along the staircase.

Routine leaf management, pool maintenance, and clubhouse sanitation continued as normal. We also focused on specific shrub bed restoration. Leaf accumulation on twenty specific roofs, most under the canopies of mature Ponderosa, Fir, and Oak trees, required additional roof cleaning. At 118 Brae Burn and 181 Westbrook Way we replaced the passageway doors that

access the garage spaces. Four overhead garage doors were also replaced at 100, 36, and 151 Brae Burn, and 155 Westbrook Way.

As we move into the throes of winter season, we have contingency plans for snow events that are in excess of five/six inches of snow accumulation. Our snow management plan includes the Westbrook Way roadway and all adjacent driveways. Driveways along Brae Burn and Brookside Drives are all part of the plan too and will be contingent on the snowplow operator's discretion at the time. Westbrook Way will be plowed from Willamette Street to the entrance of Driveway 7 (139 to 185 Westbrook Way). We also plan to plow lanes down each driveway along the street. On Brae Burn Drive, we plan to plow lanes in all driveways that can be safely accessed. Driveway 8 on Brookside Drive will be plowed contingent on the snowplow driver's discretion for safety, accessibility, and maneuverability of the equipment in this small driveway.

Let's all look forward to a prosperous and peaceful year.

GOOD TO KNOW INFORMATION FOR HOMEOWNERS

1. Common Ground Rules

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

Also, storing personal property on common ground areas is not permitted.

2. Front Doors 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.

Board of Directors Approved August 11, 2015

3. Edgewood Townhouse Association Rules and Forms Dispute Resolution Procedures

Insofar as possible, disputes between homeowners should be processed in a civil and respectful manner between the disputants, or more simply neighbor-to-neighbor.

Irresolvable disputes between homeowners should be processed to resolution through the employment of a professional arbitrator. The Board will arrange for the services of an impartial professional arbitrator. Each disputant shall share equally the costs of the arbiter. The arbitrator's decision is final.

Homeowners may choose to process a dispute through the Civil Court System.

Board of Directors Approved October 13, 2015