

# 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 the second month of 2020, and since it is leap year February will have 29 days. So far it has been a busy month.

At the February 11 Board Business Meeting, we heard a report from Safety Committee Co-chair Linda Sage about the Oregon Department of Forestry (ODF) Firesafe Communities program. Linda, Darell Bidstrup, and I attended a meeting on February 4 with representatives of some neighboring Homeowner Associations to hear a presentation by an ODF representative. It was very informative, and I am pleased that we have accomplished so much in recent years in tree management and ground fuel reduction throughout our nearly 12 acres. We will follow up with the ODF Firesafe Communities program, arrange for a Community Risk Assessment by the ODF, and have a presentation at the April 28 Quarterly Open Forum. Many thanks to the Safety Committee for the research and work they have done on behalf of ETA.

*The Board has set the date for the ETA Golden 50th Anniversary Celebration!!! The celebration will be held on Saturday, July 11, 2020, at the Clubhouse. More information to come.*

Other business at the February 11 Board Business Meeting included the 2019 Year End Budget Report. This was available at the January 28 Quarterly Open Forum and is also available by contacting Treasurer Dan Goodlett. The Board identified the ETA goals for 2020, listed in the meeting minutes. The Board also appointed new Board member Sheila Dorsey to the position vacated by Aggie Picard.

ETA reviews our Master Insurance Policy on a regular basis. At the January 28 Quarterly Open Forum we heard from our representative from American Family Insurance who gave us information and answered questions from homeowners. State legislation may annually change requirements for Homeowner Associations. Thanks to our Facilities Director Frank Gaddini for monitoring newly adopted Oregon Revised Statutes (ORS) requirements and laws.

Part of our regular maintenance and upkeep at this time of year is roof and gutter cleaning, and it is underway now. Watch your email for when your building is scheduled. This work not only helps to preserve our buildings but it is also a significant fire safety measure.

DRUM ROLL PLEASE!!! The Board has set the date for the ETA Golden 50th Anniversary Celebration!!! The celebration will be held on Saturday, July 11, 2020, at the Clubhouse. More information to come.

Please share stories, pictures, and memories of our 50-year community history. We have long-time residents who may have interesting history to share about the history of our property. You may drop ideas, copies of photos, historic factoids, etc., in the Clubhouse mailbox or contact the Board or Facilities Director. Any help for our Golden 50th Anniversary Celebration will be greatly appreciated.

Spring will be here soon. Enjoy our beautiful Oregon weather and the flowers that are beginning to bloom. We will hope for calm weather until a warm spring arrives.

### UPCOMING EVENTS

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

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

Tuesday, March 10, 2020

**Next HOA Quarterly Open Forum Business Meeting:**

Tuesday, April 28, 2020 at 7 PM

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

**EDGEWOOD TOWNEHOUSE ASSOCIATION  
JANUARY OPEN FORUM FIRST QUARTERLY  
BUSINESS MEETING**

*Preserve – Restore – Maintain*  
Tuesday, January 28, 2020

The first 2020 ETA Quarterly Meeting was opened at 7:00 PM on Tuesday, January 28, 2020, in the Clubhouse. Fifteen homeowners attended. ETA Board members attending were: Christine Donahue, Darell Bidstrup, Dan Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Larry Kenton was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations.

Christine Donahue welcomed the homeowners and introduced Kevin Reimer of American Family Insurance. The Edgewood Townehouse Association master insurance policy is purchased from American Family. Mr. Reimer gave an overview of the ETA master policy and answered homeowner questions. Homeowners are encouraged to have individual insurance coverage as well. If they have coverage from other insurance companies, their agents may obtain details about our master policy by contacting Mr. Reimer. Individual homeowners may also choose to insure with American Family. Mr. Reimer's contact information is as follows: American Family Insurance, 1140 Willagillespie Road, Suite 13, Eugene, OR 97401-6727; Phone: 541-683-6064; Fax: 855-351-2790.

**ETA Handouts:** Treasurer Dan Goodlett prepared the *2019 Year-End Treasurer's Report* for the meeting. Copies of the report were available for interested homeowners. Homeowners who did not attend may request a copy by contacting Dan at [etatreasurer@email.com](mailto:etatreasurer@email.com). The *2020 ETA Resident Directory* was also distributed to homeowners. A limited number of directories were printed so homeowners at the meeting were asked to sign that they had received one. Directories will be mailed to homeowners who did not receive one at the meeting.

The floor was then opened up for questions and comments. Major topics were as follows:

**ETA Finances:** A homeowner asked if the Association manages two distinct budgets, one for Operations and one for capital improvement projects, during its Fiscal Year (FY) 2019; and where could he find the details of those budgets. Dan Goodlett, the Association's Treasurer, affirmed the question. The Association collects, manages, and accounts for two budgets during the fiscal year. One budget is our Operations Budget which manages our day-to-day expenses (postage, insurance, payroll, garbage,

etcetera), and general facility and grounds maintenance activities. Our other budget is a Special Assessment Budget which is used exclusively to pay for Planned Repair Projects approved by the Board and supported by the membership. This is the budget management practice which was adopted by the Board in early FY 2019. Dan pointed to the line items in the *FY 2019 Year-End Treasurer's Budget Report* where this information is listed.

The homeowner asked if this information will be posted monthly or quarterly for homeowners to review. Dan responded that it is possible to present this information at the end of each quarter during FY 2020. Several homeowners rose to compliment Dan Goodlett on the *FY 2019 Year-End Treasurer's Budget Report* and to express confidence in the Board's management of ETA finances.

**Common Grounds Rule:** A homeowner complained about homeowners storing personal items on common grounds, a practice that is prohibited. Homeowners should also refrain from planting in the common grounds. According to the ETA Common Grounds Rule, "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."

**Front Door Entryways and Balconies Guidelines:** Concerns were raised about homeowners placing miscellaneous items at their entryways and on their balconies that some homeowners judge to be inconsistent with the spirit of the following ETA guideline: "Front door entryways and/or balconies are common property. Please decorate accordingly."

**Parking:** Several homeowners discussed homeowners routinely parking in designated guest parking instead of in their garages as required in the ETA Parking Rules. Waiver forms for special circumstances are available and should be submitted to the Board for consideration. Guest parking hang tags are for the use of temporary guests only. Compliance with parking rules, as with rules governing the common grounds and front door entryways and balconies, relies upon homeowner cooperation. There are no official enforcement mechanisms.

**ETA Welcome Coordinator:** A homeowner asked about an ETA Welcome Coordinator who could make newcomers feel welcome and also acquaint them with the rules and guidelines of the community. Bruce Trafton has recently agreed to serve as ETA Welcome Coordinator and can be contacted at [etawelcome@email.com](mailto:etawelcome@email.com).

**Holiday Decorations:** A homeowner asked about holiday decorations left out long after the holiday has passed. The Board plans to discuss holiday decorations at a future meeting.

**Edgewood Townhouse Association 50th Anniversary:** Vice President Darell Bidstrup asked homeowners to think about ways the association could observe this year's 50<sup>th</sup> anniversary. He has framed a copy of the original landscape site plan, and it is now hanging in the Clubhouse. The anniversary could be a great concept around which to organize a committee. One homeowner suggested honoring residents who have resided here the longest. Interested homeowners should contact Darell or any other Board member.

The meeting adjourned at 8:20 PM.

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

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## EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

*Preserve – Restore – Maintain*  
February 11, 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, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Merryn Gregory was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Two homeowners attended.

**Motion to Fill Board Vacancy:** Michael Maulding made a motion to appoint Sheila Dorsey to the Board. The motion was seconded and unanimously approved. Sheila will fill the seat formerly held by Aggie Piccard. Welcome, Sheila!

**Approval of Minutes:** The minutes of January 14, 2020, were unanimously approved.

**Financial Report:** Submitted.

**ETA Safety Committee Report:** Co-chair Linda Sage reported on a meeting attended by several South Hills HOAs including Edgewood. She was accompanied by ETA President Christine Donahue and ETA Vice President Darell Bidstrup. There was a presentation by Alex Rahmlow, a representative of the Oregon Department of Forestry, on a program called "Firewise Communities."

The purpose of the program is to help neighbors work together to reduce wildfire risk around their community.

More information is available at

*Firewise USA*

<https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Firewise-USA>

or

*Firewise Lane County*

[https://lanecounty.org/government/county\\_departments/public\\_works/land\\_management\\_division/firewise](https://lanecounty.org/government/county_departments/public_works/land_management_division/firewise).

Christine suggested we consider inviting Alex Rahmlow to speak at the April 2020 Quarterly Open-Forum meeting.

### **Coordinator Reports:**

- Website coordinator: None submitted
- Swimming Pool: Closed
- Clubhouse Coordinator: None submitted
- Hospitality Coordinator: Instead of continuing to seek a volunteer to serve as Hospitality Coordinator, the Board accepted Frank Gaddini's offer to coordinate refreshments for the quarterly meetings. The Board will seek volunteers to coordinate the Summer Pool Party and the Annual Holiday Party. Several homeowners have expressed interest in helping with these specific events.
- Welcome Coordinator: None submitted

**Facility Report:** Submitted

**Educational Minute:** Frank Gaddini acquainted the Board with the new Oregon law requiring certain homeowner associations (as specified in the update to ORS 94.675) and all condominium associations to carry fidelity bond coverage for (1) all persons with access to association funds and (2) computer fraud and funds transfer fraud. Frank will contact Kevin Reimer, our American Family Insurance agent, to ensure that ETA is in compliance. Frank also briefly reviewed the types of oaths of office that some HOAs administer to members of their boards of directors.

### **Old Business:**

1. **FY 2020 Goal Setting:** The Board reviewed 10 goals that were brainstormed at the January 2020 business meeting. From this list, each Board member was asked to identify their top three goals. The working consensus of the Board was as follows: (1) Prepare for ETA future management/business continuity; (2) Engage a landscape consultant for landscape renovation; and (3) Update/enhance the ETA website. The FY2020 Board goals will be finalized at the March Board business meeting.

2. **ETA Directory Update:** The Directory was distributed at the January Quarterly Open-Forum. Copies will be mailed on Friday, February 14, 2020, to the homeowners who did not attend. At the same time, Frank will send homeowners the new code for the Clubhouse. The old code will also work through the end of February.
3. **FY2020 Special Assessment Projects Update:** Frank Gaddini reported that the carpentry projects identified in the motion for the 2020 special assessment have begun. He reviewed several concrete projects that need to be undertaken. Board member Darell Bidstrup pointed out that some homeowners may believe that certain concrete projects have already been selected based upon walking tours and sidewalk markings. Frank will bring options to the next meeting for the Board's consideration.
4. **Landscape Contract:** Christine Donahue said that the contract with Medallion Landscape Services has been signed. Beginning in January, the contractor has provided landscape services on the property every Tuesday. This will continue throughout 2020.

#### New Business

1. **Waivers:** The Board approved the requests of homeowners at 170B Side and 186B Side to park in designated parking from February 1, 2020, to April 30, 2020. The waivers will not be renewed.
2. **Guidelines for Holiday Decorations:** This agenda item was deferred to a future meeting due to the long agenda and the lateness of the hour.
3. **Poolside Bench:** The bench previously sitting by the pool was removed due to its poor condition. The Board agreed it was desirable to replace it with a dual-back bench. Frank Gaddini will bring information on options for the Board to consider at its next business meeting.
4. **Edgewood Townhouse Association 50<sup>th</sup> Anniversary:** The Board selected Saturday, July 11, 2020, for the 50<sup>th</sup> anniversary celebration and barbecue.

#### Announcements

1. The code for the entry door of the Clubhouse will be changing soon. Watch your mail for more information. Please safeguard this code to prevent unauthorized entry, as the Clubhouse is to be reserved by residents only.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, March 10, 2020, in the Clubhouse at 6:30 PM

**Adjournment:** The meeting was adjourned at 9:25 PM.

#### Executive Session

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

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### Looking Back Over January 2020 Facilities and Operations Report

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

This report is a review of facility and grounds work performed in January 2020.

January can only be described as "*pleasantly mild!*" The month recorded normal temperatures and nearly seven inches of precipitation – some of which fell as micro-bursts of intense rainfall.

During the month we recorded and completed eighty (80) jobs. A substantial part of our work was roof and gutter cleaning and applying moss control to two-thirds of our community's roofs. Our leaf removal and disposal contract ended at the end of the month, and our new landscaping contract with Medallion Landscaping began on the first day of February. Our landscaper will be working at our site each Tuesday for the remainder of Fiscal Year 2020.

The month witnessed the completion of repair to the party wall between 128 and 132 Brae Burn Drive and the replacement of the damaged patio cap at 198 Brae Burn. We installed a temporary wood access/egress deck at the entrance of 130 Westbrook Way to provide safe entrance into the premises until a permanent repair can be implemented. A roof leak spontaneously began over the kitchen at 87 Westbrook Way. The leak damaged the interior ceiling drywall. Fortunately, we had three days of dry weather which permitted our roofer to completely replace the entire flat roof with a new single membrane vinyl cover. When the exterior roof leak was repaired, we immediately replaced the damaged interior ceiling (see pictures below). The sighting of rats entering through the chimney flashing at 183 Westbrook Way prompted us to re-flash the chimney and to fill any holes that could serve as rat access into the building.

On the grounds five very large tree stumps left over from tree removal two years earlier were finally ground down. All 35,000 square feet of our lawns received a fertilization and moss control application. We also tackled much of the slippery moss that grew on our older concrete and asphalt surfaces. In addition to abating moss on walkways, we

also attacked a wicked rat infestation in building 121 through 137 Westbrook Way. Roof rats have been plaguing all of Eugene, and Edgewood Townhouses have not been spared. We placed twelve rat bait stations around this building, as well as at 183 Westbrook Way. In all cases the rats were heard in the attics and walls. Currently we are still battling rat infestations at these sites and have resorted to employing professional pest abatement. You can help. Please ensure that your waste containers are kept shut, protect your pet food in plastic, rubber, or steel containers until ready to use, and stop feeding the local wildlife and birds. Nature provides these wild creatures with an abundance of food.

We responded to a drainage problem at 35 Westbrook Way. Tree roots had strangled, cracked, and invaded a portion of the sewer drain line. We repaired the line using a non-invasive technique that avoided removal of a large maple tree and excavation through softscapes and hardscapes. That repair should serve us well for decades to come.

Part of this month's durable repairs also included exterior siding replacement at 2, 16, 24, and 71 Westbrook Way as well as new gutters and downspouts at five townhomes.

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### GOOD TO KNOW INFORMATION FOR HOMEOWNERS

- **Waste management:** As you know, rat infestation has been problematic throughout Eugene. At Edgewood we have been experiencing localized outbreaks. You can help by ensuring that your garbage and composting cans are secure and inaccessible to hungry rats. And please do not feed the local wildlife. Nature provides for these creatures.
- **Clubhouse use and ETA security:**
  - Use of the Clubhouse: *Clubhouse use is for residents and their guests only.* Homeowners wishing to use the Clubhouse for personal events and/or meetings may reserve the space by completing and submitting a Clubhouse Reservation form. These forms are available on the table inside the Clubhouse entry.
  - Clubhouse front door code: For security of ETA property, please safeguard the entry code to the Clubhouse front door.
  - ETA Resident Directory Information: Privacy is paramount at Edgewood, as personal information is an issue of concern in today's world. Please protect

our directory information and keep it in a secure place.

- **2019 Year End Treasurer's Report:** To request a copy of the year-end report, contact Dan Goodlett, ETA Treasurer, by leaving a note with your name and address in the Clubhouse mail slot or by email at [etatreasurer@email.com](mailto:etatreasurer@email.com).
- **Edgewood Townhouse Association web site:** <http://edgewoodtownhouseassociation.org/> Official documents are available on the ETA web site, including ETA property insurance policy, By-Laws, Rules, CC&Rs, and others.



87 WW Roof Leak



87 WW Ceiling Damage



87 WW New Roof