

# 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](mailto:etapresident@email.com)

Your Board continues to do ETA business by holding video conferencing meetings and carefully timing our visits to the office to process necessary paperwork. Our Bookkeeper is here on the usual schedule so we can responsibly meet ETA's business demands. Meeting the fiducial responsibilities of the Board continues under any and all circumstances. We are doing the best we can during this unusual time to keep all the bases covered.

We received three letters from homeowners responding to our request last month to the community to submit comments and questions by May 8, 2020. We will reply in the next FYI.

*The ETA Board of Directors endorses the importance of social distancing, face coverings, and no group gatherings.*

At the May 12, 2020, ETA Board Business Meeting we pointed out that many in the ETA community are a vulnerable population for the coronavirus crisis. The ETA Board of Directors endorses the importance of social distancing, face coverings, and no group gatherings. We

decided that the Clubhouse will be closed until further notice. We also decided not to open the pool until further notice. The pool will be uncovered and routine maintenance will occur as scheduled.

As posted at the Clubhouse:

In the best interest of the Association to combat the COVID 19 virus, the Clubhouse will remain closed until such time that medical experts, our local government leaders, and the Association's Board of Directors conclude it is reasonable and safe to reopen the Clubhouse.

We consider this public health crisis to be very serious.

ETA is a small self-supporting, not-for-profit corporation. It is supported by Homeowner dues that fund the continued maintenance, management, and repairs to our 19 buildings and nearly 12 acres. If anyone is experiencing extenuating or unanticipated circumstances, please contact the ETA Treasurer, Dan Goodlett, at [etatreasurer@email.com](mailto:etatreasurer@email.com) about your situation.

Enjoy our beautiful spring, the mild weather, and all the blooming plants around us. Be careful, and take care of yourselves and each other.

## UPCOMING EVENTS

All meetings begin at 6:30 PM unless otherwise stated

Next Regular Board of Directors Business

Teleconference:

Tuesday, June 9, 2020

Next HOA Quarterly Open Forum Business Meeting:

Tuesday, July 28, 2020 at 7 PM

The date for the ETA Golden 50th Anniversary Celebration is Saturday, July 11, 2020. Subject to change.

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Monthly Checking Activity

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

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

*Preserve – Restore – Maintain*  
May 12, 2020

**Call to Order:** Board President Christine Donahue called the meeting to order at 6:34 PM. The Board Business Meeting was held by teleconference due to the novel coronavirus (COVID-19) crisis. Board members present were: Christine Donahue, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations.

**Approval of Minutes:** The minutes of April 21, 2020, were approved.

**Financial Report:** Submitted.

**ETA Safety Committee Report:** Safety Committee Co-Chairs Ingrid Wendt and Linda Sage submitted the draft of a report which strongly recommended the use of face masks while walking outdoors on ETA grounds. They noted that many residents are in high-risk categories and need to take added precautions. The report included information from the Oregon Health Authority as well as other non-governmental sources. The Co-Chairs asked that the report be distributed to homeowners. The draft report was received late on the day of the meeting and most Board members had not had an opportunity to read it. The Board did discuss the report's general recommendation, however. While the Board endorses official public health recommended practices to limit the spread of COVID-19, Board members agreed that it is not the role of the Board to mandate or advocate specific health-related behaviors to homeowners.

**Coordinator Reports:**

- Website coordinator: None submitted
- Swimming Pool: Closed
- Clubhouse Coordinator: Closed
- Welcome Coordinator: None submitted

**Facility Report:** Submitted.

**Old Business:**

1. **Rat Control:** Frank Gaddini reported there has been no known major rat outbreak on the property since last month. Many ivy areas have been eliminated and natural prey have returned.
2. **FY 2019 and 2020 Special Assessment Projects Update:** Frank Gaddini reported that the chimney repair project funded by the FY 2019 Special Assessment is still outstanding because of chimney contractors' concerns about COVID-19. Regarding the FY 2020 Special Assessment, four of the five carpentry jobs have been completed (101WW is in progress and will be finished soon). Frank is looking at the next

concrete jobs and monitoring cash flow with the ETA Treasurer before deploying the groundwater project.

3. **FY 2020 Goal Setting Follow-up:** Dan Goodlett shared some introductory charts on business continuity planning, focusing for now upon the time (as yet unspecified) when ETA's Director of Facilities and Operators retires. With a plan in place, it will be easier to go through the inevitable transition, avoiding disruption of regular business management and operations. Initial steps will include a business impact analysis and risk management analysis. Dan will furnish Board members with more information electronically as the discussion continues.
4. **Conducting Business during the Coronavirus Crisis:** Frank Gaddini noted that during these times, we need to be aware of and sensitive to many needs at the same time. But the Board's fiduciary responsibility continues regardless. Any temporary governmental moratorium on residential actions during the current pandemic (*e.g.*, foreclosures, evictions for nonpayment of rent), is **not** applicable to monthly homeowner dues (HODs) or special assessment payments. Edgewood Townehouse Association is a self-supporting and self-liquidating entity and everyone's dues and special assessment payments are important to the functioning of the association. Any homeowner experiencing difficulty meeting this obligation should notify the ETA Treasurer promptly.

**New Business**

1. **Parking Waivers:** The Board approved the request of the new homeowners at 198BB to park in designated parking through June 30, 2020, in order to accommodate their move-in.
2. **FY2021 Special Assessment: Initial Discussion:** Frank Gaddini summarized the major budgetary change that the Board approved last year; specifically, (1) the Operations portion of the budget is funded through monthly homeowner dues, and (2) Planned Projects are funded through Special Assessments. It is critical that we continue to do the work and maintain momentum toward accomplishing the capital projects identified in the 5-Year Plan. There was considerable discussion by Board members about the uncertainty and fears many are experiencing during the current public health crisis. The Board will continue its discussion next month, considering what projects are most critical and developing a proposal that takes into account changes in the economy.
3. **April 2020 Quarterly Meeting:** Because April's Quarterly Meeting could not be held in the Clubhouse due to the COVID-19 crisis, homeowners were notified by letter and by postings at mailboxes to submit any comments or questions to the Board via the Clubhouse mail slot no later than May 8, 2020. Three letters were received. The questions submitted will be agenda items at the next business meeting, and the answers will appear in the June 2020 FYI.
4. **Offer from Ram Jack:** Frank Gaddini was contacted by the principal of Ram Jack West offering to do the foundation job at 50 BB as soon as it can be scheduled. The financial arrangement proposed was that instead of standard industry practice, ETA's down payment would be an amount to cover the engineering report and City permit, with the remainder payable over a year's time at no interest. Repairing this foundation is a high priority, and Ram Jack has been

monitoring it for several years. Board members acknowledged the need to have this work performed soon but were concerned about cash flow. ETA Treasurer Dan Goodlett said he would need more time and information before he could support acting on the offer. Board member Merryn Gregory suggested an alternative payment approach which Frank Gaddini will mention to Ram Jack.

5. **Insurance Claim:** Frank Gaddini reported that a claim has been filed with American Family Insurance for the damage done to common property as a result of the incident occurring in April 2020 at 113WW. We are waiting to hear what is coverable under the master policy. Frank also just received a claim form from the City of Eugene Risk Services Division. While we are in a holding pattern on the money for the estimated \$45-\$55,000 in damages, Frank is moving forward on the repairs.
6. **Pool:** ETA's pool is classified as a public-private pool. The Board discussed when/if the pool would be opened in light of the COVID-19 crisis and agreed that it should remain closed until further notice. The Board will continue to evaluate the advisability of opening it based upon recommendations from state and local government officials and medical experts. The Clubhouse will also remain closed until the Board concludes it is safe and reasonable to reopen it.

**Announcement:**

1. The next regularly scheduled Board of Directors Business Meeting, by teleconference: Tuesday, June 9, 2020, at 6:30 PM

**Adjournment:** The meeting was adjourned at 8:42 PM.

**Executive Session**

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

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**Looking Back Over April 2020 Facilities and Operations Report**

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

As we think of the month of April 2020 at Edgewood Townhouses, we can all agree that it will forever be "unforgettable." Social distancing kept many of us indoors as spring weather embraced us with temperatures reaching 70 degrees in the daytime and clear crisp star-filled nights. Many of our trees and shrubs bloomed, and our rhododendrons and azaleas burst into beautiful shades of, reds, yellows, pinks, and whites.

The name *April* is rooted in the Latin *Aprilis* which is derived from the Latin *aperire* meaning "to open" which could be a reference to the opening or blossoming of flowers and trees, a common occurrence throughout the month of April and especially at Edgewood Townhouses.

Although we experienced a few days of distractions that brought some of our work to a standstill, we recorded and completed 72 maintenance and repair jobs during April. Interestingly, 25

percent of our work was engaged in fire and risk reduction along the creek. With the help of a volunteer homeowner and our contract workers, we cut down or collected dead trees, brush, and fallen limbs, disposing nearly 40 yards of debris – the equivalent of two green dumpster loads.

The month also saw two of our Special Assessments projects addressed and completed. One job was our concrete stairway and sidewalk at the entrance of 130 Westbrook Way, see picture below. We also replaced a damaged section of walkway with a new concrete walkway in front of 179 Westbrook Way, as well as a complete replacement of walkway to the front entrance of 10 Brae Burn. Another Special Assessment Project was the restoration of the patio party walls at 105 Westbrook Way, which was one of our carpentry projects. A hallmark project during the month was the completion of a seven-year goal to replace all 90 overhead garage doors, and in April, we replaced our last and final overhead garage door at 60 Brae Burn Drive.

As part of our routine maintenance we also replaced all the gutters and downspouts at five sites, including 101, 105, and 113 Westbrook Way, as well as at 40 Brae Burn and 186 Brookside Drive. Other routine maintenance included our regular monthly Pool service, Clubhouse custodial service, and weekly landscaping visits. Unexpected projects also arose during the month. We replaced nine of our outdoor light fixtures. Our work was fairly distributed on each side of the Brae Burn Creek, with approximately 40 percent of work along the Brae Burn/Brookside corridor and 60 percent along the Westbrook Way corridor.

**EDGEWOOD TOWNEHOUSE ASSOCIATION  
BOARD OF DIRECTORS EXECUTIVE COMMITTEE**

Homeowners interested in emailing the Board with matters that regard the Association may contact Executive Committee member at the following email addresses:

Christine Donahue, President	<a href="mailto:etapresident@email.com">etapresident@email.com</a>
Darell Bidstrup, Vice President	<a href="mailto:etavicepresident@email.com">etavicepresident@email.com</a>
Dan Goodlett, Treasurer	<a href="mailto:etatreasurer@email.com">etatreasurer@email.com</a>
JoAnn Wilson, Secretary	<a href="mailto:etasecretary@email.com">etasecretary@email.com</a>

Others:

Sharon Kimble, FYI Editor	<a href="mailto:etafyieditor@email.com">etafyieditor@email.com</a>
Frank L. Gaddini, ETA Director of Facilities and Operations,	<a href="mailto:etadirector@email.com">etadirector@email.com</a>

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 monthly copies of the FYI.

*New stairs and sidewalk  
at 130 Westbrook  
Way*

