

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

At 6:30 PM Tuesday, July 14, your Board held its fifth virtual Business Meeting. Although we are improving our virtual meeting skills, we miss gathering together around a table to conduct ETA's business. There is a virtual record of all of our meetings. As you can see in the meeting minutes elsewhere in this publication, as usual the agenda was very full. We have begun to schedule extra meetings to focus on finances and the 2021 budget.

The third Open Forum of 2020 is scheduled for July 28, and we are again asking homeowners to submit any comments in writing and to drop them in the Clubhouse mail slot by Friday, August 7.

As the global pandemic worsens, we reaffirmed the decision to keep the Clubhouse and Pool closed until further notice. As I mentioned last month, ETA does not have the resources to hire staff to implement and oversee the public health requirements.

The third Open Forum of 2020, originally scheduled for July 28, is canceled due to the Covid 19 pandemic and Governor Kate Brown's directives. We are again asking homeowners to submit any comments in writing and to drop them in the Clubhouse mail slot by Friday,

August 7. We will do our best to respond in a timely manner. Open forums have always been an important part of ETA communications and community camaraderie.

Work is beginning on updating the ETA website. Website coordinator: Dan Goodlett is interested in having a few volunteers collaborate with him on the website via Zoom meeting(s). Both Board members and homeowners would be welcome.

Among the many things we all appreciate here at Edgewood is our peace and quiet. When I have guests they often comment on how peaceful it is here. But sometimes that peace is disturbed, especially at night when sound travels more than we realize. Talking on the telephone outside is an example of noise disturbance. As I mentioned, sounds travel pretty far. Please be considerate to the community and refrain from outdoor phone conversations that disturb the peace. You will also be preserving your own privacy if you take your call inside instead of sharing it with nearby and not so nearby neighbors.

This is a good time to remind homeowners that there are two ways to communicate directly with the Board. One is at the Quarterly Open Forums and the other is by writing a letter. Under current conditions, as we are unable to hold Open Forums, we encourage you to continue sharing your comments, concerns, and the occasional compliments with us. Your Board is composed of nine volunteer homeowners elected by all homeowners. Three seats are voted on by the community each October.

Many thanks to all ETA volunteers, in addition to the Board, who do so much for our community. We can each contribute in our own way, and please know your efforts are appreciated.

UPCOMING EVENTS

All meetings begin at 6:30 PM unless otherwise stated

Next HOA Quarterly Open Forum Business Meeting:

Tuesday, July 28, 2020 at 7 PM. Please see information about resident participation in this FYI edition.

Next Regular Board of Directors Business Virtual Meeting:

Tuesday, August 11, 2020

The ETA Golden 50th Anniversary Celebration is postponed. Date to be determined at a later time.

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Monthly Checking Activity

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

Preserve – Restore – Maintain
July 14, 2020

Call to Order: Board President Christine Donahue called the meeting to order at 6:35 PM. The Board Business Meeting was held by video conference due to the COVID-19 pandemic. Board members present were: Christine Donahue, Darell Bidstrup, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Sheila Dorsey was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations.

Approval of Minutes: The minutes of June 9, 2020, were approved.

Financial Report: Submitted.

ETA Safety Committee Report: None submitted.

Coordinator Reports:

- Website coordinator: Dan Goodlett is interested in having a few volunteers collaborate with him on the website via Zoom meeting(s). Both Board members and homeowners would be welcome. Newsletter editor Sharon Kimble will put a notice in the FYI in "Good to Know Information for Residents" and Christine will include it in her monthly "Message from the Board."
- Swimming Pool: Closed
- Clubhouse Coordinator: Closed
- Welcome Coordinator: Submitted

Facility Report: Submitted.

Educational Minute: Frank Gaddini noted that at our last meeting some became uncomfortable during the discussion of Brae Burn grounds landscaping because some critical comments seemed to be directed at him. Frank assured the Board that he values all comments, even those that are uncomfortable, and he appreciates that Board relations have never been anything but civil and professional.

Old Business:

1. **FY 2020 Board Goal--Continuity Plan:** Dan Goodlett presented a list of functions performed by the current ETA Director of Facilities and Operations, Frank Gaddini. While Frank has no current plans to retire, it is important for an organization such as ours to have business continuity plans in place. After reviewing the long list, Frank pointed out that there are already several existing documents that would help guide the Board during a transition including a job description and position specifications. The Board will continue to discuss the topic at its August meeting.
2. **FY 2019 and 2020 Special Assessment Projects Update:** Frank Gaddini said the FY 2019 chimney project is still on hold. Bricklayers are hard to come by in a community like

Eugene that has minimal brick construction. He hopes to complete a contract with a chimney contractor in the next 60 days. For FY 2020, carpentry projects are complete; the flat roof at 11 WW is complete and the one at 148 BB should be done next week; the engineering review and City permit process needed for the groundwater project has begun and a contractor will begin the work about the end of September when water is at its slowest flow; a new cover for the pool will be purchased in the fall; and another portion of concrete work is pending (of the \$18K earmarked for concrete, \$12K has been spent).

3. **FY 2021 Budget: Operations and Planned Facility Repairs (Special Assessment):** Frank Gaddini said that we traditionally start looking at the *Operations Budget* this time of year. He and homeowner Connie Hirsch, who has served on the Budget Committee in the past, will begin to meet in July and then Frank, Connie, and ETA Treasurer Dan Goodlett will put together a draft FY 2021 Operations Budget. The Board will review the draft budget at a special budget meeting by video conference on Monday, August 10, 2020, at 11:00 AM. There will probably be two additional special video conference meetings on the FY 2021 Operations Budget before it is finalized.

Regarding the *Special Assessment for Planned Facility Repairs*, the Board reviewed the Five-Year Plan which was compiled in a previous budget cycle. The majority of our FY 2020 Special Assessment projects have been completed. There are a number of FY 2021 projects in the plan to discuss as the Board compiles the proposed special assessment project list for a vote by homeowners later this year. Frank Gaddini said that two discrete asphalt jobs are also critical. He will be meeting with two contractors soon to discuss the needed work.

4. **Offer from Ram Jack Update:** The City Planning permit for this project requires that one additional pier be used. The Board agreed by consensus to an additional monthly payment of \$1,100 to cover the extra cost. Frank Gaddini discussed with Ram Jack their doing concrete work on the staircase going into 150 BB. The stairs have been a major cause of the foundation failure. Ram Jack's bid was \$5,000. Frank asked the Board if it would approve using unspent money from the FY 2020 Special Assessment concrete projects to cover this cost. An area of concern raised by Board member Darell Bidstrup was about competing projects and homeowner expectations. After some discussion, Board member Merryn Gregory moved that, "We contract with Ram Jack to replace or repair the stairs at 150 BB and pay for the work out of the unencumbered FY 2020 Special Assessment concrete budget." The motion was unanimously approved.
5. **Insurance Claim Update:** Frank Gaddini reported that the costs to repair roofs and light fixtures have been submitted to our insurance carrier, American Family. Some of the costs for the front door system at 113 WW may be recovered from the City of Eugene Risk Management. If not, the cost will be paid by the homeowner.
6. **Adding an Emergency Provision on "Meetings During Special Circumstances" to Rules or By-Laws:** Board member Sharon Kimble reviewed the kinds of provisions

which appear in the ETA Rules and in the By-Laws. While the proposed emergency provision appears to fit more appropriately under By-Laws, including the provision there would require a considerable amount of time and effort. Because of the COVID-19 pandemic, Board members felt it was important to adopt the provision now. The Board therefore agreed by consensus to adopt the provision as a rule. When the By-Laws are reviewed and updated in the future, the provision will be included in that process. The provision reads as follows:

Meetings during special circumstances: Meetings of the members and the Directors are held at 95 Westbrook Way. When doing so is not possible, these meetings can be held in alternative formats. For example, Board members can meet by virtual conferencing, through email, or by phone call. Minutes are recorded and made available to the members in the monthly newsletter.

7. **Review and Update of By-Laws:** The topic was tabled until the August meeting.
8. **Clubhouse Opening:** The Clubhouse will remain closed until further notice.
9. **Pool Opening:** The Pool will remain closed until further notice.

New Business

1. **Parking Waivers:** None submitted
2. **July 28, 2020, Open-Forum Meeting Format:** The July Quarterly Meeting will be conducted in the same way as the April Quarterly. Frank Gaddini will post notices at the mailboxes and the Clubhouse, and a notice will appear in the FYI. Homeowners may submit any comments or questions in writing and put them in the Clubhouse mail slot. The deadline is the end of the day on Friday, August 7.
3. **ETA's Landscape:** Board member Darell Bidstrup led a discussion on ETA's landscape. He shared some of his extensive background and education in environmental design and said he is interested in having a conversation on how to stay true to the mission and philosophy of ETA's landscape. As he put it, "I have a background and an understanding and a passion for the landscape here." Darell has studied the original ETA landscape map, and he noted how organically our community was designed. Darell will be seeking a few interested homeowners to join him in walking the property and discussing how to move forward.

Announcement:

1. The July HOA Quarterly Open-Forum Meeting: Deadline for submitting homeowner comments/questions is the end of the day on Friday, August 7.
2. Special Board Meeting on the FY 2021 Budget, by video conference: Monday, August 10, 2020, at 11:00 AM
3. The next regularly scheduled Board of Directors Business Meeting, by video conference: Tuesday, August 11, 2020, at 6:30 PM

Adjournment: The meeting was adjourned at 8:59 PM.

Executive Session

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

Looking Back Over June 2020 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com 541.915-2524

June was a beautifully quiet month in our lovely community. The weather was mild with a balance of rain and sunshine. June 2020 was also a very productive month for facility and grounds maintenance, recording eighty-nine (89) jobs at Edgewood Townhouses. As we closed the first half of our year, we completed and recorded five-hundred-and-nineteen (519) jobs from January through the end June 2020.

During the month of June, we focused on our continued efforts at updating our irrigation systems. Each of our 49 irrigation zones was activated and tested. Overall, our irrigation system with nearly 2,800 sprinklers is performing very well. At the beginning of the month near 8 Westbrook Way and at the end of the month in front of 179 Westbrook Way we discovered two breaks in the irrigation line. Each break was complex and presented challenges, *but* each was satisfactorily repaired.

Two of our flat roofs at 136 and 140 Brae Burn were upgraded with fire barriers, insulation, and new PVC membranes. The flat roofs were upgraded as part of property transfer transactions in the autumn of 2019 but were deployed this year to ensure proper weather conditions for the installation. During the month we also cleared bundled roots that invaded the sanitary sewer line at 67 Westbrook Way. The roots were so invasive that it required two hydro-jettings to clear the line. We will be planning to have this sewer pipe lined with a special PVC liner to prevent tree root invasion in the future.

Pest infestations also occurred during the month. This time the pests were carpenter ants. We treated building 2 through 54 and building 121 through 137 Westbrook Way. We continue to monitor these buildings, and it appears that our efforts were successful.

Although it is summer this may also be a good time for you to think about servicing your heat systems. If you use natural gas in your townhouse, now is a perfect time to check all of the valves and electronic ignition features of your furnace or fireplace. Call a qualified service company or Northwest Natural for an inspection - you'll feel warmer and you'll be safe. If you have an electric heat pump, check your filters and change them before the cold returns. This is also a great time to check and clean your clothes dryer's duct piping. It is prudent to clean your clothes dryer ducts at least every two years. Check under furnace cleaning for qualified contractors who specialize in duct cleaning.

GOOD TO KNOW INFORMATION FOR RESIDENTS

Bulletin Board. There is now an ETA bulletin board available for residents' posts on the wall near the front door of the Clubhouse. This space is for information relevant to our ETA residents. Please take down out-of-date posts when they expire.
ETA Website Update. Website coordinator: Dan Goodlett is interested in having a few volunteers collaborate with him on update of the ETA website via Zoom meeting(s). Both Board members and homeowners would be welcome. Contact Dan at etatreasurer@email.com.