

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

August is the month each year that the Edgewood Townhouse Association Board schedules extra meetings to plan for the upcoming Fiscal Year (FY) budget. The ETA Fiscal Year is the calendar year (January 1 - December 31). All meetings since March have been conducted virtually due to health and safety concerns. Your Board and Budget Committee have been hard at work on the FY 2021 budget. The process includes a careful review of the Five-Year Plan as we continue to develop strategies to address the many years of neglected (deferred) maintenance of our 19 buildings and infrastructure. Thanks to ETA community education and support, we have made good progress over the last couple of years. We recognize the importance of continuing to be good stewards of our buildings and land and continue the work identified in the Five-Year Plan.

As we move into late summer the threat of potential fire danger increases. As a precaution, the gate at Westbrook Way and Brookside is open and our "Emergency Evacuation" signs are in place to direct vehicle traffic. The gate is open as a safety measure during the summer fire season. The gate will remain open through mid-October. No parking is allowed along Westbrook Way. Vehicular entry on the west end of Westbrook Way is one way only and exits onto Brookside Drive.

In October of each year the Edgewood Townhouse Association holds its Annual Open Forum Business Meeting. A very important task at our Annual Meeting is the election of Board Members. The Board is comprised of nine volunteer homeowners who oversee the responsibilities of our not-for-profit corporation. On December 31 of each year three Board Members' terms expire. Newly elected and continuing Board Members elect officers in January of each year. In September we will have nominee application forms available and a process to conduct the election will be presented.

We are doing our best to meet the fiscal and legal responsibilities of ETA under the unusual circumstances faced by everyone in this pandemic. The Board and community greatly appreciate the professionalism, wisdom, experience, and management skills of our part-time Facilities Manager Frank Gaddini. We are all affected by the pandemic in many ways. The Board wishes good health and safety for all community members and those close to them

CURRENT EVENTS

All meetings begin at 6:30 PM unless otherwise stated

Next Board of Directors Virtual Special Meeting on FY2021 Budget:

Monday, Aug. 17, 2020, 11 AM

Next Regular Board of Directors Virtual Business Meeting:

Tuesday, September 8, 2020

October Annual Open Forum Virtual Business Meeting:

Tuesday, Oct. 27, 2020 at 7 PM. Please see information about resident participation in this FYI edition.

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Monthly Checking Activity

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

Sharon Kimble, Editor
Email: etafyieditor@email.com

**EDGEWOOD TOWNEHOUSE ASSOCIATION
VIDEOCONFERENCE: BOARD OF DIRECTORS
SPECIAL BUSINESS MEETING
FY 2021 BUDGET: OPERATIONS AND PLANNED
FACILITY REPAIRS (SPECIAL ASSESSMENT)**

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August 10, 2020

Board members present were: Christine Donahue, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Larry Kenton was excused. Also attending were Budget Committee members Connie Hirsch, an ETA homeowner, and Frank Gaddini, ETA Director of Facilities of Operations. The purpose of the meeting was to discuss the FY 2021 Operations Budget and the Special Assessment Budget for Planned Projects.

Reminder: After considerable discussion in the summer of 2019, the Board agreed upon a reorganization of the ETA annual budget. Specifically, starting in FY 2020 and going forward, the budget consists of two parts, each funded separately. The first portion of the budget, *Operations*, is funded by monthly homeowner dues (HODs). The second portion, *Special Assessment Budget for Planned Projects*, is funded through annual special assessments.

The meeting was opened at 11:20 AM. Frank Gaddini summarized the process of the Budget Committee, which includes ETA Treasurer Dan Goodlett in addition to the above-named members. The committee has met several times to draft the proposed FY 2021 Operations Budget which is a historical progression of the current Operations Budget, adjusted for several factors including actual year-to-date expenditures, anticipated increases due to COVID-19 related costs (*e.g.*, safety supplies, added Clubhouse cleaning), and the rising cost of insurance, professional services, and building/construction materials. Frank reviewed the two operating budgets, approved and proposed, item by item, and responded to Board questions. The Board discussed a probable 3.9-4.0% increase for FY 2021. At 4.0%, it would be an increase in homeowner dues of \$14 per month. The Board wished to discuss the Operations Budget further before making a decision. Board member Merryn Gregory asked ETA Treasurer Dan Goodlett to distribute final numbers for the last five years' operating budgets which Dan agreed to do at the next meeting.

Frank then reviewed the Five-Year Facility Maintenance Plan which forms the basis for the Special Assessment Budget for Planned Projects portion of the annual budget. The plan was developed in 2019. In the Five-Year Facility Maintenance Plan, proposed work for FY 2021 includes carpentry projects (five patio walls plus wooden walkways), one garage gables project, three flat roof replacements, one groundwater project, repainting two entire buildings (deferred in FY 2020), a driveway asphalt project, and various concrete projects. Performing all the work identified for 2021 would total an estimated \$171,000. This would compute to a proposed special assessment of \$1,900 per

homeowner, or \$158 per month. Board members were very concerned about this cost and will need additional special meetings to determine the special assessment projects/amount for FY 2021 before finalizing a proposal to homeowners for their approval. Board members will meet again on Monday, August 17, 2020, at 11:00 AM, by videoconference.

The meeting was adjourned at 1:40 PM.

JoAnn Wilson, Secretary Email: etasecretary@email.com

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

Preserve – Restore – Maintain

August 11, 2020

Call to Order: Board Vice President Darell Bidstrup called the meeting to order at 6:37 PM. The Board Business Meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Board President Christine Donahue was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations.

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

Financial Report: Submitted.

ETA Safety Committee Report: None submitted.

Coordinator Reports:

- Website Coordinator: Dan Goodlett will send Board members an outline of possible items to include on the ETA website for discussion at the next Board meeting. The goal is to make our website a convenient source of information for homeowners and to make ETA attractive to potential buyers.
- Swimming Pool: Closed
- Clubhouse Coordinator: Closed
- Welcome Coordinator: None submitted.

Facility Report: Submitted.

Educational Minute: Frank Gaddini shared some information from the website of the Community Associations Institute (CAI), an international organization of community associations and homeowners. It is instructive to learn how other HOAs are managing, especially during the current pandemic. The website notes that some homeowners may wonder if they should have to pay for amenities when they are unable to use them. However, some HOAs operate on tight zero-based budgets and have fixed expenses that continue regardless. In fact, expenses may have even gone up due to added safety measures. Monthly dues are a concern of HOAs. Some homeowners may find their ability to pay is affected by the pandemic. In these instances, it is

important that homeowners promptly notify the association (at ETA, the Board treasurer) in order to work out a payment plan. For more information, see:

<https://www.caionline.org/Pages/covid19foreclosures.aspx>

Old Business:

1. **FY 2020 Board Goal--Continuity Plan:** Board Treasurer Dan Goodlett asked the Board if it would agree to his asking our bookkeeper about the feasibility/cost of her coming in weekly instead of twice per month in order to take on some tasks currently being performed by him such as reminding homeowners when their dues are late and preparing some reports. The Board agreed by consensus that Dan could proceed.
2. **FY 2019 and 2020 Special Assessment Projects Update:** Frank Gaddini said the FY 2019 chimney project is still on hold. A homeowner knew a retired bricklayer who might be interested and Frank will meet with him next week. For FY 2020, carpentry projects are complete; the flat roof at 11 WW is complete and the one at 148 BB is close to completion; the groundwater project is complete and came in under budget since new city permits did not have to be purchased for each individual townhouse; the pool is not being used so no furnace replacement is needed; and the concrete work is nearly completed.
3. **FY 2021 Budget: Operations and Special Assessment Budget for Planned Projects:** Deferred until the Special Board Business Meeting on the topic. The meeting is scheduled for Monday, August 17, 2020, at 11:00 AM, by videoconference.
4. **Insurance Claim:** Frank Gaddini reported that he is submitting the last group of bills for 113 WW to our insurance carrier, American Family. The front door has not yet been installed so that will be the final bill.
5. **Review and Update of By-Laws:** Two homeowners, Mary Ann Arnone and Bruce Trafton, have agreed to review the By-Laws and make recommendations to the Board. Board President Christine Donahue will report on this at our next meeting.
6. **Clubhouse Opening:** The Clubhouse will remain closed until further notice.
7. **Pool Opening:** The Pool will remain closed until further notice.
8. **July 28, 2020, Quarterly Meeting: Homeowner Feedback:** The Board received one homeowner letter. The questions/comments raised in the letter will be discussed at the next regular Board meeting. Board member Dan Goodlett is looking into software we might use to make it easier for homeowners to observe or participate in videoconferences. The Board currently uses Zoom. If we continue to use Zoom, homeowners could use Zoom's chat system for Quarterly meetings. Dan will continue to investigate software for videoconferencing and present his findings at a later meeting. While all Board meetings are recorded, the files are very large.
9. **ETA's Landscape:** Board member Darell Bidstrup said that he has begun talking to some homeowners and formulating ideas. He will report back at a future meeting.

New Business

1. **Parking Waivers:** None submitted. Frank Gaddini reported that vehicles formerly forced off our property have moved back because of the paving of Brookside. Frank will post them to be towed on Friday, August 14, at noon.
2. **Keeping Homeowners in the Communication Loop on the FY 2021 Operations Budget and Special Assessment:** The Clubhouse has been closed during the pandemic and all meetings are being held by videoconference. This presents a challenge for communicating with homeowners, especially on complex topics such as the FY 2021 Operations Budget and Special Assessment proposal. The Board brainstormed ways to supplement the information contained in the FYI. While all Board meetings are recorded, the files are very large. Dan is looking into making access easier by converting the video file format. However, there are security concerns as well; only homeowners may "attend" Board meetings whether in person or virtually. Regarding the Special Assessment projects, we relied in the past on slide shows in the Clubhouse and walking tours of the property with Frank Gaddini. It still may be possible to conduct the walking tours with appropriate precautions if there is sufficient interest. Other ideas discussed by the Board included making a video walking tour that could be shown on YouTube and having an "Assessment Fair" outside at the shuffle board court where informational materials could be left on the table for homeowners to take. The Board will continue to look for ways to fully inform homeowners about the FY 2021 Special Assessment projects before the proposal is presented to the homeowners for approval later this year.

Announcement:

1. Special Board Meeting on the FY 2021 Budget, by videoconference: Monday, August 17, 2020, at 11:00 AM
2. The next regularly scheduled Board of Directors Business Meeting, by videoconference: Tuesday, September 8, 2020, at 6:30 PM

Adjournment: The meeting was adjourned at 8:15 PM.

Executive Session

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

Looking Back Over July 2020 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in July 2020. July was a perfectly "hot" month. In fact, it was the hottest July ever on record. We had boundless sunshine, and no measurable rain fell during the month. July was a very productive month for our facility maintenance. During the month, we recorded and completed seventy-eight (78) jobs. Year-to-date, we have completed over 601 jobs so far. July also saw the completion of all our FY2020 Special Assessment Projects. We completed our "flat roof" replacement projects at 11 Westbrook Way and 148 Brae Burn Drive. We also

completed our “groundwater perimeter drain” project at 139 through 147 Westbrook Way.

Much of our work focused on three major irrigation repairs. Our first repair was in front of 179 Westbrook Way. First, after fifty years of service, tree roots entangled themselves around a one inch irrigation zone pipe. These roots squeezed our pipe and the pressure caused the pipe to bend up to the breaking point under the concrete walkway.

Second, after fifty years of service a coupling on our two inch main irrigation pipe failed in front of 101 Westbrook Way. Our pipe was again entangled amid several large tree roots, and the root entanglement squeezed and bent several feet of pipe which complicated our repair work as we refitted new pipe underground.

Last and third, another two inch main irrigation pipe serving Brae Burn Drive broke in front of 50 Brae Burn. This pipe also was entangled in roots, and again the roots also forced this main line to bend under the pressure of these massive tree roots. An unrelated irrigation project was the repair of several irrigation pipe breaks that were cut during our groundwater perimeter drain project.

Each of these projects consumed a generous portion of our time; however, we continued with all of our routine day-to-day activities with lawn maintenance, Pool and Clubhouse maintenance, and twelve instances of yellow jacket abatement.

Good to Know Information for Residents

The Edgewood Townhouse Association is celebrating fifty years of serving homeowners in a safe, park-like environment. The facilities were well designed and constructed with a timeless inherent beauty. For many of the early years, our facilities, by their design, weathered very well with little or no need for expensive investments in upkeep but like all things built with wood, steel, and concrete, the inescapable passing of time had its effect.

During the last years of the twentieth century, though, minimal investment was applied to the upkeep of our facilities. As the new millennium ensued, key leaders in the community began to identify needs to ensure the longevity of these elegant unique townhomes. As the first decade came to a close, with the leadership of a long-term resident, Board President Robert “Bruce” Trafton, and with the Board of Directors, they began a decade-long investment in maintenance and repair. A program to improve overhead garage doors, driveway repaving, safety fencing along Brae Burn, concrete walkways, wall siding, patio party walls, groundwater drainage, irrigation upgrade, large tree maintenance, outdoor lighting, security, safety and a myriad of facility and grounds details began to be addressed.

In the meantime, funding these repairs over that decade relied on an unsustainable model that nearly exhausted the

Association’s reserves *but did address the most serious maintenance remissions*. A series of meetings and brainstorming sessions among homeowners gave rise to a new model of facility management. Under the leadership of Board President Christine Donahue, the Board redesigned the Association’s funding into two discreet budgets to track and account for expenses: first, an Operations Budget, and second a Special Assessment Budget for Planned Projects.

The purpose of the Operations Budget is to ensure that the day-to-day bills and obligations would be met. The Operations Budget typically pays for insurance, vendors, contractors, employees, postage, utilities, waste removal, etc. The purpose of the Special Assessment Budget for Planned Projects is to fund major repairs and upgrades to all common property. Special Assessment Budgets for Planned Projects include sidewalk replacement, roadway and driveway maintenance, groundwater drainage upgrades, flat and gable roof replacements, bridge and boardwalk replacements, exterior chimney improvements, foundation repair projects, exterior painting, and similar common property improvements. The Special Assessment Budget for Planned Projects requires the identification of prioritized projects that are reviewed and then approved annually by a super majority of our membership consenting to those special assessment projects and funding.

The Association has been managing and funding major repairs and restorations under this new paradigm for the past two years. A Five Year Facility Maintenance Plan is the basis for the Special Assessment for Planned Projects Budget. The Five-Year Facility Maintenance Plan is reviewed, updated, and prioritized each year to identify projects to be completed in the upcoming year.

Our current Fiscal Year (FY) 2020 Special Assessment Budget for Planned Projects raised \$108,000 and included the restoration of five patio party walls, two flat roof replacements, a groundwater drainage improvement project, and nearly 250 feet of new sidewalk. Each of these major groups of projects has been completed – on time and on budget!

The efforts of our volunteer Board of Directors have more than met their fiducial responsibility. Our Association’s common property is, has been, and will continue to be constantly maintained, repaired, and upgraded. Our investments in the Special Assessment Budgets for Planned Projects have certainly made our Association an attractive investment property for potential buyers. For current homeowners, though, our investment into the Special Assessment Budgets for Planned Projects has proven to be a great investment equity builder, especially for homeowners selling their property.

For the past fifty years and into the future, our Association is just a great place to live. Your support is what makes this investment a great opportunity!