

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

Many thanks to all the homeowners who have participated in Zoom meetings, outdoor informational sessions, and walking tours as we prepare to vote at the Polling Station which will be open on Tuesday, October 27, 2020, from 9:00 AM to 6:00 PM outside in the Clubhouse parking area. This is the final step in an eight-part Annual Meeting plan which the Board developed to adapt to the pandemic as it surges and worsens.

Thanks also to the homeowners who have volunteered to help conduct the collection and counting of ballots. At this writing there are still a few spots open in the schedule, if you want to help. We will be electing three homeowners to serve a three-year Board term. We will also be voting on the Motion for Special Assessment for Planned Projects in Fiscal Year (FY) 2021 which will allow the Association to continue restorations, repairs, and renovations to our unique community.

It is important to distinguish between the Special Assessment for Planned Projects budget and the Operations budget. The Special Assessment for Planned Projects budget can be spent only on the specific projects identified by the Board. They are dedicated funds to pay for major improvement to our facilities and grounds. Our Operations budget, on the other hand, is separate and funds our everyday expenses for the maintenance and upkeep of our nineteen buildings and nearly twelve acres of private park-like grounds.

Did you ever wonder why our budget has two parts: Operations and Special Assessments? As we move forward it is important to understand the difference between these two parts.

Two years ago, homeowners were given a choice to have a one-time 6% increase in our Operations budget to adjust for the rising cost of facility restoration. The Board has the authority to increase the monthly assessment by only 4%. For any increase in our Operations budget over 4%, the approval of two-thirds of the members voting is required. At the time, the membership did not approve the 6% increase for funding for facility restoration, resulting in the Board moving to a separate Special Assessment to fund the badly needed maintenance projects. Thus began the model of budgeting that is currently in place, a two-part budget consisting of an "Operations" budget and the "Special Assessment for Planned Projects" budget.

The first part of our budget is the "Operations" budget. The Operations budget funds all of our routine bills like insurance, waste collection, minor building maintenance, bookkeeping, grounds maintenance, etc. It pays for all the line items listed on the Operations budget, a copy of which is included with this newsletter. It also places money into our Reserve Account.

The second part of the budget is the "Special Assessment for Planned Projects" budget. Our planned projects are identified in our Five-Year Plan. A brief explanation of the Five-Year

UPCOMING EVENTS

All meetings begin at 6:30 PM unless otherwise stated

October Annual Open Forum Business Meeting and Special Meeting to Vote for a New Board Member and to Approve the Motion Special Assessment for Planned Repair Projects in Fiscal Year 2021 of \$1,380

Tuesday, October 27, 2020 from 9 AM to 6 PM in the Clubhouse parking area

Next Regular Board of Directors Business Meeting:

Tuesday, November 10, 2020

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Sharon Kimble, Editor Email: etaboardmember6@email.com

Message from the Board (continued)

Plan is included in the Good to Know Information for Residents at the end of this newsletter. This second part of our budget is designed to fund major repairs to our buildings and grounds. It pays for essentially all of the major repairs to our common property including foundation corrections, groundwater drain-line replacements, carpentry repairs, sidewalk replacement, and flat-roof replacements. To fund these projects, the Board must annually seek the approval of homeowners in order to raise the needed monies.

At present, this is the annual cycle that we must follow. And, this is the reason that the Board is asking your help and approval to pass the Motion for a Special Assessment for Planned Projects in Fiscal Year 2021. The planned projects for 2021 are listed on a separate insert. Please support the proposed motion to fund badly needed major restoration, renovations, and repair projects.

EDGEWOOD TOWNEHOUSE ASSOCIATION VIDEOCONFERENCE: BOARD OF DIRECTORS SPECIAL BUSINESS MEETING

Preserve • Restore • Maintain
Monday, September 14, 2020

Attendees: Board members present were: Christine Donahue, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Also attending was Frank Gaddini, ETA Director of Facilities of Operations. The purpose of the meeting was to discuss managing and conducting the Annual Meeting because of the restrictions of COVID-19.

The meeting was opened at 7:02 PM. Frank Gaddini reviewed the decisions made thus far: the Annual Meeting, scheduled for Tuesday, October 27, 2020, will be held outdoors between the extended hours of 9:00 AM and 6:00 PM. Its purpose will be to elect three Board officers and to vote on the proposed Special Assessment for Planned Projects Budget in FY 2021.

After much discussion, Board members agreed upon the following particulars: • The meeting will be opened by a brief videoconference of the Board prior to 9:00 AM. • The outdoor location for the event will be the parking area directly in front of the Clubhouse. • Board President Christine Donahue will be there at 9:00 AM along with one or two volunteers. • Activities will take place under two 10 x 10 outdoor canopies loaned by Board member Merryn Gregory. • Setup of the canopies and tables and chairs will occur on the Monday before the event. • The area will be staffed by a Board member and at least one volunteer at all times. Volunteer shifts will last 1-2 hours. • Those staffing the event shall wear masks and practice social distancing.

Homeowners are asked to observe the same public health practices. • There will be two ballot boxes, one for the Board election and the other for the proposed Special Assessment for Planned Projects Budget in FY 2021. • Copies of the approved FY 2021 Operations Budget and other financial documents will be available for homeowners to take. • All ballots and proxies must be cast by 6:00 PM. • Volunteers will be needed to count the votes, two to count the votes for Board members and two to count the votes on the proposed Special Assessment. Board Secretary JoAnn Wilson will be present at the vote counting. • The vote tallies will be announced by a broadcast email, posting at the Clubhouse, and in the *FYI*. • Recruitment of volunteers should begin immediately. • Plans are subject to change depending upon weather.

Frank Gaddini said he would get started immediately on disseminating information. He will place signs at all of the mailboxes. Specific information about the proposed Special Assessment for Planned Projects Budget in FY 2021 should be provided in multiple ways, such as by letter, posted at the Clubhouse, by a broadcast email, and in the *FYI*. As in previous years homeowners will be formally notified in November about the coming year's monthly Homeowner Dues (HODs).

The Board also briefly discussed Board member Darell Bidstrup's idea of homeowners donating to buy a new bench to place by the pool in observation of ETA's 50th birthday. The names of contributors could be engraved on a plate placed on the back of the bench. Several Board members expressed reservations about doing this, and the idea was tabled for a later meeting. In the meantime Frank Gaddini will prepare the area with some gravel and place an existing bench currently in storage.

The Board agreed to hold a special meeting by teleconference on Tuesday, September 22, 2020, at 7:00 PM. The purpose of the meeting is to assess progress on the planning of the Annual Meeting.

The meeting was adjourned at 8:14 PM.

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

EDGEWOOD TOWNEHOUSE ASSOCIATION VIDEOCONFERENCE: BOARD OF DIRECTORS SPECIAL BUSINESS MEETING FY 2021 BUDGET: OPERATIONS AND SPECIAL ASSESSMENT FOR PLANNED PROJECTS

Preserve • Restore • Maintain
Tuesday, September 22, 2020

Attendees: Board members present were: Christine Donahue, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Board member Darell Bidstrup was excused. Also attending was Frank Gaddini, ETA Director of Facilities of Operations. Ten

homeowners attended. The purpose of the meeting was to discuss progress on planning the Annual Meeting.

The meeting was opened at 7:00 PM. Frank Gaddini noted that the Annual Meeting consists of two parts: 1) the call to order, and 2) voting to select three Board members and to approve the Motion for a Special Assessment for Planned Projects Budget FY 2021.

The meeting will take place on Tuesday, October 27, 2020. It will be called to order in a brief videoconference of the Board prior to 9:00 AM. Voting will then take place outdoors adjacent to the Clubhouse parking lot from 9:00 AM to 6:00 PM. Canopies loaned by Board member Merryn Gregory will be set up the previous day. The voting station will be staffed by volunteers working one to two hour shifts. One Board member will be present every hour as well as one to two homeowners. Four volunteers will be needed to tally the votes immediately after voting closes. Board member Sharon Kimble will coordinate volunteer recruitment. She will post a sign-up sheet on the community bulletin board at the entrance to the Clubhouse. Volunteers may also email her at etafyieditor@email.com. Frank Gaddini will post information on signs by the mailboxes on the weekend. He will also be furnishing each homeowner with a hard copy of information on the projects included in the Special Assessment for Planned Projects Budget FY 2021 and a copy of the FY 2021 Operations Budget approved by the Board.

Board member Merryn Gregory asked if there would be a way to have homeowner comments and questions, something that is always a part of the ETA Annual Meeting. Board member JoAnn Wilson suggested that we have a town hall-style meeting by teleconference prior to October 27 to give homeowners that opportunity. Board member Dan Goodlett who coordinates the Zoom meetings said that could be done technically, and homeowners could use the same internet link or number to dial in that was circulated earlier. After some discussion about ways to provide information to homeowners, the Board agreed on the following activities:

- Two Town Halls (Saturday, October 3, 2020, at 1:00 PM; and Wednesday, October 14, 2020, at 7:00 PM); and
- Two Walking Tours led by Frank Gaddini (Saturday, October 10, 2020, at 11:00 AM; and Wednesday, October 21, 2020, at 11:00 AM).

The meeting was adjourned at 7:47 PM.

NOTE: Board officers and Frank Gaddini met by teleconference on Friday, September 25, 2020, at 12:30 PM to discuss the logistics of conducting the Town Hall meetings. During the discussion, participants agreed that it would also be desirable to provide a non-electronic, in-person alternative for homeowners to ask questions. Three outdoor informational sessions were therefore scheduled. They will take place on Wednesday, October 7, 2020, at 1:00 PM;

Saturday, October 17, 2020, at 11:00 AM; and Saturday, October 24, at 11:00 AM.

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

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

Preserve • Restore • Maintain
October 13, 2020

Call to Order: Board President Christine Donahue called the meeting to order at 6:31 PM. The Board Business Meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Darell Bidstrup, Christine Donahue, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. One homeowner attended.

Approval of Minutes: The minutes of August 17, 2020; August 24, 2020; August 31, 2020; and September 8, 2020, were unanimously approved.

Financial Report: Submitted.

ETA Safety Committee Report: The report raised the following issues relating to wildfire preparedness: earlier (pre-July) and more thorough creek cleanup; modifying grounds maintenance schedules to free up resources for creek cleanup; and deferring work on major planned projects as specified in the FY 2021 motion for a Special Assessment to instead fund a major cleanup of the creek. Frank Gaddini responded that there are many homeowners who like our facility looking good, and the Board must weigh what portion of the grounds maintenance dollars can be applied to cleaning up the creek and preparing for fire. In previous years, we had budgeted \$600. Thus far this year, about \$7,000 has been spent on creek cleanup. Frank concluded by stating that the threat is more from fire that rains from above in the tree canopy than from the "one-hour fuels" along the creek bed. Vice-President Darell Bidstrup noted that there are good reasons to do the creek aesthetic and to take care of the ladder fuels. But we are a little wooden village in the middle of a forest. He continued that there is no way to protect Edgewood from a large fire, and a small fire would be taken care of locally. Board member Merryn Gregory asked if the landscapers could do more of the creek work, and President Christine Donahue noted that quite a bit of preventive work is done each year. Regarding the Committee's suggestion that the FY 2021 Special Assessment projects be reprioritized, the motion has not yet been voted upon, and if the homeowners do approve it, those monies are tied to the projects specified in the motion. However, a major fire

prevention project could be considered for a special assessment proposal in FY 2022 or thereafter.

Coordinator Reports:

- Technology Coordinator (formerly “Website Coordinator”): Dan Goodlett has scheduled a meeting with Board member Sharon Kimble to begin identifying possible items to include on the ETA website for later discussion by the Board. Dan also reported that he is looking at ways to facilitate electronic communication at Edgewood. He will continue to investigate this issue and report back to the Board at a future meeting.
- Swimming Pool: Closed. Frank Gaddini reported that a new pool cover was ordered in the early summer to replace the worn cover used in previous years. However, due to the tremendous demand for plastics during the current COVID-19 pandemic, the order could not be filled. Therefore, the pool will remain uncovered through the winter and probably up to the reopening. This is not a problem, but the pool will require more maintenance.
- Clubhouse Coordinator: Closed.
- Welcome Coordinator: None submitted.

Facility Report: Submitted.

Educational Minute: None. Frank Gaddini was too busy on unplanned work at this time to prepare one.

Old Business:

1. FY 2019 and FY 2020 Special Assessment Projects

Update: Frank Gaddini reported that all FY 2020 projects have been completed. The chimney repair project included in the FY 2019 Special Assessment was not as large a job as originally thought. The Board had decided earlier that any funds left in that category would be spent for the same line item. A chimney at 50 BB was therefore repaired. Frank recently learned that there is a separation of wall and ceiling associated with the chimney at 61 WW, and 61 and 67 WW may both need major interior chimney repair requiring an engineering review. Frank has arranged for Ram Jack to do a leveling inspection. The engineering review will probably start in the next three weeks. He stated it is clearly a job we’ll need to do in FY 2021.

2. Approved FY 2021 Operations Budget and Proposed Special Assessment for Planned Projects Budget: Ways to Communicate with Homeowners:

Frank Gaddini summarized the activities completed thus far to inform homeowners about the proposed FY 2021 Special Assessment Budget—a town hall on Zoom, an outdoor informational session, and a walking tour. Homeowners attending were especially interested in learning about (1) the budget process, (2) what projects are included in the proposed special assessment and how were they prioritized, and (3) is the Board pursuing getting a loan. Information about the projects in the proposed special

assessment appears in the September FYI and will also be distributed to each homeowner prior to voting on October 27, 2020.

Special Assessment projects are prioritized based on safety and structural factors. Some homeowners wonder about repairs that get made when a townhouse is sold. Do those projects “go to the head of the line”? The answer is that unless a home inspection reveals repairs to common property that must be performed immediately to ensure safety and structural integrity, work identified during an inspection becomes part of ETA’s regular maintenance schedule. Any repair work identified as needing immediate attention is paid for out of the Operations portion of the annual budget. Special Assessment monies are *never* used for any purpose except to complete Special Assessment projects. Finally, homeowners should know that currently, after a decade of aggressive facility repairs, in some cases few or no repairs need to be done by ETA when a property changes hands.

Regarding topic (3) is the Board pursuing a loan, the answer is “No.” The Board has begun very preliminary information gathering to investigate if a loan might be a viable alternative to the other ways to raise funds for major planned projects. Oregon Community Credit Union (OCCU) is where ETA does its banking, and its officers are interested in talking to us and looking at the property in FY 2021. No arrangements or commitments have been made.

The Board then took up the question of what to do if a Special Assessment project costs less than the original estimate. This was raised by a homeowner attending the first outdoor informational session. The Board had earlier agreed by consensus that any monies not spent in a particular project category (e.g., carpentry, concrete, chimneys) should be spent on repair(s) in the same category. After considerable discussion, Treasurer Dan Goodlett moved and Board Member Michael Mauling seconded the following motion: *“Unspent monies in the FY 2019 Special Assessment project for chimneys can only be applied to continue work on chimneys.”* The motion was unanimously approved.

Board member Sharon Kimble raised the issue of how much time and energy it takes for the Board to develop a motion every year for a special assessment and to communicate it to homeowners, especially since the issues are complex and there are so many new homeowners every year. Darell Bidstrup said that many homeowners want to know what their cost will be year to year and lenders want that, too. Frank Gaddini noted the fact that apartment rentals in Eugene increase 6 to 8% annually (Source: Duncan & Brown Appraisers), an increase that is similar to that experienced by owner-occupied townhouses. Frank suggested that perhaps the Board needs to do a rewrite of our CC&Rs, which were written in the 1970s and currently limit dues increases to 4%. This might be something the Board needs to start looking at

in January 2021 as an alternative to special assessments. Any such change would require a vote of the homeowners.

3. **Holding the Annual Meeting during a Pandemic:** Ballots, proxies, and candidate statements will be included in the next FYI.
4. **ETA Committees: Review Structure and Process:** Due to the lateness of the hour, this item was tabled until a future meeting.
5. **Clubhouse Opening:** The Clubhouse remains closed until further notice.

New Business:

Parking Waivers: None submitted.

Announcements:

1. Town Hall Zoom Meeting: Wednesday, October 14, 2020, 7:00 PM.
2. Outdoor Informational Session: Saturday, October 17, 2020, 11:00 AM, outside the Clubhouse.
3. Walking Tour of Proposed Special Assessment Projects: Wednesday, October 21, 2020, 11:00 AM. Meet near the Clubhouse entrance.
4. Outdoor Informational Session: Saturday, October 24, 2020, 11:00 AM, outside the Clubhouse.
5. Polling Station—Cast Your Votes for (3) Board Members and on the Motion of Special Assessment for Planned Projects in FY 2021: Tuesday, October 27, 2020, 9:00 AM to 6:00 PM, outside the Clubhouse.
6. The next regularly scheduled Board of Directors Business Meeting: Tuesday, November 10, 2020, 6:30 PM, by videoconference.

Adjournment: The meeting was adjourned at 9:05 PM.

Executive Session

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

September 2020 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in September, 2020. Looking back over the month, it is best described as smoky. Beginning on Labor Day evening, smoke from the Holiday Farm Fire filled the valley and a pall of hazardous smoke blanketed Edgewood Townhouses. Our maintenance schedule and plans were put on hold for just over two weeks. We were able to safely resume work in the final ten days of the month.

During the month, we recorded and completed only thirty (30) jobs, and year-to-date we have recorded seven-hundred-fifteen (715) discrete jobs. Three groups of work highlighted our work during September. First, our Chimney Repair Project from the 2019 Special Assessment finally was completed. Second, we focused on fire risk reduction along

the creek and dedicated six working days cutting, clearing, and disposing ladder fuels in the Brae Burn Creek riparian right-of-way. Third, we experienced three domestic water supply line breaks. Two of the domestic water supply line breaks were under wood boardwalks at 124 and 128 Brae Burn Drive and were very difficult to excavate, but were eventually resolved. The third domestic water supply line break was identified at the end of the month, but was repaired during the first week of October.

As we move into autumn, remember to winterize your hose bibs, check your dryer's exhaust vents, and test your fire/smoke/carbon monoxide detectors.

GOOD TO KNOW INFORMATION FOR RESIDENTS

--Pool covering: Due to deterioration of the old pool cover and unavailability of new covers during the pandemic, the pool will remain uncovered this winter.

--Resident Voting on Special Assessment for Planned Projects. (See edgewoodtownhouseassociation.org/)

Rules for voting on Special Assessments for Planned Projects are governed as follows:

Edgewood Townhouse Association Covenants, Conditions and Restrictions (CC&Rs)

ARTICLE IV COVENANT FOR MAINTENANCE ASSESSMENTS

Section 5 specifies that a quorum consists of 60% of homeowners, or 54 votes.

Section 6 states that in order to pass, the motion needs the assent of two-thirds of homeowners, or 60% of the number voting in person or by proxy ballot.

--Homeowner attendance at ETA meetings:

All homeowners are welcome to attend all ETA board meetings. Information about entering Zoom videoconference meetings was sent in US mail to all homeowners, which includes methods for entering via telephone. This same meeting entry information applies to all Board meetings.

--ETA Five-Year Plan:

The Association manages a "Five-Year Plan" for major restoration, renovation, and repairs to our facilities and grounds. Our Five-Year Plan identifies, in a prioritized manner, work that should be addressed in upcoming years. Our Five-Year Plan is a rolling plan. The Five-Year Plan is a list of "to-dos" that extend out for five years into the future. Projects completed in the first, or current year, are deleted from the list, and the second year's projects move to the number one position, the third year's projects move to the number two position and so on.

Each year, as the fifth year of the plan moves to the fourth position, a new fifth year's work is identified and becomes the new Five-Year Plan. Our Five-Year Plan is a succession of always looking forward to the future.