

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

It is the last month of 2020, and the year is almost over. 2020 has been a challenging and unusual year as the pandemic continues to take thousands of American lives each day. We have all had to adapt and learn how to conduct business virtually, and your Board met that challenge as we adjusted to the new reality. Everyone misses using the Clubhouse for meetings and social events. 2020 was also the 50th Golden Anniversary of ETA, and we were unable to have a community celebration for this significant occasion for our Planned Unit Development (PUD), among the first in Oregon.

Many work projects were completed in 2020, including everything specified in the 2020 Special Assessment. (All projects specified in the 2019 Special Assessment have also been completed.)

On January 16, 2021, ETA homeowners will vote on the revised 2021 Special Assessment proposal. This will fund some critical repairs and restoration projects as detailed in the November FYI to help stem the deterioration of our buildings and infrastructure. I hope you looked at the copy of the Fiscal Year (FY) 2021 Operations Budget which was enclosed with the November 20, 2020, notice of the monthly dues increase for 2021. This was sent to you by First Class USPS mail. THE MONTHLY DUES FUND ONLY THE OPERATIONS BUDGET. Major repairs and restoration projects are funded by Special Assessments. Many years of deferred maintenance and benign neglect have taken a toll on our 19 buildings, infrastructure, and nearly 12 acres. We all own all of it, and we must be good stewards of our shared investment to maintain all our property values.

In 2017 the Board adopted a rolling five-year plan and proposed a significant increase in the base monthly dues so that repairs, restoration, and operations would comprise the entire annual budget. Homeowners defeated that proposal and expressed a strong preference for annual special assessments to address the ongoing deterioration. In my humble opinion, this piecemeal approach resulted in delaying some major repair and restoration projects resulting in higher costs. It also significantly increased the workload of your volunteer Board. We are a small, self-supporting, self-liquidating, volunteer homeowner association, and your support and participation are critical for the success of our not-for-profit corporation and our collective investment in our homes and the entire community.

I will complete my five-plus years of service on the ETA Board on December 31, 2020, so this will be my last FYI Message from the Board. It has been an educational, interesting, and sometimes challenging journey. I want to commend and thank everyone who has served on the Board during my five-plus years. Our community is fortunate to have so many talented and caring people who do so much for all of us. One of the most important things we do is listen to each other as we share our perspectives. Our Board is committed to the ETA Mission Statement to "Preserve*Restore*Maintain" our truly special community.

SPECIAL NOTICE

Beginning on January 1, 2021, monthly Homeowner Dues (HOD) will increase to \$373 per month.

UPCOMING EVENTS

All meetings begin at 6:30 PM unless otherwise stated

Next Regular Board of Directors Business Teleconference:

Tuesday, January 12, 2020

Next HOA Quarterly Open Forum Business Teleconference:

Tuesday, January 26, 2020 at 7 PM

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Sharon Kimble, Editor Email:
etaboardmember6@email.com

EDGEWOOD TOWNEHOUSE ASSOCIATION TOWN HALL VIDEOCONFERENCE

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Tuesday, December 1, 2020

Seven Board members, the ETA Director of Facilities and Operations, and four homeowners (two by telephone) attended the videoconference.

Board President Christine Donahue opened the meeting at 7:00 PM. One of the homeowners stated that he had voted "Yes" at the Annual Meeting held October 27, 2020, on the motion for a FY 2021 Special Assessment for Planned Projects. He said he is not in favor of changing the CC&Rs to allow a dues increase of more than four percent in order to pay for major repair projects. Instead, he would like to see the CC&Rs changed so that a majority vote, not a two-thirds vote, is required to pass a special assessment. He continued that he prefers a special assessment to a dues increase because he likes the idea that a special assessment is project-specific. He even suggested separating out different projects into separate special assessments. He also commented that he likes having the Operations Budget cover operations and favors keeping the annual increases at less than four percent. He concluded by saying that he finds it troubling that people aren't/can't pay for repairs. Asked later by a second homeowner, he confirmed that he wants the homeowner dues to fund regular operating costs and special assessments to fund major work. He is otherwise concerned that the general fund could be used as a "slush fund." He stated, "For all intents and purposes, we will have to have special assessments for a number of years."

Frank Gaddini, ETA Director of Facilities and Operations, provided some background on the ETA Budget. In his discussion Frank recounted from memory, and some of the numbers and years are approximations. From 1990-2000, the only major capital project was changing cedar roofs to composite due to a Fire Department mandate. From 2010-2019, the Operations Budget was used to perform all maintenance projects, drawing down the Reserve Fund. During that same time period, inspections at the time of property transfers (*i.e.*, sales) became a big phenomenon resulting in a number of unplanned maintenance and repair projects before a sale could be completed. Finally, in regard to homeowner dues increases over time, these often fell short of a full four percent. In fact, there were no increases in 2010 and 2011, and in 2012 the monthly dues went up \$5.00.

Frank said there would be an Outdoor Information Session on the lawn next to the Clubhouse on Saturday, December 5, 2020, from 11:00 AM to 1:00 PM. Frank went on to summarize the main points raised by homeowners at the earlier Outdoor Information Session held on November 21, 2020. They are as follows: (1) The term "special assessment" is a "turn-off." Also, the term is typically used for large

projects, not the type of projects ETA is paying for by special assessment. The homeowner suggested changing special assessment to, "Funding for Non-Routine Maintenance." (2) A homeowner asked if we were doing a good job letting new homeowners know what our funding model is—*i.e.*, an Operations Budget and the Special Assessment for Planned Projects Budget. For new homeowners, it is a surprise. (3) There is an obsession with committees. What ETA needs is special interest clubs such as a book group and Tai Chi such as we had in the past. There could even be a club to do weeding or to prune/care for the rhododendrons.

The meeting was adjourned at 8:10 PM. Because some homeowners were having problems connecting to Zoom, another Town Hall Videoconference was scheduled for Tuesday, December 15, 2020, at 7:00 PM. Frank Gaddini will send out reminders and clarify the instructions for connecting to Zoom.

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

EDGEWOOD TOWNEHOUSE ASSOCIATION VIDEOCONFERENCE: BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

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December 8, 2020

Call to Order: Board President Christine Donahue called the meeting to order at 6:30 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, Larry Kenton, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Merryn Gregory was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Nine homeowners attended.

Approval of Minutes: The minutes of October 27, 2020; November 6, 2020; and November 10, 2020, were unanimously approved.

Financial Report: Submitted. Treasurer Dan Goodlett reported that he will be meeting with our bookkeeper on December 21, 2020, to discuss possible ways to increase her duties.

ETA Safety Committee Report: None submitted.

Coordinator Reports:

- Technology Coordinator: Dan Goodlett reported that he and Board member Sharon Kimble have continued to meet to identify possible items to include on the ETA website and will report to the Board at the January 2021 business meeting.
- Swimming Pool: Closed.
- Clubhouse Coordinator: Closed.
- Welcome Coordinator: None submitted.

Facility Report: Submitted.

Educational Minute: Frank Gaddini pointed out that it is important for the Board to stay ahead of new laws coming down. For example, in 2010 the Board had to develop a policy on satellite dishes. The new technology on the horizon is the installation of photo collectors to supplement electricity and the Board may need to develop a policy regarding use of this technology in the future. Frank also reported on research he conducted on the rules other HOAs must follow when voting on special assessments. According to ETA's *CC&Rs*, (Article IV, Sections 4 and 5), a quorum for a special assessment for capital improvements is 60 percent of homeowners. To pass, the motion must receive the assent of two-thirds of the homeowners who voted in person or by written proxy. Looking at other HOAs, Frank found that practices vary; some require a super majority (two-thirds) vote to approve while others have a simple majority (fifty-one to forty-nine percent). Some associations have a provision for absentee voting as opposed to proxy voting. If the Edgewood Townhouse Association Board of Directors wished, it could make provisions for absentee voting.

Old Business:

1. **Planning for the January 16, 2021, Vote on the Revised Motion for Special Assessment for Planned Projects Budget in FY 2021:** The Board discussed how to conduct the vote on the revised motion for special assessment, taking into consideration applicable state and county restrictions regarding gatherings during the COVID-19 pandemic as well as the potential for bad weather at this time of year. The Board decided that the voting would take place outdoors in front of the Clubhouse from 11:00 AM to 4:00 PM. Because voting is on a Saturday, the Board did not think it was necessary to have the polling station open for extended hours. At least one Board member and one homeowner will be present at all times to assist homeowners. Frank will set up the tent and look into getting outdoor heaters. Masks and social distancing will be required. A signup sheet for the 30-minute volunteer shifts will be posted at the Clubhouse front door. Two volunteer homeowners will also be needed to count the ballots and report the vote to the ETA Board Secretary. Results will be emailed to all homeowners and posted at the Clubhouse shortly after voting closes. Board President Christine Donahue will notify all homeowners of the coming vote in a mailing to go out on December 11, 2020. The mailing will include the ballot. Frank will put up posters at each mailbox over the next weekend.
2. **American Family Insurance Claim Update:** Treasurer Dan Goodlett, the ETA bookkeeper, and Frank Gaddini will be talking to American Family at the end of the week to resolve the matter of the deductible on the claim for 113 WW. American Family currently shows the deductible as not being received. This is contrary to ETA's records. ETA has a new agent at American Family which may explain the discrepancy. ETA's policy with American Family is expiring in February. Frank asked if the Board is satisfied with American Family or if it should consider looking at other possible carriers.

3. ETA Committees: Review Structure and Process:

- ~ Board member-elect Paul Turpin, in response to a request from JoAnn Wilson, said the purpose of a committee is to gather information to bring to the Board which has to make the decision(s). A committee does the legwork, looks at the options.
- ~ Board members then offered a number of perspectives on committees. Sharon Kimble noted that creating a committee also creates expectations. How does the Board control the ideas that go out? In the past, it has happened that a committee makes decisions before the Board has input. Committees are *advisory* to the Board.
- ~ Darell Bidstrup emphasized the importance of encouraging homeowners to float their ideas. Committees are also a way for homeowners to understand they have responsibilities when they join an HOA.
- ~ Dan Goodlett, an engineer in his "old life," as he phrased it, spoke about design review. If homeowners approach the Board about creating a committee, they need to meet some criteria.
- ~ Michael Maulding praised the work of the ETA Safety Committee. It developed a plan and then took the Board's input and refined it. Christine Donahue added that the Board once had a liaison to the Safety Committee who has since moved and it would be a good idea to replace her.
- ~ Frank Gaddini offered the following questions/observations about committees to the Board: (1) How many homeowners are asking for committees? (2) What committees are they asking to be formed? (3) What functions do they have in mind? (4) Many objections about not having committees arose when the Board stopped having an opportunity for homeowners to speak at business meetings. If this past practice were resumed, would we really need these committees? But remember, the closed-forum business meetings typically run from two to two and one-half hours, some longer. The Board needs to focus on conducting the business of the association. (5) Maybe the Board should have more opportunities for homeowners to speak and ask questions. Some options include having a half-hour segment for homeowner input prior to convening Board business meetings which could be attended by some, but not necessarily all, Board members; and scheduling more open-forum meetings in addition to the four quarterly meetings that are traditionally held.
- ~ Sheila Dorsey said that if our objective is to build or involve the community, maybe there could just be times homeowners could form a work party. For example, people might come out on a Saturday to perform a task. The activity could be spontaneous, fun, and productive.
- ~ Darell Bidstrup brought up the idea of a community garden which was raised earlier by homeowners.
- ~ Frank Gaddini asked Board member-elect Paul Turpin about how to connect an idea someone brings to the Board to the community interest. Paul replied that the Board could ask the person(s) to bring a detailed plan to the Board for consideration. Frank noted that these things will take time. For example, if planning for a community garden began in

2021 and was approved by the Board, implementation would not take place until 2022.

~ Christine closed the discussion on committees, saying it will have to be continued at a future meeting.

New Business

1. **Parking Waivers:** None submitted.
2. **ETA Board Email Service Provider:** ETA Technology Coordinator Dan Goodlett will look at service providers besides the current Mail.com used by the Board. However, Dan pointed out that we could do it ourselves. The cost would be \$15 per year for the domain, for example ETABoard.org. Then we could use our current server that is already used for the website. Dan asked the Board to think about it and we can discuss the topic at a later meeting.
3. **A Reminder of the Election of Board Officers at the January 2021 Regularly Scheduled Business Meeting:** Board members were reminded that Board officers will be elected at the next meeting. Board Secretary JoAnn Wilson commented that according to ETA's *By-Laws* (Article IV, Section 1), "the Board shall elect its officers at its first meeting of each year."
4. **Comments from Christine Donahue, Board President:** This was the last Board Business Meeting Christine will chair as president. She is retiring effective December 31, 2020. Christine joined the Board in 2015, serving with about 20 people over the length of her service. She expressed her gratitude and appreciation to all she has served with, to former ETA President Bruce Trafton and to Frank Gaddini, and to ETA homeowners. She concluded by saying that all the homeowners own these 19 buildings and nearly 12 acres and thanked the Board for its courage and focus on being good stewards.

Announcements:

1. Outdoor Drop-In Information Exchange: Saturday, December 12, 2020, 11:00 AM to 1:00 PM, on the lawn in front of the Clubhouse. Social distancing and face coverings are required.
2. Town Hall Meeting: Tuesday, December 15, 2020, 7:00 PM, by videoconference.
3. FY 2021 ETA Homeowner Dues (HODs) increase by four percent to \$373 per month, effective January 1, 2021.
4. Vote on the Revised Motion of Special Assessment for Planned Projects Budget in FY 2021: Saturday, January 16, 2021, 11:00 AM to 4:00 PM, outdoors in front of the Clubhouse. Social distancing and face coverings are required.
5. The next regularly scheduled Board of Directors Business Meeting: Tuesday, January 12, 2021, 6:30 PM, by videoconference.

Adjournment: The meeting was adjourned at 9:03 PM.

Executive Session

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

Looking Back Over November 2020 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in November 2020. November was a turning point in our weather. The first frost gripped us and most of the annual soft-leafed plants withered. Most of our trees defoliated, and moss began to bloom in many of our driveways and walkways. Volunteerism and community service also spread throughout the month.

November was moderately busy as we engaged in our continued seasonal work. During the month we were very productive, recording and completing sixty-five (65) jobs. Much of our work was focused on clearing needles and leaves off specific roofs and gutters that were under the canopies of pines, oaks, and fir trees. Our other focus was clearing debris from the creek banks. Over the past two months a couple of volunteers lifted and staged piles of limbs and shrub debris from the creek banks. Their efforts have really advanced our goal of clearing the creek's riparian right-of-way of potential fuel for summer fires. Wayne and Michael, on behalf of our entire community, please accept our gratitude and appreciation for your acts of volunteerism in clearing the banks along Brae Burn Creek.

However, we also engaged in major improvement projects, including the replacement of the concrete stairs at 190 and 198 Brae Burn, the installation of the concrete pad for the park bench at the pool, and the restoration of the patio party wall and balcony support posts at 148 Brae Burn. You may have also noticed white powder, known as zinc-sulfate, along the driveways and walkways throughout our site. We apply this material to abate the moss that builds up during fall, winter, and early spring. Moss on our walking surfaces can be slippery when wet or frosty. You may also have noticed outdoor carpet runners on many of our boardwalks and all of our bridges. We installed this slip-resistant material to assist in slip and fall prevention on these wooden surfaces. Of course, always be careful when walking or jogging on our wooden surfaces.

From all of the workers who work on grounds have safe and Merry Christmas and brighter New Year.

EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS EXECUTIVE COMMITTEE

Homeowners interested in contacting the Board with matters about the Association may contact Executive Committee member at the following email addresses:

Christine Donahue, President, (to 12/31/2020) etapresident@email.com

Darell Bidstrup, Vice President etavicepresident@email.com

Dan Goodlett, Treasurer etatreasurer@email.com

JoAnn Wilson, Secretary etasecretary@email.com

Others:

Sharon Kimble, FYI Editor etafyieditor@email.com

Frank L. Gaddini, ETA Director of Facilities and Operations,
etadirector@email.com