

The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Paul Turpin

President, Edgewood Townhouse Association etapresident@email.com

- Reserve Study will be completed in August
- Next Steps
- Straw Poll Survey Summary Inside

1. The Reserve Study will be completed in early August.

As this FYI goes to press, Frank Gaddini is completing the last of the residence inspections. The clubhouse, pool and grounds inspections will follow. The data from the inspections will be the basis for assessing (1) how much would a fully funded Reserve amount be? –from which we can calculate what our regular annual assessments (dues) should be in order to keep the Reserves replenished; and (2) how much are the maintenance needs that we face right away? Next year? The next five years? This will tell us how much we are in the hole for our current pressing needs (we do already know that roofs and painting will be a big part of this amount).

So, what are our next steps? Here’s what the process looks like for us to get to a proposal to vote on:

2. Have our roofs professionally evaluated to gauge how much longer they will last.

With luck, we will learn that the replacements should be able to happen over a period of time, hopefully at least several years. Because the roofs are our most critical upcoming need, their replacement timeline will be our most important timeframe factor.

3. Craft alternative proposals for how to raise the money we need.

Even among those who recognize the need to raise money, there is not yet agreement on how to do it. The Board will plan to produce a “Voter Information Pamphlet” to explain alternative proposals and their consequences.

4. Use the Voter Information Pamphlet to conduct preference surveys to help the Board with ballot construction for an eventual Association vote.

This will take several rounds, ideally three, so that everyone can see where other people’s preferences are. If no clear preference emerges from the surveys, the Board decides on the proposal for the ballot.

5. Vote on the proposal – early October.

* * *

I will continue to make myself available to visit gatherings and explain Reserves and the Reserve Study. I will also make myself available in the clubhouse for “office hours” Thursdays 7-8 PM and Saturdays 11-noon, starting Thursday, July 29 (I will have a note posted on the door if I’m unable to make it). Come by yourself or with a friend if you would like to ask anything or make a suggestion or comment. Contact me if you would like to talk but neither of those times work for you.

Our upcoming Quarterly Open Forum meeting will be Tuesday, July 27, at 7 PM in front of the clubhouse; come to listen and to contribute if you wish.

SPECIAL NOTICE

Homeowner Dues are due on the first of each month.

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

ETA Quarterly Open Forum Meeting:

Tuesday, July 27, 7 PM outside on the lawn by the Clubhouse and by videoconference

ETA Regular Board of Directors Business Meeting:

Tuesday, August 10, 6:30 PM location to be announced and by videoconference.

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Sharon Kimble, Editor
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June 2021 Straw Poll Survey Results – Summary Overview

Fifty-seven surveys were received. A number of the surveys contained personal identification information, so the Board will keep them confidential. The range of individual comments was so wide as to make a complete summary impossible without listing each one, so ideas advanced by only one person may not be represented here. All comments here are paraphrased, not quoted exactly.

Tabulation:

Preference ranking:

<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>None*</u>			
29	14	1	13	=	57	(a) One-time increase in monthly dues to \$500
7	13	20	17	=	57	(b) Change the annual assessment increase limit from 4% to 8%
13	13	17	14	=	57	(c) Special Assessments for multiple years to come

Written comments summary:

The comments illustrated the full range of possible ways to address our financial situation, from ‘no increases; manage the current budget better’ (2) to ‘raise all the money necessary to fully fund Reserves in one big Special Assessment now’ (2).

Most of the comments were divided between doing Special Assessments or raising the regular annual assessments (dues), and a moderate number of each of those positions were strongly against the other one (‘don’t raise dues!’ (5-6) ‘no more special assessments!’ (7). The most frequent comment (13-14) was that ‘we need more information about costs,’ both among those who indicated a preference and others who left the preference ranking blank. Among those favoring a Special Assessment approach, several mentioned keeping the SA’s low (near or below \$1,000/year) (3-4).

Overall, the most reliable conclusion we can draw from the survey is that the respondents represent a wide range of different opinions. This is not a big surprise, and it underlines the need for us to keep listening and talking to each other. Our Quarterly Open Forum meeting is Tuesday, July 27, at 7 PM on the clubhouse lawn.

**EDGEWOOD TOWNEHOUSE ASSOCIATION
TOWN HALL VIDEOCONFERENCE**

Preserve • Restore • Maintain
Tuesday, June 22, 2021

Eight Board members, the ETA Director of Facilities and Operations, and 21 homeowners attended the videoconference. Board President Paul Turpin opened the meeting at 7:05 PM.

NOTE: For ease of reading, homeowner questions and comments were condensed into major areas of concern and appear below in the bold and italic text. Responses from Board members and other participants follow.

What was the purpose of the straw poll? It seems confusing and misleading. Would any of the three items* individually meet ETA’s capital needs for, say, the next 10 years?

Paul Turpin (Board President): We can’t say with exactitude yet. The re-roofing and painting costs would be about \$900K.

Frank Gaddini (ETA Director of Facilities and Operations): The Board reviewed the language of this motion. It is a straw poll, it’s testing the water. Frank continued by saying that he and Paul have a good idea about the costs of FY 2021 and it’s not that hard to extrapolate out.

Darell Bidstrup (Board Member): One way to look at this straw poll is to do all three of them. The \$500 is really a stop gap. The time to plan our budget is coming up soon. In September, we’ll need to have a budget for FY 2022. One part that would help us

move forward is the base rate change [in dues] to \$500. When we invest in Edgewood, it’s like a return to us.

Connie Hirsch (Budget Committee Member): The survey says to homeowners, “Look, we are in a crisis.” This is a way of starting a conversation. The Board is having to work under deadlines. All of these things are very much in motion.

*1) A one-time increase of the Annual Assessment base rate to \$500.
(2) A change in the Annual Assessment increase limit from 4% to 8%.
(3) A Special Assessment for multiple consecutive years to come.

Don’t we need to know exact costs before we make decisions about how we’re going to pay for them?

Paul: The costs we have are pretty accurate but not complete yet. The Reserve Study, in progress, will give us a more complete picture.

Connie: We’ll only ever have a cost estimate. The Reserve Study, which is well under way, will provide more information. But the people who go to the meetings have a good approximate idea what the numbers are going to be. “Don’t be hung up on exact costs.”

The idea of a loan has been mentioned in the past. What has been done to investigate this? Would it be a good idea for Edgewood?

Paul: One of our homeowners, Debbie Pasquali, did some initial research on loans. At first glance, it didn’t seem to be a way out.

Debbie Pasquali: Two lenders were contacted. One lender said anything over \$50,000 would need to be secured and the second

only gave an example loan of \$100K. Each lender was interested in continuing to talk once the Reserve Study was completed and they could accurately determine our needs in conjunction with their lending guidelines.

Susan Turpin (Homeowner): The problem is that in the past, people were not paying enough. Now, homeowners are saddled with these costs. If ETA were to pursue a loan, there would be problems with what is collateralized and who would pay.

Other Homeowner Comments: One homeowner pointed out that banks basically rely on the board's ability to raise dues. Another homeowner stated that a loan only increases our liabilities and would complicate selling. Some see a loan as an equitable way to spread out the costs of long-term capital expenditures but this homeowner was skeptical.

The costs of landscape maintenance seem very high. I only see one or two workers and they don't seem to be doing much more than mowing.

Frank: Landscaping is an annual contract at \$1,000/month. It's not just mowing but includes both softscape and hardscape. They do some bed maintenance and general pruning and blow the hard surfaces. During leaf season, you'll see more workers and multiple trucks. They come once per week, 52 times per year. When the Board chose the services to be included in the contract, they looked at a range. The once weekly service can be viewed as "C" level. More frequent visits, "A" or "B," would increase services but also costs.

Susan: We need to remember we're 90 units here. That computes to \$46 per unit per month plus common property. So while that cost should still be looked at, it helps to look at cost per unit.

What about raising income through multiple approaches, not just rank ordering the three ways listed on the straw poll?

Paul: Operating costs happen regularly every year. Capital repair and maintenance costs happen less frequently than every year but need to be done at some point. Currently, 72% of ETA income goes to the Operating Budget and 28% to the Capital Repair and Maintenance Budget. Paul said that he is inclined to favor a combination of ways to address what he called "lump costs." With the inspections Frank is conducting for the Reserve Study, it may be possible to do some triage on painting, for example, starting with south-facing walls. Paul continued that we'll probably need a series of special assessments over several years to complete the painting.

Susan: We are confronted with a lump of expenses but we do have some choices. The CC&Rs aren't specific as to whether we pay individually or as an association for certain costs. Susan mentioned as examples patio walls, wooden walkways, and doors.

Other Homeowner Comments: One homeowner favors special assessments because you know exactly where the money is going and suggested the CC&Rs be changed to reduce the required two-thirds vote to, for example, 60%. This homeowner went on to say he was willing to vote for about anything to get things done but knows there are a large number of homeowners who will vote nay on measures to increase association income. "We have to sell it," he said. Another homeowner suggested considering a hybrid approach where Operations were paid for through dues and Capital Maintenance through a loan. A third

homeowner believes ETA needs to utilize all three approaches to raise needed funds.

Has anyone considered seeking a historical site designation in order to get a government grant?

Frank: Those dollars are from the state or federal government. ETA would be eligible but if you have a designation as an historic site, you have a responsibility to maintain at a certain level. Also, it would open us up to the public. It is more complex than it sounds on the surface.

There need to be more options for homeowners whose budgets can't accommodate large dues increases or special assessments. How can we help them? One earlier scenario of ETA's shortfall over the next 10 years amounts to about \$16,000 per household. This is inequitable. Some of the homeowners who were in part responsible for the shortfall no longer live here and some who've moved in recently bear no responsibility. There's also an ethical issue. People moving in weren't being told exactly what they were getting into.

Paul: Having homeowners pay \$16,000 at one time is an extreme. But the dilemma is when someone buys here, the buyer is told the association will take care of all the maintenance. The association has made promises it can't make good on.

Connie: There seems to be a general inability to comprehend what an HOA is. When I pay my dues, I'm paying for everybody's home.

Larry Kenton (Board member): We are responsible for every other unit. We've signed onto that.

Frank: It is perplexing that some people buy into an association and then think they're going to be on their own. Realtors are required by law to tell buyers what they're getting into. Escrow companies and lenders have the same legal obligation. It's regrettable when people don't understand this.

ETA has multiple buildings. Could we change the CC&Rs to let each building be responsible for their own building?

Frank: There is a lot of disparity among buildings. Some need very little work. Others need more. Somebody paid for those that are in the best condition.

Paul reminded the attendees that there will be another town hall meeting on Saturday, June 26, 2021, at 1:00 PM. It will be held outdoors on the lawn in front of the Clubhouse. [NOTE: Later delayed to Saturday, July 10, at 10:30 AM due to extreme weather.]

Adjournment: The meeting was adjourned at 9:00 PM.

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

EDGEWOOD TOWNEHOUSE ASSOCIATION TOWN HALL OUTSIDE BY THE CLUBHOUSE

Preserve • Restore • Maintain

Saturday, July 10, 2021

Seven Board members, the ETA Director of Facilities and Operations, and 24 homeowners attended the town hall which

was held outdoors on the lawn in front of the Clubhouse. Board President Paul Turpin opened the meeting at 10:32 AM.

I. Opening Remarks by Paul Turpin

Paul began by providing an overview of the Reserve Study documentation for #1-11 WW, copies of which were handed out to homeowners. (Note: If you were unable to attend and would like a copy, please email Paul at etapresident@email.com.)

The documentation is organized by buildings, for residences and the Clubhouse, and by zones for common areas of the grounds. Included are the following:

- A building schematic worksheet used for the inspector's field notes and location indicators, as needed;
- Residence assessment worksheets (one per unit) for the inspector's field notes on estimates of condition and remaining life, plus details on any unusual circumstances; and
- Two Reserve Study calculation reports, "By Unit" and "By Priority." Both reports show the same information sorted in different ways. "By Unit" shows the capital maintenance categories and needs for each address. "By Priority" shows which projects need the soonest attention and will guide planning for near-term (1-5 years) capital maintenance projects.

The inspections are being conducted by Frank Gaddini, ETA Director of Facilities and Operations. After the worksheets are completed, Frank gives them to Paul who scans them and sends them to a volunteer homeowner who enters the data into a spreadsheet. Paul then double checks the data and puts it into the Reserve Study format.

The inspections will help us get as much life out of something as we can. We will be able to "triage" repairs and maintenance. To help us triage roofing projects, Paul has spoken with Rogue Inspection Services about a cost-conscious way to estimate the useful lifetimes of all our roofs. Frank is currently meeting with painting contractors to prioritize repainting projects throughout the property.

II. Homeowners' Questions

NOTE: For ease of reading, homeowners' questions were condensed into major areas of concern and appear below in the highlighted text.

Will the Reserve Study be finished in time for the budget process?

Paul: It should be close enough. We have inspection reports for five buildings and Frank is trying to complete 80-90% of the inspections in the week ending July 16. Frank has trained two of his contract workers (the "college guys") to help speed the process.

Frank: The first time ETA had a reserve study was in 2010. Before that time, the association believed it was exempt from the requirement due to the time of its incorporation. In 2010 we got a legal opinion that we did need to have a reserve study. Frank said that in the last 10 years, we have taken a "shot-gun" approach to maintenance and repairs. For example, all single-

floor townhouse patio walls have been replaced as well as the patio walls for many two-story townhouses. Frank said our facility is in a better position than many but we have to start thinking collectively and invest.

Paul: The reserve study done in 2010 estimated the proportion of funded reserves at that time was 0.1%.

How would unexpected expenses like the ice storm be accommodated in the Reserve Study?

Paul: The CC&Rs say we can borrow from the Reserve Fund which will later be repaid by special assessment.

Will the Reserve Study that's in progress be as trusted as one conducted by a professional?

Paul: We're doing more than a reserve study. It's an on-site detailed inspection of each building and the common grounds which will also serve as a management tool. A reserve study is not like a document you store on a shelf; it's a living document. However, it might be interesting when it's finished to pay a consultant to get a professional imprimatur.

What is the estimate of dues and/or special assessments that will be needed?

Paul: It's hard to say before we have the Reserve Study. Then we can determine how far we are in the hole and what dues should be on a "normal" basis.

In the April 2021 Board meeting, a shortfall of \$16,000 per household was mentioned. What are the details?

Paul: The figure came from looking at a scenario for the 10-year period starting in 2022 in which these assumptions were made: 1) dues are increased by 4% each year; 2) there are no new special assessments; 3) the projects in the 5-year plan are prioritized; and 4) roofs are replaced over the 10 years. Under this set of assumptions, there would be a shortfall of \$1.445 million or \$16,056 per household. These calculations did not include repaving but did include reroofing and painting.

What are the plans to educate others?

Paul: The bedrock plan is to use the Reserve Study Documentation packet to show homeowners what shape we're in. He is willing to talk to homeowners in a variety of settings including driveway gatherings and even holding "office hours" in the Clubhouse.

What were the results of the Straw Poll? Was there a good response?

Paul: We had 57 returned. The topic is on the agenda for the July Board meeting and a written report will be in the July FYI.

III. Homeowners' Ideas and Suggestions on How to Solve ETA's Fiscal Crisis

- We need to change the CC&Rs limiting how much the dues can be raised each year (currently 4%) and the proportion of votes required to get anything done. (Currently, CC&R changes must be approved by 3/4 of all homeowners and a 2/3 vote of a 60% quorum is needed to pass a one-year special assessment.)

- Several homeowners said they would be willing to have a one-time base rate change in the dues to \$500 monthly but most recognized that this would not solve the entire problem. Board member Darell Bidstrup commented that the \$500 dues figure included in the recent straw poll was never intended as the solution but merely as a stop gap.
- Several other homeowners expressed support for seeking a loan. Paul and Frank both noted the problem of collateralizing a loan but we will continue to investigate this option.
- One homeowner said it was better to do special assessments than raise the dues.
- Would it be possible to have a multi-year special assessment in which the levy was applicable in one year but payment could extend over multiple years?
- The condominium collapse in Surfside, Florida, has brought to light that HOAs across the country are underfunded. Federal and state governments will need to step in. It might be a good idea to appoint a committee to approach state and local officials about this issue.
- Would some homeowners be willing to “gift” funds to start some project(s)?
- Could homeowners pre-pay their dues for immediate use?
- Our fiscal crisis is clearer now than it’s ever been. The detailed inspections Frank is conducting make it real.

Adjournment: The meeting was adjourned at 12:19 PM.

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

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

Preserve • Restore • Maintain
July 13, 2021

Call to Order: Board President Paul Turpin called the meeting to order at 6:31 PM. The meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Paul Turpin, 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. Eleven homeowners attended.

Approval of Minutes: The minutes of May 25, 2021, and June 8, 2021, were unanimously approved.

Financial Report: Submitted. Paul said that the one-page Financial Statement will be delivered every month with the *FYI*. Once each quarter, it will also include the detail with notes.

ETA Safety Committee Report: Reading from the report submitted by Safety Committee Co-chair Linda Sage, Paul said that Eugene Springfield Fire has developed Evacuation Zones to be used in the case of an emergency (a severe weather event, wildfire, flooding, etc.) requiring evacuation. Emergency evacuations will be communicated through emergency

notification systems as well as regional radio stations. Zones will be identified by number and informed to evacuate using the Lane County Level 1-3 evacuation system (Level 1: Be Ready. Level 2: Be Set. Level 3: Go.) **ETA is located in Zone 24.** During the week of July 19, the City of Eugene will send information on evacuation details per zone.

ETA Safety Committee Co-Chairs Ingrid Wendt and Linda Sage sent an email to the Board last month urging the Board to improve signage for emergency responders. They cited a recent incident in which emergency personnel were finding it difficult to locate the address of a homeowner needing immediate assistance. The concern was added as an agenda item for the July meeting (see New Business).

Landscape Committee: Chair Darell Bidstrup announced the members of the committee are Ruth Kenny, Victoria Daniels-Miller, and Larry Kenton. The committee has met twice. They have divided the property into four ETA “districts” with each member responsible for one district. They are currently doing a census of rhododendron and azaleas, rating each by size and condition. The survey is not complete but thus far includes 446 rhododendron and 386 azaleas. The ultimate goal is to be able to identify every species and determine what their care should be. Committee members are talking about climate. The original landscape design done 50 years ago by famed landscape architect Lloyd Bond may not work with climate change. The committee is also looking at ways for people to contribute a plant, perhaps by publishing a list of certain plants we need so interested homeowners could purchase one or more for the property.

Coordinator Reports:

- Technology Coordinator: Dan Goodlett reported that he recently added ETA’s history on the website homepage. It’s available at <http://edgewoodtownhouseassociation.org/looking-back-in-time-2/>. He’s now concentrating on the HOA portal, especially email.
- Swimming Pool: Open. As of July 9, 45 households have signed up.
- Clubhouse Coordinator: Closed.
- Welcome Coordinator: Bruce Trafton recently met with the homeowners at 171 WW and 137 WW.

Facility Report: Submitted.

Educational Minute: Frank spoke about an interview on the *PBS News Hour* which focused upon homeowner associations and HOA boards. The interview was held with University of Illinois law professor Dr. Evan McKenzie, who has written on condo and homeowner associations in his book *Privatopia: Homeowner Associations and the Rise of Residential Private Government* and other more recent texts. He spoke about the importance of reserve studies and the need for more oversight from government, both regulatory and supportive, to prevent catastrophes such as the recent condominium collapse in Florida. The interview is available at:

<https://www.pbs.org/newshour/show/condo-boards-can-be-notoriously-secretive-will-the-surfside-collapse-change-that>.

Old Business:

- 1. Reserve Study Progress Report:** Frank is making a concerted push to finish the inspections and is on target to do so by the end of the month. When it is finished, Paul is calling for a volunteer homeowner to help proofread to make sure the information on the inspection sheets is accurately recorded on the spreadsheets. Please contact Paul at etapresident@email.com if you are interested in helping.
- 2. Driveway Gatherings Update:** Paul said a couple of driveway gatherings have occurred so far and he was asked to speak at a gathering in Driveway #6 on Saturday, July 17. This is a "bottom-up" process so homeowners should please contact Paul if they would like to arrange a gathering in their driveway. Paul will also be holding "office hours" in the Clubhouse, once it is open, to be available to any homeowner(s) who wish to speak with him.
- 3. Straw Poll Results:** A total of 57 replies were received. Darell Bidstrup, the Board member who initially proposed that it be held, said that there were a lot of comments and he was impressed by the effort homeowners had put into their suggestions. Paul will be writing a summary of the results for the FYI. (See second page.)
- 4. Clubhouse Reopening:** ETA Treasurer Dan Goodlett said that the Board closed the Clubhouse because there was a mandate. That was no longer in effect so it was time to reopen. Board Secretary JoAnn Wilson said she supported reopening but wanted to do so thoughtfully. She raised the following points/questions: ●Will there be any Covid-related signage? ●What would be the sanitation schedule? ●The door code should be changed and this would be a good time since we have many new homeowners and longer-term homeowners may have forgotten the code. ●Will there be any limits on private usage for events? ●Are there any technical issues for conducting "hybrid" meetings both in person at the Clubhouse and on Zoom.

Frank answered that Clubhouse users would be reminded that they do so at their own risk; the only limits on private usage would be the existing capacity limit and rules for reserving the Clubhouse; the door code could easily be changed and he will get a letter out by Friday, July 16, with the new code; and the crew which sanitizes the pool deck every day will be asked to sanitize inside the Clubhouse as well. Technology Coordinator Dan Goodlett said there would be no problems setting up the hybrid meeting format so that individuals can attend Board meetings in person or by videoconference.

Homeowners should receive the notice about the Clubhouse reopening early in the week of July 19 and can begin entering immediately. The old door code will also be operative for a short period of time. Paul asked if the restrooms could be available immediately for persons at the Pool. After a short discussion, the Board agreed by consensus that it was easier to open everything at one time and the restrooms should remain closed until the Clubhouse itself reopens.

New Business

- 1. Parking Waivers:** The homeowner at 148 BB requested a parking waiver due to a construction project. The duration of the project is July 15-August 15, 2021. The request was unanimously approved.
- 2. Debriefing on Town Halls Held on June 22, 2021, and July 10, 2021:** JoAnn said that a PA system should be purchased so homeowners can better hear what is being said. This is important for both indoor and outdoor meetings. Larry Kenton moved that we purchase a portable PA system. Merryn Gregory offered a friendly amendment that it cost no more than \$200. The motion, as amended, was unanimously approved. A committee consisting of Dan, Larry, and Darell will identify and purchase an appropriate system.

Darell said that the two town halls under discussion were positive and constructive and the homeowners there were very attentive. Sharon Kimble commented that the meetings were informative and homeowners had offered many creative ideas. Paul commented on how thoughtful and serious people were and that homeowners seemed to feel free to tell what they were thinking. Several Board members said they enjoyed holding the Saturday town hall outdoors on the lawn. The Board agreed to hold the upcoming Quarterly meeting in the same location. The meeting is scheduled for July 27 at 7:00 PM. The meeting can be moved into the Clubhouse depending upon weather.
- 3. Opening the Evacuation Gate:** Frank suggested that the Evacuation Gate be opened immediately. This would be one month earlier than the usual date. The Board unanimously agreed and Frank said he would open it the following day.
- 4. Consideration of Directional Signage:** This agenda item was added due to the concern of the Safety Committee. Paul said he thought it was a good idea and we might even seek advice from emergency personnel. Dan concurred, saying that we should find out what systems the emergency services personnel use. Frank noted that Driveways #2-4 don't have signs because at the time, first responders said they saw the addresses really clearly. He continued that signs for these three driveways could be done easily and fairly inexpensively. The Board agreed by consensus that Frank, Paul, and Darell should look into this along with the Health and Safety Committee.

New Ideas and Questions:

- Darell asked Frank if we could work with EWEB to turn our water off one month later this year and turn it on one month earlier next spring. Frank replied that he will make the arrangements.
- Sharon said that we badly need a process/procedure for orientation of new Board members. She went on to say the orientation should emphasize our fiducial responsibilities, talk about expectations about attendance, how we work together as equals, our work processes to include the executive team agenda meetings and Board committees, the fact that we are managing a \$400K+ annual budget, etc. Paul asked Sharon to provide her list to Board members so everyone can think about it.

3. Dan asked about the Board Retreat. Frank said his schedule was too full to hold it in July but perhaps we could have it in August.
4. Paul asked if we could put a two-minute limit on committee reports in Board meetings and three minutes for finances.

Announcements:

1. The next ETA Quarterly (Open-Forum) Meeting: Tuesday, July 27, 2021, 7:00 PM, outside on the lawn by the Clubhouse and by videoconference.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, August 10, 2021, 6:30 PM, in the Clubhouse and by videoconference.

Adjournment: The meeting was adjourned at 8:52 PM.

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

Looking Back Over June 2021 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

June was a beautiful month in our lovely community. The weather surprised us. It was dry with abundant sunshine and several days of 80 degree temperatures the last two weeks of the month. In fact, two record breaking days occurred in a row at 100 and 107 degrees on the 26th and 27th of the month. June 2021 was also a very productive month for facility and grounds maintenance recording sixty-four (64) jobs at Edgewood Townhouses. As we draw closure to the first half of our year, we completed and recorded four-hundred-and-twenty (420) jobs beginning on January 1 through June 30, 2021.

During the month of June, we focused on our continuing effort to update our irrigation systems. We repaired an irrigation line that was crushed under the weight of Tupelo tree that we removed in front of 130 Westbrook Way. We also repaired a section of irrigation pipe in front of 110 Westbrook Way that again was crushed by the entanglement of tree roots around the pipe. Later on in the month we began the replacement of an underground irrigation valve in front of 160 Westbrook Way. We also adjusted and/or replaced approximately 45 of our nearly 3,000 underground sprinklers throughout our site.

On June 18th we opened our Pool for the first time since 2019. Preparing for this opening within a short timeframe monopolized most of the first weeks of the month given the complexities presented by the COVID 19 pandemic and regulations we were required to implement before opening.

Although it has been an unusually hot summer so far, this may be a good time for you to think about servicing your heat systems, cleaning your chimney, or your dryer's duct system. 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 for chimney, flue, and duct line cleaning and inspection, or Northwest Natural for an inspection or natural gas systems – you'll feel warmer this upcoming winter and you'll be safe. If

you have an electric heat pump, check your filters and change them before the cold returns.

GOOD TO KNOW INFORMATION FOR RESIDENTS

CLUBHOUSE

Clubhouse Wifi

Users of the Clubhouse and the Pool can enjoy WiFi while on the site. Logging on to the world wide web, listening to music on Pandora, writing emails, shopping at Amazon.com, reading the electronic news services, or watching YouTube videos are now possible from the comfort of the Clubhouse or Pool Deck. Bring your laptops, your smart phones, your tablets and iPads.

The new Clubhouse WiFi is called "etaclubhouse." When you see "etaclubhouse" on your device, "join" using the etaclubhouse password. The password is **95ww95ww**. Once you are connected, your device will automatically remember the network and you will have Web access each time you visit the Clubhouse and Pool.

How to Reserve the Clubhouse

1. The Clubhouse is available for reservation between the hours of 9 AM and 9 PM daily on a, first-come, first-served basis.
2. Check the Clubhouse appointment calendar the Clubhouse front door for schedule availability. If the date and time range is available, write your name and the time-range on the calendar.
3. Read the *Terms and Conditions for Reserving the Clubhouse* on the "Request for Clubhouse Reservation Form". Forms are available at the Clubhouse Entry Door.
4. Complete and sign both sides of the form.
5. Staple or attach your \$50 refundable check to the form made payable to the Edgewood Townhouse Association.
6. Place your completed form and \$50 refundable* check in the Clubhouse mail slot located inside of the front door of the Clubhouse.

Leave the Clubhouse Clean and Organized

The Clubhouse is part of our common property. Consider the Clubhouse as an extension of your home. Please use the Clubhouse respectfully. If you are a drop-in, day user, be certain to keep the areas clean and tidy for the next users of the facility. Return the pool table items, ping pong table items, kitchen items, and furniture to their proper places.

POOL HEALTH

To help us maintain a consistently safe and healthy pool, please follow these practices:

1. Always sign in on days that you enter the pool.
2. Always take a cleansing shower before entering the Pool.
3. Please do not relieve yourself in the pool. Swimmers who are not toilet trained or who struggle with incontinence must wear swim diapers.
4. Limit pool occupancy to fewer than 31 persons at the same time.