

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

A Busy Month Ahead

We are arriving at the point where we will have the information we need to forecast our future financial needs and consider how to meet them.

- The Reserve Study is concluding. Frank Gaddini has completed his inspections of all of ETA's capital maintenance obligations, where he evaluated (a) their remaining useful lives and (b) their cost of replacement/repair. Those two figures are the basis on which the Reserve Study can calculate (c) how much we face in the way of capital maintenance costs and (d) how soon we will face them, and (e) what contribution to Reserves we need from our Annual Assessment (regular monthly dues) in order to keep the Reserves replenished for future needs. The final inspections necessary, scheduled for Aug. 18-19, are by Rogue Inspections to evaluate the remaining useful lives of our roofs, which are in year 26 of their 30-year rated lives.
- A Special Board Meeting to be held on Tuesday, August 24 to discuss our finances:
 - Presentation of the Reserve Study
 - Consideration of Models for Funding
 - Looking ahead to the 2022 Operations Budget

A follow-up Board meeting is scheduled two nights later for Thursday, Aug. 26, to allow time for more discussion.

- Two open-forum Town Hall meetings to follow for homeowner questions, commentary, and discussion (times and venues to be announced later) before our next monthly Board meeting in mid-September:
 - Tuesday evening, August 31
 - Saturday morning, September 11

Apologies to the Board and the Association for overstepping with my personal preferences for multiple rounds of surveys in last month's "From the Board" feature; see Old Business item #1 in the August 10 minutes inside this edition of the FYI.

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The Covid Delta Variant surge is still happening. Please be careful and follow Oregon Health Authority guidelines. At the time of this writing, masks are required of everyone when in the Clubhouse, consistent with the OHA rule that mask use is mandatory in all public indoor spaces.

AMENDED OFFICE HOURS: Board President Paul Turpin will continue to be available for conversation, but only outdoors (not inside the Clubhouse), weather-permitting: Thursdays 7-8pm and Saturdays 11am-noon.

SPECIAL NOTICE

Homeowner Dues are due on the first of each month.

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

ETA Special Board of Directors Meetings:
Tuesday, August 24 and Thursday, August 26, 6:30 PM by videoconference

ETA Open Forum Town Halls (2):
Tuesday August 31 and Saturday, September 11. Time and place to be announced

ETA Regular Board of Directors Business Meeting:
Tuesday, September 14, 6:30 PM by videoconference

Additional meetings possible, see the following page

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Sharon Kimble, Editor
Email: etafyieditor@email.com

Calendar of Board of Directors Activities Leading Up to the Annual Meeting

For the report on the Board discussion about the upcoming schedule of activities, please see the New Business section of the August 10 Board Meeting minutes in this newsletter. The calendar agreed to by the Board is as follows:

- **August 20: Reserve Study Completed – information only**
- **August 24: Special Board Meeting for the purpose of (1) presenting the Reserve Study to the Board; (2) discussing Models of Funding; and (3) reviewing the FY 2022 Operations Budget developed by the Budget Committee**
- **August 26: Special Board Meeting for additional discussion of August 24 topics**
- **August 31 (Tuesday): Town Hall**
- **September 11 (Saturday): Town Hall**
- **September 14: Regularly Scheduled Board Business Meeting**
- **September 24: Deadline to have final motion(s) ready to vote upon (30-day notice is required prior to casting ballots) – information only**
- **October 12: Regularly Scheduled Board Business Meeting**
- **October 26: Annual Meeting**

The regularly scheduled Board business meetings will convene at 6:30 PM. The time and place of the other meetings and town halls will be announced.

EDGEWOOD TOWNEHOUSE ASSOCIATION QUARTERLY MEETING

Preserve • Restore • Maintain

July 27, 2021

Six Board members, the ETA Director of Facilities and Operations, and a total of 17 homeowners attended the meeting (ten in person and seven by videoconference). The meeting was held outdoors on the lawn in front of the Clubhouse. A recently-purchased portable PA system was used to make it easier for all to hear the discussion. Board President Paul Turpin opened the meeting at 7:05 PM.

I. Opening Comments by Paul Turpin

- The upcoming FYI, delayed somewhat due to the press of other activities, will contain the Quarterly Financial Statement.
- Frank Gaddini has completed the building inspections for the Reserve Study and is turning next to the grounds, Clubhouse, and Pool.
- A good proposal was received from Rogue Inspection Services to inspect all our roofs. The inspections will give us a timeframe and costs for replacing the roofs.
- By mid- to late August, the Board will be able to craft proposals on how to raise the funds needed for capital projects. The process that Paul will suggest to the Board includes a voter information pamphlet so homeowners can see the array of choices we're facing, and, in early September, several rounds of preference surveys to see which ideas receive the most support. The goal is to have an item ready to be voted upon in October.

Correction: In the July FYI there was an incorrect reference to Lloyd Bond. He was the landscape architect who designed the landscaping for Edgewood Townehouses. He was based in Eugene and established the region's first Landscape Architecture firm in 1953, working primarily on projects in Oregon but also in the Pacific Northwest. Source [Archives West: Bond and Associates Landscape Architects records, 1949-2004 \(orbiscascade.org\)](https://www.orbiscascade.org/ArchivesWest/Bond%20and%20Associates%20Landscape%20Architects%20records,%201949-2004)

- Paul will be holding "office hours" in the Clubhouse on Thursday from 7:00-8:00 PM and on Saturday from 11:00-noon through the election. If a homeowner would like to meet with Paul at a different time, please email him at etapresident@email.com.

II. Homeowners' Questions

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

When are the elections for new Board members held? Whose terms are up? What is the recruitment process? How do we know who will be running?

- The elections are held at the Annual Meeting which takes place on the 4th Tuesday in October. In 2021, that falls on October 24.
- The Board of Directors consists of nine members who serve a three-year term. The terms are staggered so that three positions will be completing their three-year term each year. Directors may serve for more than one term.
- For FY 2022, there will be two open seats, and Sheila Dorsey, an incumbent, will be running for reelection.
- Frank will include a nominee form in the July FYI. Any homeowners interested in running for the Board should complete the form and return it to the Clubhouse mailbox no later than Friday, October 8, 2021, by 5 PM. The form will include a space to submit a short candidate statement for publication in the FYI.
- Floor nominations may also be made at the Annual Meeting providing that the nominee is present and accepts the nomination.
- One homeowner requested that all candidates give an oral presentation about themselves on the day of the vote before the ballots are cast.

There is a need for better directional signage. Emergency responders have had a problem finding the front doors of addresses calling for assistance.

- Ingrid Wendt, Safety Committee Co-Chair, offered to check with the Fire Chief to see if there's a "pre-plan" for Edgewood. Typically, pre-plans are used for businesses but Ingrid will inquire if there's a way to have one for our property should none exist already.
- Board member Darell Bidstrup mentioned that a committee was formed at the July Board business meeting to look into the signage issue. Members are Paul, Frank, and Darell along with the Safety Committee.
- One homeowner added that it would be nice to have a no-speeding sign at the entrance to Westbrook Way.

What are the things the Board is going to look at to address the budget crisis? Will they include CC&R changes? A loan?

- Paul noted that any CC&R amendment would require a 75% approval of all homeowners. This is difficult to achieve. The homeowner who asked about changing the CC&Rs replied that he understood that but "We shouldn't walk away from hard."
- Regarding a loan, Paul said we are waiting until the Reserve Study is complete and we know what we'll need. Darell added that the subject of loans is quite complicated but isn't off the table.
- Paul said he favors having more town halls as the Board crafts funding proposals. "Whatever the Board comes up with will be tested in an election."

There's an interest in having social events. What about a potluck or pool party?

- A homeowner commented that ETA used to have somebody from the community to organize such events. How about putting a notice in the FYI asking for a volunteer?
- Frank said he used to help set up events and it didn't take that much of his time.

III. Other

- Darell, who chairs the ETA Landscape Committee, commented that weather is going to get very warm and windy. The minutes of watering have been increased throughout the property. But if you see something that needs watering and you have a hose and some time, please pitch in and water it.

Adjournment: The meeting was adjourned at 8:11 PM.

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

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

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August 10, 2021

Call to Order: Board President Paul Turpin called the meeting to order at 6:32 PM. The meeting was held by videoconference due to the COVID-19 pandemic. (Note: The meeting was originally scheduled to be held in the Clubhouse as well as on Zoom. However, a late-afternoon emergency public health

advisory from the Lane County Board of Supervisors about a surge in Covid-19 cases led to cancelling the in-person option.) Board members present were: Paul Turpin, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Twelve homeowners attended.

Approval of Minutes: The minutes of June 22, 2021; July 10, 2021; and July 13, 2021, were approved by consensus.

Financial Report: Submitted.

ETA Safety Committee Report: Safety Committee Co-Chair Ingrid Wendt reported that she separately contacted two officials of Eugene Springfield Fire about the existence of a "pre-plan" for ETA and to determine if ETA's signage is adequate for use by emergency responders. She learned that while there is a "pre-plan" on file, some responders don't know about it, and the map in the pre-plan doesn't help much anyway. Both officials encouraged the development of better signage that shows the way to front doors. Paul Turpin and Ingrid have drafted sample signs to show the officer for his feedback when he is able to come to our site.

Ingrid also spoke about the potential fire danger gas- or diesel-powered equipment poses during the fire season. She suggested that the Board consider making fire extinguishers readily available to workers using such equipment while on the property.

Safety Committee Co-Chair Linda Sage reported that in case of fire requiring evacuation, ETA is in Zone 24. Eugene Springfield Fire has decided not to provide evacuation details per zone in advance because they may change for any particular emergency. Specific evacuation information will be provided in alerts. Homeowners who have not yet signed up to receive them can do so at the Lane County website: https://lanecounty.org/government/county_departments/lane_county_emergency_management/sign_up_for_emergency_notifications.

Landscape Committee Report: Chair Darell Bidstrup reported that he would like to find two more members, including one to replace Victoria Daniels-Miller who is moving. Thus far, the committee has catalogued about 600 azaleas and rhododendron on the property as well as about 50 other plant species. Any homeowner who is interested in serving on the committee should contact Darell at etavicepresident@email.com.

Coordinator Reports:

- Technology Coordinator: Dan Goodlett gave a quick overview of the new Homeowner Portal on the ETA website. It will operate a lot like Facebook, with the ability to post, load videos, and create groups, as well as having many other features. It should be ready for beta testing by next month.
- Swimming Pool: No report submitted. Frank Gaddini reported that the pool is running well. There is an average of nine daily users, with as many as 14 on some days.

- Clubhouse Coordinator: No report submitted. Frank said that a few homeowner groups had used it, and weekly cleaning and wiping of all surfaces continues as all touchable surfaces are sanitized.
- Welcome Coordinator: No report submitted.

Facility Report: Submitted. Frank included an update on the special assessment projects. They are now on a pause. We are currently unable to get the siding we use for carpentry projects. We've ordered 150 sheets and will proceed as soon as we get them. The concrete projects will take place in October or November, the same time of year as in FY 2019. The funds for the FY 2019 special assessment for chimney repairs have not been completely spent yet, but tuckpointing projects will be scheduled at 71 WW and 61 WW. Remaining funds will be used exclusively for future chimney repairs.

Educational Minute: Frank quickly reviewed the five features of a successful team: psychological safety; dependability; good structure and clarity as to goals; meaning; and impact.

Nine Characteristics of Successful Homeowner Associations

1. Put the community first.
2. Get homeowners involved.
3. Respect final decisions.
4. Have a vision and mission.
5. Have Board and Committee members who work together as teams.
6. Run it like a business.
9. Say thanks.
8. Communicate well.
7. Collaborate with a property manager.

Old Business:

1. **Communicating with Buyers, Sellers, and Homeowners:** Darell read a brief statement before the discussion began. One of his concerns was that in his "Message from the Board" in the *FYI*, Paul writes about ideas he favors that have not yet been brought to the Board. Paul acknowledged this and apologized, saying he will circulate his monthly *FYI* message to Board members in advance of publication inviting any comments. Darell had another serious concern which arose from a recent conversation he had with a realtor. The realtor had called him to talk about a buyer who, after talking to Paul, backed out of a deal due to concerns about ETA's financial situation. Darell thought this could potentially do damage to ETA, and he said the experience left a bad taste in the mouths of everyone involved. Paul said the individual had read the *FYI* and was apprehensive. Paul continued that he had not volunteered any figures and it was his assessment that the buyer "talked himself out of it." Treasurer Dan Goodlett noted that we are dealing with three distinct groups—realtors, loan agents, and escrow officers. In today's hot real estate market, Dan said he often isn't contacted until the escrow phase. He continued that having information on the website won't solve all the problems. Frank said that in his role as ETA Director of Facilities and Operations, he's been contacted countless times, and he will disclose only information about maintenance regarding facilities and grounds but not on

other topics. Frank went on to suggest that everyone who receives questions from buyers, etc. about ETA finances should refer the person(s) asking to the ETA Treasurer. Board members agreed with this recommendation.

2. **Reserve Study Progress Report:** Frank expects to be finished with the common areas by the end of the week. Paul reported that by next week he and Frank will proof and review the assumptions. Also next week there will be a walk-through with Rogue Inspections on the expected life of the roofs. This information will tell us how much time we've got before we face the cost of re-roofing. Frank said that the ultimate report will include 15,600 data points and notes. It will be better than a reserve study; it is an actual review of every unit.
3. **New Directional Signage:** Paul thanked Ingrid for moving us forward with feedback from emergency responders. Darell added that he would like the signage to be a combination of good information along with a good aesthetic that is harmonious with Edgewood's style.
4. **Board Retreat:** Frank said he was too busy this month to organize the retreat. He reiterated that this will simply be a team-building exercise. No business will be conducted and there will be no cost to the association.

New Business

1. **Parking Waivers:** None was submitted.
2. **Calendar of Activities Leading Up to the Annual Meeting:** The Board discussed a number of topics to be considered when developing a calendar including the following: the need to include multiple town halls in order to answer homeowners' questions about the Reserve Study and models for addressing ETA's financial condition; the time constraints if the Board is going to seek a special assessment or base rate adjustment; the need to give homeowners time to process the information so as to be comfortable in voting; and the timeframe for the meetings of the Budget Committee whose members are Dan, Frank, and ETA homeowners Connie Hirsch and Susan Turpin. For the calendar of the upcoming activities, please see the schedule at the top of the second page of this newsletter.
3. **Models for Addressing ETA's Financial Condition:** Paul reported that he had spoken to a representative of Umpqua Bank about ETA's possible interest in getting a loan. Paul was told that a loan would be on real property only, in our case the Clubhouse and the Pool. The maximum cap of loan to value is 50%. Paul said that we might have to pay for the cost of assessing the Clubhouse and Pool's value. In addition, Paul was told that the bank is using 5% as a conservative estimate of the rate, and there are different loan terms. Paul said he hadn't tried any online lenders, and Darell mentioned that OCCU earlier expressed interest in discussing a possible loan.
4. **New Board Member Orientation:** Board member Sharon Kimble first brought this idea to the Board and recently circulated a draft for Board members to review. She asked how it could be implemented. After some discussion, Sharon suggested the draft, once reviewed, be mentioned in the *FYI*. Homeowners can email her to request a copy if interested. Eventually, it will also be posted on the

homeowner portal on the ETA website. The Orientation document can be updated by the Board as needed. Board members thanked Sharon for her work on this.

5. **Solar Panels Policy:** Paul said he had received an inquiry about the existence of a solar panels policy. Paul replied that we don't have a policy yet, but at a minimum it would have to specify that the panels remained the homeowner's responsibility, and that the homeowner would bear any cost needed to accommodate ETA's maintenance of the roof below the panels. Frank offered to research what other associations are doing related to solar panels and report back to the Board.

New Ideas and Questions:

1. Darell asked if we could build in a quick break with such long meetings.

Announcements:

1. Special Meeting of the Board of Directors to discuss the Reserve Study, Models of Funding, and the FY 2022 Operations Budget: Tuesday, August 24, 2021, place and time TBA.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, September 14, 2021, in the Clubhouse and by videoconference at 6:30 PM.
3. Deadline to submit self-nominations for the election of ETA Board of Directors (3 seats): Friday, October 8, 2021, no later than 5:00 PM in the Clubhouse mail slot.
4. ETA Annual Meeting: Tuesday, October 26, 2021, place and time TBA.

Note: Please refer to the second page of this newsletter for the list of special meetings and activities that are planned prior to the ETA Annual Meeting.

Adjournment: The meeting was adjourned at 9:23 PM.

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

Looking Back Over July 2021 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in July 2021. July was perfectly "hot" month. In fact, it was the hottest July ever on record at Edgewood. We had 18 days at 90 degrees or warmer, breaking previous records for hot days in the month of July.

July was a very productive month for our facility and grounds maintenance. During the month, we recorded and completed ninety-three (93) work jobs.

Much of our work focused on major irrigation repairs. Our first repair was in front of 160 Westbrook Way. Our zone valve failed and we replaced this valve along with fifteen feet of new irrigation pipe. The second repair was identifying an underground irrigation pipe that was crushed by the weight of a large maple tree that had been planted directly over the pipe fifty years ago. This was an incredibly difficult repair to perform because of the cluster of roots that strangled and crushed the pipe. While working on this repair, we discovered that five additional trees were also planted directly over the irrigation

pipe, each manifesting the same crushing and strangling of roots over the pipe. To solve this problem, we will be installing one-hundred-and-ten new feet of pipe to be re-routed around the trees.

Our third irrigation repair was the replacement of the irrigation control valve in front of 60 Brae Burn Drive... As the month continued, our fourth irrigation repair included two broken irrigation lines – one on the Eastside and one on the West side of 190 Brae Burn Drive. Our fifth irrigation repair job was along the south curb of Driveway 4. Again, tree roots had strangled the irrigation piping, and we replaced 50 feet of pipe with new stronger piping. Each of these irrigation projects consumed a generous portion of our time; however, we did continue with all of our routine day-to-day activities including lawn maintenance, soft and hard scape maintenance, and Pool and Clubhouse maintenance.

In July we installed permanent bird-block eave vents to replace our temporary eave vents that we placed at 40 and 198 Brae Burn Drive. Birds pecked through our screen vents there and began to take up quarters in the attics of these two homes. Another job we performed in July was the replacement of an old photo control switch that operated the outdoor lighting around our Northeast corner.

Our pest management contractor was busy during July as we fought against three common pests – rats, ants, and yellow jackets. We continue to bait for rat everywhere throughout our community. When food sources are limited, the rats eat our bait; usually that is their last meal. Next are ants. The sugar ant is our most common pest, and we also use bait to address their onslaught, albeit takes up to a month to effectively subside and abate their colonies. As we move forward into August and September, a new pest is quickly arising. Yellow jackets are emerging everywhere. We abated three huge nests during the month. Two of the nests were inside the walls and chimney of 131 and 39 Westbrook Way respectively. We are only able to abate nests that we can positively identify. We are unable to stop the random pests that drop into your patio.

CALL FOR VOLUNTEERS

Social Coordinator/Party Planner

The ETA community needs volunteers to plan and coordinate homeowner social events. This would include creating an events schedule and organizing other homeowners to manage event details. Those interested can contact Board member Sharon Kimble at etaboardmember6@email.com.

Landscape Committee

Landscape Committee volunteers are needed to help with Committee work. For details contact the Committee Chair, Darell Bidstrup at etavicepresident@email.com.

NEW BOARD MEMBER ORIENTATION

The Board has created an orientation document outlining duties and responsibilities of homeowners serving on the Board. Those possibly interested in serving on the Board will find the document helpful. It is available by emailing Sharon Kimble at etaboardmember6@email.com. The document will also be posted soon on the new ETA web site.