

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

Why So Much So Soon?

“Why do we need \$5,000 right away, on top of the dues increase to \$600, especially if not all the roofs will be done immediately?”

This is the most commonly asked question when we talk with homeowners about the upcoming vote to raise funds for our capital maintenance.

Here’s the short answer:

\$5,000 Special Assessment x 90 ETA units = \$450,000
 2022 Capital Maintenance Expenditures = \$484,432

The \$5,000 Special Assessment gives ETA enough funds to be able to deal with our most urgent deferred maintenance – the worst of our roofs, the worst of our neglected painting, siding and dry rot damage – while giving us time for our \$600 monthly dues to accumulate enough funds to handle the remaining roofs and needed capital maintenance in the following four years.

(For more details, see the tables on the “What We Need to Pay For” and “How We Increase Our Reserves and Maintain a Sustainable Balance” sheet [with the red arrows] that accompanied the proxy ballot mailing.)

Here’s the longer answer:

We are up against a double whammy: a large backlog of delayed capital maintenance *plus* the looming prospect of our biggest capital maintenance project, re-roofing all our buildings over the next few years. Because re-roofing **MUST** be our first priority, we can’t responsibly spend money on other capital maintenance until we have enough for that essential project.

Yet all the delayed capital maintenance means some of us or some of our neighbors are having to live with disrepair, in some cases for years already. The more we have to put off already-delayed maintenance, the greater our future expense from continued deterioration and the rising costs of materials and labor.

The Board and Frank Gaddini have pored over the Reserve Study to spread out the needed maintenance as much as possible. So the current ballot measure raises the necessary funds as gradually as it can, given the time pressure imposed by our roofing needs, which are heaviest over the next four years.

We find ourselves in a difficult situation, but there is a silver lining: once past these funding hurdles and onto a sustainable path, we will have created a solid plan for capital upkeep and a stable financial footing going forward. These become an important part of the value of our homes because of the confidence that ETA can make good on its promises of maintaining our wonderful place to live.

SPECIAL NOTICE

Homeowner Dues are due on the first of each month.

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

ETA Regular Board of Directors Business:
 Tuesday, November 9, 6:30 PM

ETA Annual Meeting to Vote for New Board Members and to Approve the Motion to Raise Dues for Five Years and a One-Time Special Assessment for Capital Maintenance and Sustainable Reserves in FY 2022

Tuesday, October 26, 2021, from 9 AM to 7 PM in front of the Clubhouse

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Sharon Kimble, Editor

EDGEWOOD TOWNEHOUSE ASSOCIATION TOWN HALL VIDEOCONFERENCE

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Tuesday, October 2, 2021

Eight Board members, Frank Gaddini, ETA Director of Facilities and Operations, and 19 homeowners attended the town hall which was held by videoconference due to the COVID-19 pandemic. Board President Paul Turpin opened the meeting at 10:08 AM. Participant comments are summarized below.

Homeowner Funding Proposal: One homeowner, believing that the current motion will be unsuccessful, proposed increasing dues to \$550/month for five years with no special assessment. She believes that capital maintenance projects can probably be stretched for a longer period than assumed in the Board's motion to achieve sustainable funding and suggested that we freeze the money going into the Reserve Fund next year until there is a \$100K balance.

- Board member Darell Bidstrup responded that the Board cannot obligate a future Board to do that. He went on to say that the \$600 dues idea he brought up was never to get us to sustainability but rather a backup if the motion was not approved and then the Board might have to ask for a special assessment later.
- ETA Director of Facilities and Operations Frank Gaddini pointed out that we cannot suspend the motion we've published but must let it run its course.
- Paul Turpin asked the homeowner to send him a copy of her proposal. He noted that when we spread out projects, costs go up. Also, the reason why we're looking at a concentrated 4-5 year timeline is the roofs which we need to begin repairing very soon. The projected cost to repair them is almost half the total (46%).

Other Discussion on the Motion to Raise Funds for Capital Maintenance:

- The work has been done. No other modification is going to be persuasive to the residents. And there are a number of people who are opposed to anything. Someone is going around encouraging people to vote no. Some are making plans to figure out how to pay. We need to do this. If we do, there will be no more special assessment except for emergencies like the ice storm.
- Some folks are feeling we're not all in this together. And we are. We need to tell people "What if." If this fails, the dues-only model of \$740/month is the only alternative.
- Yes, we are a community. I wish it were more so—all for one and one for all. Another possible talking point is that we're investing in our homes and we'll each get that \$5,000 back.
- How do we sell this? Honesty is the best policy. What happens in my unit is going to affect people on either side.
- I'm disturbed that there's only 27 of us here [total count including Board members]. Is silence acceptance or denial? It concerns me for the vote coming up.
- We're all speaking to the choir. So many people here have a conviction not to spend more money. That has been the

attitude at Edgewood for years. If this doesn't pass, I'm seriously looking at moving. There needs to be an emphasis on those of us here carrying the message about the importance of this vote. Instead of putting it on the Board, what can we do?

- **Darell Bidstrup** thanked the homeowners who pointed out some of the positive reasons to pass the motion. He also suggested some of the things that could happen if the motion doesn't pass such as eliminating grounds maintenance and closing the pool year round. **Paul Turpin** noted that we have a very mixed population here. Some have been here a very long time and have gotten used to very low dues. And we've got some very new people as well. Paul went on to say the Board's job is to prioritize. "If we do nothing, we would go negative in Year 3." Paul pointed out that if the necessary funds are unavailable, the CC&Rs excuse the Association from delays in performing maintenance, repair, and replacement (Article VIII, "Exterior Maintenance," Section 5).
- If we don't pass this measure, nothing will happen to roofs and paint and we won't have the money to do it. We need to be more proactive than reactive. How do we counter the negativity?
- The current roofs were replaced in 1995. They were paid for by special assessment. It's important for homeowners to know we aren't the first to have to pay for roofs.

Several homeowners suggested using flyers and signs to get the word out. One spoke to the need for an updated Directory. Paul asked anyone having ideas on flyers, etc. to send them to him or any other Board member. Paul also said the Board would be discussing voting access to accommodate homeowners who work, a concern raised earlier by Darell.

Several homeowners said they would be interested in going door-to-door to communicate the importance of the vote to others. They decided to continue meeting after the town hall was adjourned to begin organizing their efforts.

The final topic raised was earthquake insurance. The master policy does not include coverage for earthquakes. One homeowner asked if it could be added for the remaining term of the existing policy as well as when the current policy expires. Frank said that when we reviewed our current carrier, it wasn't a decision to consider or not consider earthquake coverage. The Board will meet before the end of the year to consider the competing proposals. Homeowners will have an opportunity to hear the presentations and ask questions before a carrier is selected.

Adjournment: The meeting was adjourned at 11:55 AM.

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

EDGEWOOD TOWNEHOUSE ASSOCIATION VIDEOCONFERENCE: BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

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Tuesday, October 12, 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. Board members present were: Paul Turpin, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, and JoAnn Wilson. Darell Bidstrup was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Eleven homeowners attended.

Announcement: Board member Michael Maulding announced that he was retiring from the Board immediately due to a death in the family.

Approval of Minutes: The minutes of August 24, 2021; August 26, 2021; August 31, 2021; September 7, 2021; September 11, 2021; September 14, 2021; and September 20, 2021, were approved by consensus.

Financial Report: Submitted. President Paul Turpin spoke about finding the best way to distribute the financial information, whether on paper or electronically. Printing it raises the cost of the *FYI*. In addition, the banking activity has historically appeared on the last page of the *FYI* and some homeowners wish to continue seeing that information. For now, the monthly balance sheet and quarterly detailed income statement will be included with the *FYI*. Once the update of the ETA website is complete and the secure section for homeowners has been set up, the financial information can go online.

ETA Safety Committee Report: No report submitted.

Landscape Committee Report: No report submitted.

Coordinator Reports:

- **Technology Coordinator:** Dan Goodlett reported that we are ready to transition to the new email system. Dan will do individual training for board members and he will be sending an email to Board members announcing their accounts. There will be a period of time before the transition from email.com is complete. For some members, we'll be looking at archiving mail.
- **Swimming Pool:** Closed. Frank Gaddini reported that the pool was open for 99 days during 2021. A total of 594 swimmers signed in representing approximately 31 households.
- **Clubhouse Coordinator:** Closed.
- **Welcome Coordinator:** Submitted. Welcome Coordinator Bruce Trafton met briefly with the homeowners at 170 Brookside to collect contact information and will meet to review the Welcome Packet at a later date.

Facility Report: Submitted. Frank announced that the gate onto Westbrook Way will be closed tomorrow, October 13.

Educational Minute: Frank read excerpts from a document sent to him by Board member Sharon Kimble. The topic was institutional memory – why it is important and how to preserve it. This is particularly timely as the Board prepares for Frank's FY 2023 retirement.

Old Business:

1. **Insurance:** Paul reported that he was able to reach our American Family agent and confirmed that our master policy does include earthquake coverage. We now have a complete declaration which will go onto the ETA website. Paul noted that earthquake insurance has a 15% deductible. As we look ahead to policy renewal, three companies will make a Zoom presentation to the Board and interested homeowners. American Family is a regional carrier. There will also be presentations by a national firm and from an independent agent. Frank will contact the agents to arrange the Zoom meeting. He will try for Tuesday, November 16. Each presentation will be limited to 30 minutes, including questions.
2. **Election:**
 - a. **Methods of Payment:** Assuming the motion for sustainable reserves passes on October 26, Paul said a homeowner asked if it was possible to pay the whole amount up front. This is just a form of pre-paying and bookkeeping is already set up for that.
 - b. **Extending Hours of Voting:** Paul reported that the four volunteer homeowners going door-to-door encouraging support for the motion for sustainable reserves spoke with some homeowners who are unable to vote from 9-5 and prefer to vote themselves rather than use proxies. The Board unanimously approved a two-hour extension of the closing hour. A letter will go out to homeowners that voting will take place from 9:00 AM to 7:00 PM and Frank will put signs up at the mailboxes.
 - c. **Campaign Strategies:** The homeowners going door-to-door (Connie Hirsch, Ray Czerwinski, Ingrid Wendt, and Charlie Schroder, consulting with Marilyn Cohen and Linda Sage) will continue their efforts through the week. They are distributing a flyer put together by Paul as well as a copy of the approved FY 2022 Operations Budget for homeowners who ask how the monthly dues are spent.

New Business

1. **Parking Waivers:** A parking waiver request from 39WW was approved by the Board, effective immediately through December 31, 2021.
2. **Capital Maintenance Committee:** Paul introduced his idea to have a Capital Maintenance Committee which he conceptualizes as a small committee, akin to the Finance Committee, consisting of both Board members and homeowners with relevant expertise. He sees it as a committee that is needed whether or not the current Board motion is approved. It would be tasked with considering such questions as: What do we have in terms of resources? Capital needs? What do we need to look out for? How do we preserve as much of Frank's institutional memory as possible?

New Ideas and Questions: Sharon suggested the idea of an ETA historian. Information relating to the history of Edgewood could go on the website, perhaps managed by one person but it could be more than one volunteer who decides how to organize the material and what to include. The position would report to the Board as needed and would coordinate ideas with the Board.

The idea behind this is to support the ETA institutional knowledge and institutional memory.

Announcements:

1. ETA Annual Meeting: Tuesday, October 26, 2021.
 - a. Annual Meeting formally opened by videoconference at 8:45 AM.
 - b. Voting: Outdoors under the tent in front of the Clubhouse, from 9:00 AM to 7:00 PM.
 - c. Announcement of voting results and formal adjournment of Annual Meeting, by videoconference at 8:15 PM (approximate).
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, November 9, 2021, by videoconference at 6:30 PM.
3. Presentations by insurance agents on ETA's master policy: Tuesday, November 16, 2021, by videoconference. Date and time awaiting confirmation.

Adjournment: The meeting was adjourned at 8:18 PM.

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

Looking Back Over August and September 2021 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in August and September 2021. Both August and September were very productive months for our facility and grounds maintenance. During the two month period, we recorded and completed one hundred-sixty-two (162) work jobs.

Much of our work focused on major irrigation repairs during these two months. Many homeowners likely observed the re-routing of the main irrigation line near the Clubhouse. One of irrigation valves was missing and puzzlingly undetectable. The mystery of our missing valve was deduced to be underneath and inside the roots of one of the large old oak trees bordering the Clubhouse walkway. We re-routed the irrigation supply line around the tree and installed a new, more serviceable valve in a different location.

Our pest management contractor was also busy during this period. We continue to bait for rat everywhere throughout our community. Now that colder, wetter weather is upon us, you can help by not feeding wild life. When food sources are limited, the rats eat our bait – usually that is their last meal.

Over the past two months some homeowners asked why we maintain the buildings and grounds. Below, are some of the reasons and scope of our work.

Why do we maintain the buildings and facilities?

Building maintenance is the continuous care of a facilities and its grounds to keep it safe, clean, and operable. Organizations with successful building maintenance plans ensure that all areas of their facilities are in good condition. This includes electrical and plumbing systems, grounds and lawn, parking lots, restrooms, infrastructure, the Clubhouse, Pool, and more.

The tasks associated with building maintenance are meant to keep buildings in good condition. Regular maintenance such as equipment inspections, external building maintenance, cleaning and sanitation, and lawn care ensure facilities remain well kept. Not only will the buildings and facilities *look* better, but well-kept facilities positively influence property values. Another benefit of routinely maintaining our buildings is fewer out-of-the-blue breakdowns, leaky roofs, dry/wet rot, and other unwanted building concerns. Instead of these creating large issues down the road, routine building maintenance enables us to find problems before they occur.

The drawbacks of a poorly maintained building stretch even further than unkempt grounds or a leaky roof. Failing to care for our building correctly can also lead to homeowner, guests, staff, service contractors, and visitor safety hazards. That leaky roof can lead to slips, and faulty wooden boardwalks could severely injure someone.

Routine and preventive maintenance goes a long way to preserving our buildings. Maybe more than you think. Preventive maintenance significantly reduces maintenance costs, and routine building maintenance is no different. Issues that go unmanaged and unplanned for long periods of time end up costing the organization much more than fixing small concerns along the way. It also impacts property values.

Why do we maintain the grounds?

A well-maintained property doesn't only mean having clean facilities and working building systems. The space outside of the building itself has to also be subjected to regular maintenance. This is where grounds maintenance comes into play to ensure the property surrounding the facilities is functional and leaves a good first impression.

Grounds maintenance covers a wide variety of needs and services which includes a lot of seasonal work, and it has three main purposes: 1) create a pleasant outdoor environment; 2) ensure a functional outdoor environment; and 3) preserve property values.

Tasks that are routinely performed as a part of grounds maintenance at Edgewood Townhouse:

- lawn maintenance, edging, weeding, and fertilization
- hedge and shrub pruning, cutting and maintenance
- tree work, tree planting, pruning, surgery, and felling
- fence maintenance
- pruning, weeding, and cultivation of shrub beds
- pest control
- irrigation system maintenance and repair
- groundwater drainage and collection basins
- snow and ice clearance
- pool deck maintenance
- clearing of open spaces, picking up litter, emptying bins, etc.
- maintenance of hard surfaces like sidewalks, driveways, and asphalt roads, and concrete curbs

Every organization that owns a facility will need some form of grounds maintenance to Preserve, Restore, and Maintain the facility's longevity and property values.