

# The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

## MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Dan Goodlett

President, Edgewood Townhouse Association [president@etaboard.org](mailto:president@etaboard.org)

At our June 23 Board Meeting, Frank Gaddini, ETA Director of Facilities and Operations, reported that we did more jobs this month than ever before. However, this accomplishment had a large cost, about \$143,000 in reserve spending in addition to our operations spending. So far this year we have spent just over \$305,000 on reserve projects. Now it is time to slow down our progress and allow the reserve fund to grow for a few months so we can continue later on with more roofing projects.

Dan Goodlett, ETA Board President, met with the Landscape Committee to discuss the future of landscaping at Edgewood. Dan has negotiated various contracts during his career. He wanted to familiarize the committee with the standard procedure to get to a signed contract. The procedure can be broken down into four elements: a statement of work, a request for quote, vendor selection, and the contract. The Landscape Committee is in the first phase now.

The Committee had a productive conversation about committees and agreed that there should be more formality in the way that we manage them. The action agreed upon is that we will develop a charter for each committee. We will periodically examine if a committee still needs to exist and whether the committee is in accordance with our by-laws.

*The Board of Directors shall appoint (as provided for in the Declaration, Article V) other committees as may be deemed appropriate to aid in the management of the Association. Each committee shall consist of at least three (3) or more members, who shall serve for one (1) year or for such term as the board authorizes the committee.*

The planning process for the fiscal year 2024 Operations Budget will begin in the month of July. Dan Goodlett, Ray Czerwinski and Frank Gaddini will lead the process of planning. The Operations Budget includes postage, labor costs, office supplies, insurance, bookkeeping costs, hardware, etc. Review and planning of the Reserve Fund will also ensue. The Reserve Fund includes the dollars that pay for major repairs and restorations, including projects like roof replacement, carpentry repairs, and painting of buildings. Other members of the Board of Directors will also be present during these meetings.

In August, the board will resume our practice of having an annual retreat for the purpose of team building, where no ETA business is discussed.

Your Board of Directors is moving work forward and making good progress for your Association.

### SPECIAL NOTICE

**Homeowner Dues are due on the first of each month.** If using US Mail send to Edgewood Townhouse Association, 95 Westbrook Way, Eugene, OR 97405

**Clubhouse WiFi Password:**  
**ww95ww95@E**

### UPCOMING EVENTS

**ETA Board of Directors Monthly Business Meeting:**  
Tuesday, July 11, 2023, 6:30 PM by Video Conference.

**ETA Quarterly Open Forum Meeting:** Tuesday, July 25, 2023. Time and place TBD.

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### INSERTS

July Activities

Sharon Kimble, Editor  
Email: [fyi.editor@etaboard.org](mailto:fyi.editor@etaboard.org)

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

*Preserve • Restore • Maintain*

Tuesday, June 13, 2023

**Call to Order:** Board President Dan Goodlett called the meeting to order at 6:32 PM. The meeting was held by videoconference. Board members present were: Dan Goodlett, Ray Czerwinski, Sheila Dorsey, Merryn Gregory, Connie Hirsch, Patricia Mullen, Wayne Russell, and JoAnn Wilson. Jan Connell was excused. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Nine homeowners attended.

**Approval of Minutes:** The minutes of April 25, 2023; April 26, 2023; and May 15, 2023, were unanimously approved.

**Financial Reports:**

- **Treasurer:** Submitted. Ray Czerwinski commented that the Operations budget is “over spent” by about \$9,000 due to earlier spending on roofs but that the budget will catch up over time. Through May 2023, we have spent a total of approximately \$439,000. Frank Gaddini said it was important to look at where we’ve been and where we’re going as we look ahead to FY 2024. He suggested that he and Dan and Ray and any other interested Board member meet before the July business meeting to discuss this. Ray agreed but suggested they wait to meet until August when the data for the first six months of FY 2023 is available.
- **Reserve Study Coordinator:** Dan spoke about ETA’s cash flow, demonstrating it by saying that the balance sheet as of May 31st showed we had \$98,311 in operating funds and by June 13th, the number had climbed to \$124,659. That’s an almost \$26,000 swing in 13 days. Dan repeated his determination to keep a healthy Reserve Study fund and said it was currently at the limits of his own comfort level. Frank said the average cost per roof is \$10,000-\$11,000 and that we’ve completed nine this year so far with another nine coming up late this month. Merryn Gregory asked how many roofs we can do this year given rising costs, and Dan said that it was more a question of what other projects might have to suffer. “We will do the roofs.”

**Coordinator Reports:**

- **Technology Coordinator:** No report submitted.

- **Swimming Pool:** Frank reported that there was a lot of adjusting in the beginning as the new boiler was brought into service but it now functions perfectly with the temperature at 86°. All pool users must complete and return a Pool User Form before being issued a code to enter the pool door. The forms are available at the pool entry door in the Information Box.
- **Clubhouse Coordinator:** Patricia Mullen reported that paper products were being used quickly. Frank said he would make plenty available to meet demand.
- **Welcome Coordinator:** Dan reported that the coordinator was trying to contact three new homeowners but without their email and/or phone information, she must speak with them at their door when she finds them at home.

**Landscape Committee Report:** Dan reported for the committee, saying that he has been meeting with the members to discuss implementing its recommendations as approved at the March 14, 2023, meeting. Specifically, they are working on the following: (1) Statement of Work; (2) Request for Proposal (RFP); and (3) the Contract. The committee has been looking at a variety of statements of work to help generate ideas and reviewing a boilerplate (standardized) contract. Patricia added that the committee, in conjunction with former ETA President Paul Turpin, is putting together a comprehensive plan utilizing advanced software that will enable homeowners to envision the project.

**Facility Report:** Submitted. Patricia asked if we had to pay a fine for the recent gas line break while doing the major groundwater project. Frank replied we did not. Patricia also asked about the possibility of putting a sign on the Brookside and Westbrook Way gate indicating it is an emergency exit gate only. Frank said he will look into it. Wayne asked about roof replacements for the rest of the year. Frank said we were going to push ahead with himself, Dan, and Ray in close collaboration. Sheila Dorsey commented on how lucky we are to have our contract workers who work hard, are knowledgeable and pleasant, and save us money. Finally, Frank spoke about the complex logistics of managing all these jobs. He noted that he doesn’t have complete control over the contractors, that anything can come up in a day. As a result, it isn’t always possible to be where he promised at a certain time despite his best efforts.

**Educational Minute:** Frank presented the results of a recent survey conducted by the Foundation for Community Association International (CAI), a conference

of homeowner associations. The results of a nationwide survey conducted of over 1,000 members of CAI showed that the cost of living in an HOA is rising due to growing operation costs and expenses. As a result, nearly all the survey participants (91%) said that they plan to increase their budget in 2023, most by increasing assessments (73%). One-fourth of the respondents plan to address the unexpected increase by reducing expenses (10%) or reducing reserve contributions (15%). Interestingly, one of the considerations the researchers recommend to address the compounding effects of rising inflation is accelerating projects, not delaying them. Clearly, the challenges ETA faces are not unique, but our Board is committed to not reducing reserve contributions.

#### **Old Business:**

1. Committees. Prior to the meeting, Dan circulated an article on setting up HOA committees. One of its suggestions is to set up a committee charter or framework for each committee that includes its purpose, product, duration, budget, and how it reports to the Board. Sheila said that she thought this is something we need when any committee is formed and that she would be willing to work on this. Dan encouraged other members to join Sheila in this effort. Dan also said that we should develop a charter for the existing Landscape Committee and the "Executive Team." Several Board members mentioned the need to reach out to homeowners and encourage them to serve on committees.
2. Board Retreat. The Board chose August 2 as the date for its 2023 teambuilding retreat. The location, to be decided later, will take place off the Edgewood property. There will be no cost to the association.
3. ETA Directory: Update. JoAnn Wilson reported that she, Frank, and Sharon Kimble will meet next week to make final decisions about the database. The Directory will be completed by July 1 and distributed to all homeowners shortly afterwards.

#### **New Business:**

1. Senior Swim Period. Following up on interest from previous pool seasons, Frank presented a proposal for Reserved Senior Homeowner Swim Hours for the 2023 season. The pool is open 72 hours per week and Frank proposed that the Board set aside a total of six hours per week (two hours on three days) for senior homeowners only. For purposes of discussion, Frank defined "senior" as over 55 years of age. Wayne said he thought young families with children or homeowners who enjoy the pool with their grandchildren would object to it and said he didn't think we can restrict usage like that. JoAnn read from

the CC&Rs, Article II, Section 1 (f), which states, in part, that the Directors of the Association may promulgate reasonable rules and regulations governing rights of use of common areas including "rules restricting persons under or over designated ages from using certain portions of said property during certain times...." Patricia asked if there are people residing at Edgewood who are interested. Frank replied that there are and offered to give her the names so she could contact them privately and ask what times they would be interested in. Merryn said any time(s) set aside should be "off peak." The Board agreed to continue the discussion at its July business meeting.

#### **Announcements:**

1. The next regularly scheduled Board of Directors Business Meeting: Tuesday, July 11, 2023, at 6:30 PM. By videoconference.
2. The next Quarterly Meeting: Tuesday, July 25, 2023. Time and place TBD.
3. Board Retreat: Wednesday, August 2, 2023, at 11:00 AM. Place TBD.

**Adjournment:** The meeting was adjourned at 8:57 PM.

#### **Executive Session**

JoAnn Wilson, ETA Secretary. Email: [secretary@etaboard.org](mailto:secretary@etaboard.org)

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### **Looking Back Over May 2023 Facilities and Operations Report**

*Frank L. Gaddini, [etadirector@email.com](mailto:etadirector@email.com)*

The most spectacular event of the month of May was the burst of color throughout our property and the fragrance of wild roses, jasmine, daphne, fir trees and the earthy underbrush along the creek walkways. The preponderance of our maintenance tasks throughout the month was simple routine maintenance.

The month of May began with one of our Reserve Study Projects. We started the Groundwater Replacement Project at 121 through 137 Westbrook Way. At this site we excavated over 120 feet of trench and installed a new eight (8) inch drain line that discharges rainwater into the Brae Burn Creek. The enormous amount of rainwater collected on the roofs is now collected in the gutters and downspouts. The water is channeled, along with groundwater around the immediate areas surrounding the building, and is now managed and directed through

the new drain lines on its voyage back to the ocean. The work was not without surprises, as we struck a natural gas line that required a temporary evacuation of fifteen (15) townhomes as emergency responders repaired the natural gas line and cleared all traces of gas from the townhouses.

As this project proceeded, we also began our second roof replacement project at 100 through 136 Westbrook Way. The existing roof membranes were scraped off, then the wood substrates were inspected for any unseen damage. Any damaged substrate panels were replaced. Next, an improved vapor barrier was laid down, all new pipe jacks and attic vents were installed, and last, the roof laminate shingles were fastened down. These new roofs should have a life span that performs well until 2055.

We also performed pre-paint carpentry repairs on building 70 through 110 Brae Burn Drive. As these carpentry repairs were completed, we followed up with a fresh paint application that should protect the exterior surface for the next ten (10) years minimally, or until 2033. We also performed pre-paint carpentry repairs on the west elevations (front door sides) of building 100 through 117 Westbrook Way. Again, as soon at the carpentry was completed, we painted all exterior wood surfaces. We also replaced two wood siding gables at 110 and 130 Westbrook Way with new materials. These gables were also repainted as part of our Reserve Fund Projects.

Interestingly, 56% of our work in May was performed as Reserve Fund work and 44% of our work was routine maintenance. Combined, we managed and completed one-hundred-seventy (170) maintenance and Reserve Fund Projects jobs during May at Edgewood Townhouses. In the last two weeks we focused on preparing the Pool. The Board decided to open the Pool on the Friday before Memorial Day May 26, 2023. Over the past decade, we generally opened the Pool during the second week of June. In preparation for opening day, our Pool Deck was scrubbed with chlorine, the chaise lounge chairs were sanitized, all hard surfaces were pressure washed, all signage was updated, and finally the water was tested at 72 degrees. We had a few glitches with our new pool boiler at first, but after adjustments the Pool finally heated to 86 degrees.

In May, we also pressurized all of our irrigation zones. We have nearly 2,800 irrigation sprinklers in the ground. As we turned each one on, we made plenty of adjustments throughout the month. One of our irrigation

valves located at 135 Westbrook Way sustained freeze damage and we re-engineered and replaced that valve. Since the beginning of the year, we have had a limited number of contract laborers. These are the college students we hire to perform much of the low-skilled and semi-skilled work on our grounds and facilities. With the end of the academic year and the beginning of summer, we now have four student, or contract laborers, for the duration of the summer. Yuda is a student at Lane Community College and is interested in computer gaming. Zain is recently graduated from the University of Oregon and will be pursuing a new adventure in the fall. We also have two new student employees to manage our Pool. Ella and Zeeta are students at South Eugene High School and are also residents of Edgewood Townhouses. Please welcome our contract laborers as we move into summer.

Enjoy the day and enjoy Edgewood Townhouses.

#### EMAIL ADDRESSES FOR ETA BOARD MEMBERS AND OTHER PARTICIPANTS

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Repair of freeze damage in front of 135 Westbrook Way. Does it seem like it got that cold this winter? Contract laborer Zain.