

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

There seems to be a general consensus on the Edgewood Townhouse Association (ETA) Board of Directors that there should be a better set of procedures to help us do our jobs of managing the ETA.

We have had some discussions about whether our legal documents, the bylaws, CC&Rs, and Rules, are enough in themselves to provide the proper guidelines to run this business.

One of the suggestions put forward for future consideration is changing the bylaws to allow for a range of numbers of members of the Board. For example, the Board would have a minimum of five members and a maximum of nine members. In considering this scenario, every October we vote for three board positions. What if we can only fill eight or even seven board seats?

What about the provision that if a Board member resigns mid-term, they are replaced by appointment by a super majority vote of the board? Is this fair for all homeowners? It is clearly not the way we have always done it. Some would claim malice as the motive for this practice, but is it? Is it more likely to be the result of ambiguity in our legal documents and other documents used to manage the ETA?

Board President Dan Goodlett has suggested many times that the Board should develop a policy manual so we do not have to rely on our memories when we must make decisions on the structure of committees, parking rules, heat pump placement, or contracts for services, just to name a few.

At every meeting these issues, described above, come up, and at the end of the day no one has the time or energy to do the important work of solidifying our business practices. As the President stated, "It is like changing a flat tire on a car that is moving."

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, Sept. 12, 2023,
6:30 PM by Video
Conference.

**Annual Open Forum
Business Meeting and
Voting:**

Tuesday, October 24, 2023,
7 PM, arrangements TBA.

CONTENTS

Message from the Board
Special Board Meeting
Minutes

ETA Quarterly Open
Forum Meeting Minutes

Board of Directors August
Business Meeting Minutes

Facilities and Operations

Good to Know

Information for Residents

INSERTS

September Activities

Board Member Duties and
Responsibilities

Sharon Kimble, Editor
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**EDGEWOOD TOWNEHOUSE ASSOCIATION
VIDEOCONFERENCE: BOARD OF DIRECTORS
SPECIAL MEETING**

Preserve • Restore • Maintain

July 17, 2023

Call to Order: Board President Dan Goodlett called the special meeting to order at 6:45 PM. The purpose of the meeting was to consider new developments with foundation repairs. The meeting was held by videoconference. Board members present were: Dan Goodlett, Jan Connell, Ray Czerwinski, Sheila Dorsey, Merryn Gregory, Connie Hirsch, Patricia Mullen, Wayne Russell, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Three homeowners attended.

Frank Gaddini began by reporting on the foundation problem at 148 BB with the entire east side of the building showing rapid movement. In FY 2014, helical piers were placed on the opposite side of the building and that repair remains set. The movement of the east side of the building occurred *after* the initial repair. Frank has talked to a contractor who will place four helical piers on the east elevation. The cost will be \$10,900. Frank said there was an opportunity to move ahead with this foundation repair now. The contractor will have a team in town for the next couple of weeks and has agreed to do the repair with terms very favorable to ETA. It is not a complex repair and can be completed in a short time.

Frank then spoke about the building at 50/60 BB. Since stabilizing the floor at 60 BB, the building has moved, and the floor is beginning to arc. Frank said it is a complex problem that is going to take a lot of engineering review with perhaps even two engineering companies looking at it. The project will be costly, about \$50,000. Frank will begin immediately to get a detailed review of 60 BB. It will take approximately two months to complete.

A lengthy discussion followed. Several Board members asked about prioritizing foundation repairs—which needs to be done first, second, third?—and what project(s) would be pushed back to do one or both of these foundation repairs. Would this be the time to hire a structural engineer to help us prioritize foundation repairs in the entire community? Why is a

decision needed now? How many times has a foundation needed to be repaired a second time? Do we need more than one bid? Can we divert Reserve Study funds when something has been promised such as roofs and painting? Do we have budget controls?

Speaking to these concerns, Connie Hirsch pointed out that the Reserve Study serves as a budget on how to spend, and if we did not originally include something, it is a matter to update later. Foundation problems shouldn't be a surprise. They ate up our Reserves several years ago and they aren't going to disappear. We need to plan for them. Dan said that he updated the Reserve Study for the last Quarterly meeting and it's already out of date but that is part of management. Ray Czerwinsky said he wouldn't characterize the situation as our lacking a budget or adequate Reserve Study. We have a budget for our Reserve funds. We need to manage these repairs and to figure out how to pay for them. We do have a good assessment of what lies ahead. Frank pointed out that the FY 2021 Special Assessment of \$5,000 was broadly, and wide-ranging for only "*Capital Maintenance Improvements and Sustainability*." In the 18 months since the Special Assessment went into effect, we have completed a wide range of maintenance tasks, including carpentry repairs, repainting of buildings, and close to 40 roof replacements. We have completed well over 70 percent of our planned painting projects. Frank continued, on the topic of foundations, that things change, and we take care of them as they come up. This isn't an issue about structural engineering but rather geotechnical engineering. Given the creek, aquifers, and soil conditions, Edgewood probably should not have been built within 100 feet of the creek. Some of our buildings are within 20 feet of the creek. We can hire an engineer, or we can just spend the money and do the repairs. We cannot let the buildings that need foundation repairs go. We have already repaired 14 and they are stable. At 148 BB, we repaired one wall on the south edge, and later the entire east wall started shifting. We are not repairing the original south wall but only addressing the east wall that has shifted. At 50/60 BB we addressed only the easiest part of a very large and complex situation.

Dan asked for a motion on approving the foundation repair at 148 BB. The vote was as follows: Yes=6 (Connell, Czerwinski, Dorsey, Goodlett, Hirsch,

Wilson); No=3 (Gregory, Mullen, Russell). Motion approved.

Before adjourning, Frank asked Board members if they wanted to leave the gate at Brookside and Westbrook Way closed during Fire Season. Since the gate was recently repaired and is easily opened by removing the pins holding it in place, the Board unanimously approved leaving the gate closed.

The meeting was adjourned at 8:04 PM.

JoAnn Wilson, ETA Secretary. Email:
secretary@etaboard.org

EDGEWOOD TOWNEHOUSE ASSOCIATION QUARTERLY MEETING

Preserve • Restore • Maintain

Tuesday, July 25, 2023

The meeting was held outdoors on the lawn in front of the Clubhouse. Eight Board members, the ETA Director of Facilities and Operations, and about 28 homeowners attended.

Board President Dan Goodlett opened the meeting at 7:02 PM. Dan began by welcoming everyone and acknowledging the death of long-time Edgewood resident, Susan Klein. Another homeowner informed attendees of the death of Alison McNair who until recently resided at Edgewood. Susan and Alison had many friends in our community and will be missed.

Topics covered in the meeting are summarized below.

ETA Committees

- Former ETA President Paul Turpin said the Board sometimes needs more information than it possesses in order to make a good decision. Committees are ideally suited for helping with this. Their purpose is to gather information and advise the Board. Homeowner participation—either serving on committees or volunteering in other ways—enables people to work together and make a contribution to the community. He mentioned two decision-making topics that could benefit from additional information—landscape and foundations.

Landscape

- A homeowner spoke about very dry vegetation on private property near her townhouse and asked if the property owner should be approached about the danger. Frank Gaddini, ETA Director of Facilities and Operations, said that according to City of Eugene Code, if vegetation is over 18" tall, the City will come and cut it and charge the property owner.
- Board member and Landscape Committee Chair Patricia Mullen thanked the homeowners who are watering in front of their townhouses and commented that the Committee is trying to address the sprinklers so that a water issue is fixed before doing more planting. Patricia said that the Landscape Committee has a list of homeowners who would like to volunteer to help with landscaping tasks. Interested homeowners may contact her or Committee member Ruth Kenney.
- A homeowner said we should be watering less frequently but more deeply. Frank explained that the soil isn't consistent from place to place, and some soils are on a bed of thatch so that if we water long, the water runs onto walkways and the streets. He said we could do a survey of the soils here before we decide what to plant. Edgewood has nearly 3,000 sprinklers and 10 controllers. Some tree roots have crushed pipes as well as the electrical lines that turn on irrigation valves. These are complex issues and there isn't a simple solution.

Foundations

- Paul Turpin said a recent special meeting on foundations showed how difficult it can be for the Board to make good decisions when they don't know the larger context. Given Edgewood's location and soil conditions, we know foundation problems are coming but we don't know which or when. So we have to deal with them as they come. Paul suggested that we find consultants to help us prioritize degrees of settling. That *might* enable us to look ahead. He continued that we might even need to look inside all units to forecast this. No one is to blame for Edgewood's foundation problems, except perhaps the City of Eugene planning department when this development was originally constructed. It is a fact of nature and where we are built.
- A homeowner asked about the signs of foundation damage. Frank Gaddini replied that interior signs

include doors and windows that are misaligned and are difficult to open or close, gaps around windows or doors, sloping or sagging floors, and cracks in the ceiling, sheetrock or in the floor or tile. Frank said foundations are surveyed for 18 months. The initial measurements are free but belong to the contractor. Sometimes one side of the home might be perfect, and the other side is sinking. Some foundation issues are many years old, and movement has stopped. Foundations do not sink in summer and then rise to the previous level in winter. "Gravity always wins." Frank finished by saying that homes along the creek are the ones that are subject to movement, and that we have already successfully repaired the foundations of 14 buildings.

- Paul, following up on Frank's comments, expressed an interest in paying for the measurements up front to facilitate getting bids from multiple contractors. He also said that foundation repairs are not really a capital maintenance item with a regular cycle of wear-and-replacement like roofs or painting. Instead, foundation repairs are very large unanticipated costs, and a few can drastically drain our capital maintenance reserves. As a consequence, Paul believes foundation repair costs should be paid by special assessment(s).

Other Homeowner Comments and Questions

- A homeowner, recently recovered from Covid-19, said it was evident that a new surge of Covid was happening and encouraged people to wear masks and practice social distancing.
- Another homeowner brought up the need for improved signage both for delivery persons and for emergency responders. Several years ago, the Safety Committee raised this concern with the Board but ultimately, no decision was reached.
- Following up on the comments about landscaping, irrigation, and foundations, one homeowner pointed out that behind these issues is climate change. "That's the one headline and we can't continue to go on without looking at it."
- Former Board President and long-time resident Camilla Pratt expressed appreciation for ETA's "scribes," FYI editor Sharon Kimble and Board Secretary JoAnn Wilson.
- A homeowner asked about lighting, saying that it is hard to find your way on the walkways later in the

year. Frank said he will replace the ultra-violet degraded globe with a new one.

- Several homeowners asked about the election of Board members at the annual meeting in October. Frank confirmed that information about the candidates will appear in the FYI. There was some confusion, not resolved during the meeting, about which Board members will be up for re-election should they choose to run.*

**Editor's Note: The 2023 ETA Directory includes a list of all Board seats and when the terms begin and end. The seats subject to election at the annual meeting in October 2023 are those whose terms begin on January 1, 2024. The individuals currently serving in those seats are Jan Connell, Merryn Gregory, and Connie Hirsch.*

Adjournment: Dan thanked everyone for the thoughtful discussion and adjourned the meeting at 8:22 PM.

Thanks to Frank for setting up the meeting area and handing out ice cream sandwiches on a beautiful summer evening.

JoAnn Wilson, ETA Secretary, Email:
secretary@etaboard.org

BOARD OF DIRECTORS MONTHLY BUSINESS MEETING VIDEOCONFERENCE

Preserve • Restore • Maintain
Tuesday, August 8, 2023

Call to Order: Board President Dan Goodlett called the meeting to order at 6:34 PM. The meeting was held by videoconference. Board members present were: Dan Goodlett, Jan Connell, Ray Czerwinski, Sheila Dorsey, Merryn Gregory, Connie Hirsch, Patricia Mullen, Wayne Russell, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Ten homeowners attended.

Approval of Minutes: The minutes of July 11, 2023, were approved.

Financial Reports:

- **Treasurer:** Submitted. Merryn Gregory asked if we have repaid the amount that we borrowed from Reserves last year. Treasurer Ray Czerwinski replied that we reduced this year's budget by that

amount and over the course of the year, the loan will be repaid.

- **Reserve Study Coordinator:** Dan Goodlett displayed on screen a 4-page report detailing YTD transactions by account. Patricia Mullen asked if there was a budget for spending by account. Frank Gaddini replied that we are moving forward as quickly as we can based upon “maintenance and sustainability.” Frank estimated that about 78% of our painting is done and about 40 of the 90 roofs will be finished by the end of this year. Merryn stated that she believes that a large proportion of the special assessment has been spent and we need to make sure the remainder is spent on high priority projects. Merryn stated that her highest priority is roofs. Finally, Dan told the Board that he had asked Ray if Schwindt could take over the management of the Reserve Study for continuity.

**The special assessment, passed on October 26, 2021, was titled a “Special Assessment for Capital Maintenance Improvements and Sustainability.”*

Coordinator Reports:

- Technology Coordinator: No report submitted.
- Swimming Pool: Frank said that there is an average of six to seven sign-in’s per day. It is likely that not everyone is indicating the number of swimmers with them, such as children. He also commented that he has heard complaints about the pool being too cold. He said the temperature is tested twice a day, and it is almost always at the target temperature of 86°. Patricia Mullen reported on the “swim buddies” hours. These are times when single swimmers who would like to swim but who do not have someone to swim with can come to the pool to hopefully find at least one other swimmer present so they may use the pool. The “swim buddies” schedule is as follows: MWF, 2:30-3:30; M, 10:30-11:30; and Th, 2:00-3:00. The pool is *not* restricted during those times. All homeowners who have completed the Pool Form and received the pool code may swim daily from 9:00 AM to 9:00 PM as long as there is at least one other person 18 or older in the pool area.
- Clubhouse Coordinator: Patricia reported that more activities have been added to the schedule.
- Welcome Coordinator: Dan reported for the Welcome Coordinator that she has met with the new homeowners at 8 WW.

Landscape Committee Report: Patricia said the Landscape Committee met with Frank on three occasions to finalize the scope of work for a contract. She reported that the committee has decided to do limited irrigation in some areas to see how that will work out. She went on to say the committee is working with one of the contract workers about removing under-sized trees, will start pruning in the fall (the grounds maintenance contract will exclude pruning), and has done a survey of plants, bushes, and shrubs that are distressed/dying/dead because of water in order to better manage planting and watering practices; a total of 95 such plantings was identified. JoAnn Wilson and Sheila Dorsey asked to go over the particulars of the RFP (Request for Proposal) specification sheet, but Patricia and Merryn Gregory said the items were consistent with the Landscape Committee recommendations approved in the March 2023 Board meeting and should not be “revisited.” Merryn said we should wait to have the discussion once we receive the bids. Ray said what he remembered at the March meeting was a vote based upon cost savings, not upon specific landscape practices. He was assured that the vote included a list of recommended practices. Ray agreed with Merryn that the Board needs to approve the contract.

Facility Report: Submitted.

Old Business:

1. Committee Charters: Update. Sheila reported that she and Wayne Russell have met twice and once with Dan to develop a “committee charter” or framework for setting up HOA committees. Their work will be ready to present at the September Board meeting.

New Business:

1. Facility Update at 133 WW. The insurance claims for 133 WW and the adjoining unit at 131 WW are being processed by the insurance company of the family of the deceased at 133 WW. The insurer for 131 is also processing claims. Frank is helping the new owner to identify local contractors who do insurance-paid work. Frank said work may possibly begin at 133 WW in the next 9-10 business days providing that the site is decontaminated of all asbestos and biologic hazards.
2. Discussion on Board of Directors Composition. Ray said that he was interested in opening a discussion

on the Bylaws, to include when annual budgets are approved (currently at the Annual meeting on the fourth Tuesday in October) and how many Board members there are. Ray said that other HOAs he is aware of do not have nine members as our association has. Many have only five. He also noted that many boards include members who are non-residents with specialized knowledge such as lawyers, bankers, and real estate professionals. Dan agreed that we need to change the Bylaws and should probably set aside some time in the future to look at that.

3. Proposal Template. Wayne presented a template he developed to facilitate bringing proposals to the Board. Dan said this is a common practice in many businesses and would be a step forward for ETA. The process as drafted by Wayne stipulated that all proposals being brought to the Board of Directors for consideration at any Board meeting must be submitted to all Board members on the ETA proposal template at least 48 hours in advance of the meeting in which it will be considered. The Board would vote on the proposal at the same meeting it is presented unless the Board and/or submitter agree to delay a vote. Merryn asked how this would work with the agenda meeting when Board officers meet to finalize the agenda for the next meeting, usually on the Friday before the Tuesday Board meeting. Wayne replied that the template was not meant to replace the agenda meeting. In order to accommodate the agenda meeting, the Board agreed to amend the proposal, changing the required submission deadline from 48 hours to one week prior to the Board meeting. Wayne moved to approve the proposal process and template. Patricia seconded the motion. The motion passed unanimously.

Announcements:

1. Next regularly scheduled Board of Directors Business Meeting: Tuesday, September 12, 2023, at 6:30 PM. By videoconference.
2. Annual Meeting of Members: Tuesday, October 24, 2023. Time and place TBA.

Adjournment: The meeting was adjourned at 8:27 PM.

Executive Session

JoAnn Wilson, ETA Secretary. Email:
secretary@etaboard.org

Looking Back Over July 2023 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

July was a perfectly “hot” month. We had unbounded sunshine. No measurable rain fell during the month, although we did have a few unexpected sprinkles. Happy 4th of July!

During July 2023 we recorded and completed one-hundred-fifty (150) jobs, of which 79 jobs were Reserve Study projects. The spotlight of our work was the re-roofing of 70, 80, 90, 100, 106, and 110 Brae Burn Drive. We completed two chimney repairs at 20 and 30 Brae Burn Drive where shoulder tiles delaminated and fell off the chimneys. Another focus for our Reserve Study projects included paint projects including the resealing of the handrails, balusters, and deck boards of our Long Bridge, the Short Bridge, and the Boardwalk in front of the Clubhouse. We also pushed forward on paint project work at the front elevations of 105 and 109 Westbrook Way, and complete patio interior repainting at 110 Brae Burn, 8, 21 143, 175, 179, and 185 Westbrook Way.

On grounds we focused on two complex irrigation repairs: 1) north of 160 Westbrook Way, and 2) southwest of 101 Westbrook Way. At each site tree roots crushed the piping, which in turn restricted the flow of water and eventually cracked the pipe. At the site north of 160 Westbrook Way, tree roots not only crushed our piping but also crushed underground electric wire, causing electric shorts and grounding in that irrigation system. At the site southwest of 101 Westbrook Way, the irrigation valve was buried under 6 to 7 inches of dirt and required specialized equipment to locate it.

The yellow jackets are becoming more aggressive with hot weather and as they near the end of their life cycle. During the month seven yellow jacket hives were abated. Two huge hives were abated with our contractor’s assistance, at 135 Westbrook Way’s front door and one under the Long Bridge. Some of the yellow jacket hives were abated by our contract laborers along the creek walkway and deeper into the rough areas along the banks. We continue to abate whenever we find them.

Facilities and Operations had a busy month keeping our beautiful area maintained. We will likely have a mixed hot and cooler remainder of the summer. Stay safe and enjoy our pool if you can.

GOOD TO KNOW INFORMATION FOR RESIDENTS

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