

THE FYI

www.edgewoodtownehouseassociation.org

95 Westbrook Way, Eugene, Oregon 97405

CONTENTS

Message from the Board of Directors | Meeting Minutes | Facilities and Operations
November Business | Announcements | Upcoming Events | Board of Directors Contact



Please remember to pay your monthly homeowner dues of \$600 by the first day of each month.

If using US Mail:
Edgewood
Townehouse Association
95 Westbrook Way
Eugene, OR 97405

Interested in becoming a Board Member?

Send us an email:
board@etaboard.org

UPCOMING EVENTS

ETA Board of Directors Business Meeting will be:

Tuesday, December 12,
2023 at 6:30pm via Zoom

Holiday Party, Potluck:

Sunday December 10,
4:00pm-7:00 pm

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Thank you to everyone who attended our Annual Meeting on October 24th. We had a full crowd at the clubhouse and great discussions and comments. Elected for a 3 year term on the Board of Directors were: Merryn Gregory, Jan Connell, and Connie Hirsch.

As the year winds down and we move from the vivid fall colors to the colder and wetter days of winter, work here at Edgewood continues to be busy. One of the Board's main priorities continues to be ensuring that our reserve study is updated and providing us with the information we need to make sound budgeting decisions in the next year and years to come. Connie Hirsch, our Reserve Coordinator, put together a fantastic guide explaining the importance of this work. A few key points are below- please reach out if you'd like a copy of the full guide detailing the history and an overview of our current work on the study.

A Reserve Study is the heart of financial well-being for an HOA and shows:

- How much money is needed to fund major capital expenses
- Monthly dues or special assessments needed to fund these expenses.
- How much money is needed to build up a reserve for future capital expenses.
- Financial stability attracts prospective buyers and enables responsible budgeting by homeowners.

Community engagement and ensuring that we're taking your input into consideration on our decisions is another key focus of the Board. We're very happy to announce that we'll be implementing a "Community Comment" segment to all Monthly Board Meetings, starting at our next meeting. This is your chance to take part in the discussions and decisions that affect our community as a whole. We'll be sending out a survey in the next few weeks to get your input regarding our meeting format, do you like the current Zoom format? Do you miss in-person meetings? Would you like to see a combination of both? Please watch for the survey and let us know!

Merryn Gregory

President

Edgewood Townehouse Association
president@etaboard.org

All Board Members

board@etaboard.com



EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MEETING

Video Conference
November 14, 2023

Call to Order: Merryn Gregory called the meeting to order at 6:34 pm. The meeting was held via videoconference. Board members present were Merryn Gregory, Dan Goodlett, Patricia Mullen, Jan Connell, Connie Hirsch, Wayne Russell. Fifteen homeowners attended.

Approval of Minutes: The minutes of October 17, 2023 and October 24, 2023 were approved.

Financial Reports:

Treasurer: Dan Goodlett submitted the Treasurer report, noting that pest control was over budget year to date by The September year to date reports had been forwarded to all board members, noting over-budget by approximately \$10,000 by years' end is expected.

Operations & Reserve 2024 Budgets: Merryn discussed the 2024 Operations Budget, specifically that the Edgewood insurance policy will increase by ~20% due to the recent claim (133 WW) to approximately \$60,000. Grounds-Irrigation expenses for 2024 will be budgeted at \$10,000. Landscape expenses will hopefully decrease from the current \$49,800 to at least \$35,000. Printing expenses will also be decreasing. This will help to offset the above increases. Frank and the Landscape Team have recently sent out RFPs for bids from a number of local companies. Frank reports the additional expenses with the pool during the fall defoliation. Patricia was tasked with exploring a temporary pool cover and Frank is also looking for a more permanent cover. Merryn asked for an EWEB energy assessment to determine whether we can reduce our current expenses and become more sustainable. Dan reminded the board that the Reserve Account must be repaid the ~\$20,000 borrowed over the past two years. The 2024 Budgets will be finalized once further information is presented to the Board.

Reserve Study Coordinator: Connie presented some background on the Reserve Study which was created for the well-being of the HOA, ensuring financial stability and sustainability. A previous Reserve Study was completed about 15 years ago but was unfortunately not used and filed away. The HOA at that time used the income from the HOA-owned unit (which was later sold) to cover major expenses. Paul & Susan Turpin coordinated a comprehensive reserve study in 2021-22 which included lifespan, remaining life and replacement costs of roofs, siding and painting of all the buildings. Unfortunately, inflation has been much higher than anticipated. To date, \$1.2 million has been spent. The actual updating of the reserve study is labor intensive and Connie will be the Reserve Study coordinator focusing on keeping the spreadsheets updated, working closely with the Facility Director and the Finance Team which has expanded to include homeowner, Sonja Kurhanewicz, who has experience with Excel equations and spreadsheets.

The current reserve study model shows that there is not enough money to complete all of the work projected, thus efforts will be undertaken to determine new life span information on some of the roofs and expand our efforts beyond 2026. Currently, there are two townhouses with foundation deterioration; one of which is more critical, while the other will be postponed.

Facilities Report: Frank Gaddini presented the spreadsheet, stating October was a quiet month. He explained the line items, identifying the line items for reserve, operations and unfinished jobs.

Coordinator Reports:

Technology Coordinator: Dan discussed the updates to current technology and his research for changing email providers. Dan reported cancelation of the Webinar feature of Zoom which will save money but retain video conference capability.

Dan will be working to update the website and document storage capabilities with an interested homeowner.

Clubhouse Coordinator: Patricia stated that there are now two vacuum cleaners in the clubhouse, one of which was donated by homeowners, Maxine and Wayne Russell.

Welcome Coordinator: Ruth Kinney reported visiting four new homeowners in September.

Old Business:

Landscape Committee: Ruth, Committee Chair, reported that there are two possible options moving forward.

Plan A, which is in process, involves collecting bids for a landscape vendor who will provide the new scope of services in the RFPs.

Plan B was a proposal (September 2023) to hire college students to mow and edge lawns and blow leaves, but, per Frank, no responses to the postings have been received. Ruth requested eliminating the start/stop times in the proposal until a replacement is found. Patricia made a motion to modify the wording of the September 12, 2023 Proposal “removing the end date of December 31, 2023 for the Medallion Landscape Contract and the start date of January 1, 2024 for contract workers to assume landscape services” and replace it with “the proposal utilizing contract workers shall begin at such a time as personnel and equipment are in place and eliminate winter landscape services by the contract company once the leaves are down.” The motion was seconded by Merryn and passed with a unanimous vote of all board members.

Update on 133 WW: Frank reported that construction has moved slowly secondary to required insurance assessments. Extensive interior work has been completed including insulation, electric, plumbing repairs as well as the HVAC system. The current owner plans to sell once all renovations have been completed. Flooring replacement in the neighboring 131WW will begin in the next few weeks.

Ozone/Ion Air Filtration unit was utilized for the three townhouses (131, 133, 135) affected. The expense of this system will be billed to the homeowner at 133.

New Business:

Merryn proposed an email blast to all homeowners, inviting anyone with interest in joining the board to submit their name for consideration. Merryn will draft the email, Dan Goodlett to send it out.

Patricia reported that Misty-Roze Krukoski (132BB), a Graphic Designer, has agreed to serve as the FYI Editor and will assist us with our website as well.

New Business Continued:

PROPOSAL #8: Merryn made a motion to add language to the original proposal (#4) outlining how to make a proposal to the Board. This language allows for a proposal to be amended or tabled. This was seconded by Wayne and passed with a unanimous vote.

PROPOSAL #6: Wayne proposed the agenda meeting be eliminated. He suggested an “agenda keeper/setter” would receive all proposals and set the agenda considering the order of when each proposal was received. Merryn stated that she did not agree that just one person should have the responsibility of agenda setting, but the entire board should take ownership. She suggested this task be a rotating responsibility; all proposals would be submitted to the entire board, but discussion of proposal content would not take place. All board members would have the opportunity to weigh in on agenda content. Merryn would grant permissions allowing board members access to Google Docs. Whomever sets the agenda would then be responsible for updating the tracking spreadsheet following the meeting. Merryn recommended this proposal be tabled until the December meeting, Patricia seconded with unanimous Board support so that Wayne could modify this proposal to include these ideas. Frank also suggested that Roberts Rules of Order be consulted as well on this topic.

PROPOSAL #9: Merryn discussed the current expenses of \$2200 annually for outside printing of the FYI. She proposed that in-house printing would reduce this expense, along with volunteers to assemble and distribute it which would further reduce contract labor expenses. She also suggested an option for homeowners to opt-out of printed copies and receive the FYI electronically. Connie seconded this motion and the proposal was passed with a unanimous vote.

PROPOSAL #10: Merryn proposed the addition of a maximum of 15 time slot (5minutes/speaker) for “Community Comment” to all future Board Meetings. The idea is to welcome community input. The motion was seconded by Patricia and passed by a unanimous vote.

CC&R or BY-LAW CHANGE re ASSOCIATION INSURANCE COVERAGE FOR DAMAGES WITHIN INDIVIDUAL PROPERTIES:

Merryn discussed the need for changes to our CC&R or ByLaws regarding Association Insurance Coverage following the last several years of large claims we have incurred. She had sent Board members many samples of verbiage from other HOA's and shared this on screen for homeowners. She further discussed our current vague verbiage makes it very unclear just what the Association's insurance covers versus homeowner's insurance. She recommended that we begin the process of rewriting our governing documents to be more specific clarifying coverage such as the Association's responsibility of “studs out” with the homeowner's responsibility “studs in”. Merryn offered to research our current coverage and to secure advice from a lawyer specializing in HOAs. Wayne suggested consideration of homeowners contributing funds towards the Associations' Insurance versus their current insurance policies. Discussion involved replacement value with some units having upgrades versus others which have not been upgraded. Frank discussed the variety of approaches adjusters take. He further discussed whether ETA HOA should only be responsible for the integrity of the building structure, placing the burden for interior renovations on the homeowner. Board members unanimously supported Merryn researching and requesting a consultation on this matter.

Announcements:

The next Board of Directors Business Meeting will be Tuesday, December 12, 2023 at 6:30pm via Zoom.

Action Items: (for December Meeting)

1. Survey Homeowners re: Board Meeting format (zoom, hybrid), make a hard copy available for anyone without email.
2. Facilities Director Contract
3. Research/cut pool labor costs - Patricia to look for a temporary pool cover. Frank to contact Eugene Pool & Spa for a custom pool cover,
4. EWEB Energy assessment of the clubhouse - Patricia
5. Email prospective board members - Dan
6. 2024 Reserve Study Items updated - Connie and Frank
7. Approval of updated Operations and Reserve Study Budgets
8. Landscape proposal with consideration of ongoing bids – Ruth and Frank
9. Email Blast potential board members – Merryn and Dan
10. Potential Board Member appointment of Simone d'Aubigne - Merryn
11. Research and consultation with HOA lawyer for Insurance changes - Merryn
12. Proposal #6 Eliminating Agenda Meeting Update - Wayne

Adjournment:

The meeting was adjourned at 9:13pm.

Executive Session

Submitted by Maxine Russell

Board of Directors Contact:

We will be changing email providers soon, please use this email for all board members : board@etaboard.org

Merryn Gregory, President 503-381-8903

Patricia Mullen, VP 541-973-9050

Dan Goodlett, Treasurer 541-357-2075

Jan Connell, Member at Large 845-820-9514

Wayne Russell, Member at Large 989-430-8573

Connie Hirsch, Member at Large 541-335-9280

Looking Back Over October 2023

Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of work performed in the month of October 2023. October was rich with color, as our trees began their relentless cascade of defoliation. Routine maintenance activities at the Pool, the Clubhouse, and our grounds marched on in the tenth month of the year.

October was moderately busy as we engaged in our seasonal transition towards winter. During the month, we were extremely productive recording and completing forty-one (41) jobs, and year-to-date, we have completed nearly one-thousand and sixty-three (1,063 jobs. Much of our work was engaged in routine seasonal maintenance activities including winterizing our irrigation systems, mowing lawns, and beginning our leaf management program.

However, we also engaged in Reserve Study improvement projects including the installation of a new groundwater drainage system at 148 Brae Burn. We also poured new concrete at 71 Westbrook Way where we installed helical piers to stabilize the foundation earlier in the year.

Five new sets of gutters and downspouts were also installed at 61, 67, 143, 145 and 147 Westbrook Way. In addition to the gutters, we installed new eave ventilation and roof ventilation in the garage at 61 Westbrook Way. Also, we replaced a dry/wet rotted wall siding panel at 57 Westbrook Way. Interestingly, a number of lamps burned out at a number of pole lights and garage globe lights. Since we date all of our lamps, we noted that the lamps we replace averaged five years of service.

Roof rats are on the move again. We all need to engaged rat abatement protocols at this time of year. Keep you waste container closed, keep you garage and patio area clear and clean, make sure your pet food is stored in closed containers, clear out any extra cardboard stored in your garage area, and avoid feeding the local wildlife. We need to work together to defeat this current rat invasion.

Edgewood Townhouses are a wonderful place to live. **Enjoy your Thanksgiving holiday.**