

THE FYI

www.edgewoodtownehouseassociation.org

95 Westbrook Way, Eugene, Oregon 97405

CONTENTS

[Message from the Board of Directors](#) | [Meeting Minutes](#) | [Facilities and Operations](#)
[December 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

HELLO NEIGHBOR! A FRIENDLY

REMINDER

**Dog Waste Container
is by the
Shed**

**Be a good
neighbor,
IT'S YOUR
DOO-TY.**



UPCOMING EVENTS

**Special Board Meeting
Association Insurance
changes**

December 27, 2023 at 6:30
via Zoom

**ETA Board of Directors
Business Meeting will be:**
January 9, 2024 at 6:30pm.
via Zoom

Wi-Fi Clubhouse

Password: ww95ww95@E

Edited by: Misty Krukoski

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

As we come to the end of 2023 and look forward to the New Year, I'd like to acknowledge and thank the many people who have dedicated a tremendous amount of time and energy in service of our community here at Edgewood. We are still looking for 2 additional Board members - please email the Board at board@etaboard.org if you have any interest or would like more information.

First and foremost - our incredible Facilities Director, Frank Gaddini. Frank's vast knowledge, energy, and tireless dedication are a huge part of making our community work.

Two of our former Presidents, *Paul Turpin and Camilla Pratt*, are moving to new locations. Paul was instrumental in creating our current reserve study and helping to put us on a path to long term financial sustainability. Camilla spearheaded the creek restoration project in the late 2000s. After stepping down from the Board, both Paul and Camilla remained very involved in the community, volunteering and offering advice to the Board members who followed them. Former President *Christine Donahue* passed away in November. She was instrumental in beginning to dig us out of our long term deferred maintenance.

A warm thank you to *Susan Turpin* for development of the Special Assessment models and spreadsheets as well as her significant contributions to our bookkeeping/financial practices. *Linda Sage* and *Ingrid Wendt* led the Safety Committee and deserve thanks for all of their knowledge and efforts. Former Board Members *JoAnn Wilson, Ray Czerwinski, and Sheila Dorsey* served our community with great dedication.

Ruth Kenney chairs our Landscape Committee and serves as Welcome Coordinator. *Maxine Russell* runs our community Facebook page (Edgewood Townehouses, Eugene Oregon) and has been a tremendous help by taking minutes for our Board Meetings over the last few months. *Rebecca Shepard* volunteered her expertise to helping devise our current landscaping plan. *Misty Krukoski* edits our FYI Newsletter and will be assisting in revamping and updating our website. *Sonja Kurhanewicz* volunteers her financial expertise on our Finance Team. Many community members have volunteered in other ways- helping to staff our Annual Meeting, decorating and cleaning the clubhouse, assisting with landscaping projects, and offering thoughts and ideas for the community at large.

Above all, thank you to everyone who helps to make Edgewood a true community; those of you who attend meetings, activities and get together, those of you who check in on your neighbors, those who just offer a friendly smile or wave while walking or out and about. I feel incredibly fortunate to be part of this community and am looking forward to all that we'll continue to do in the future!

Merry Gregory

President

Edgewood Townehouse Association
president@etaboard.org

All Board Members

board@etaboard.com



EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MEETING

Video Conference
December 13, 2023

Call to Order: Merryn Gregory called the meeting to order at 6:41 pm. Board Members present were Merryn Gregory, Dan Goodlett, Patricia Mullen, Connie Hirsch, Wayne Russell, Frank Gaddini, Facilities Director, and nine homeowners were present.

Approval of Minutes: Dan Goodlett provided the motion to approve the November 14, 2023 minutes as written, seconded by Wayne Russell, all board members were in favor.

Financial Reports:

Treasurer: Dan Goodlett submitted the Treasurer's report, the Profit/Loss Report from January through October 2023, noting a budget deficit of approximately \$8,000. This was the preliminary year-to-date expense report with the final report available in February 2024. He further reported that we are trending towards a balanced budget with the year wrapping up. Utilities and pool expenses were over budget.

Operations Budget 2024: Dan presented the 2024 Operations Budget with the motion for approval, Merryn seconded, and the Budget was accepted with a unanimous vote. (See enclosed Operations Budget 2024)

Reserve Study Coordinator: Connie Hirsch presented the proposed 2024 Reserve Budget. She complemented Frank on maintaining good reporting, thus creating a clear picture of what work is completed and further shared an explanation of his process, (finding appropriate contractors, the locations of the required work with logs and maps of the completed work.) She also extended a special thanks to Paul and Susan Turpin for their creation of the complex spreadsheet which outlines Reserve Study Expenditures, what is expected to be spent, when and where. She stated that the Reserve Study Coordinator then updates the spreadsheet monthly, working with Frank to ensure entries reflect the work completed, where, when and costs. The November Reserve Study update indicated that chimney and chimney caps have shown only minimal signs of deterioration, so future work on those categories will be moved out to 2025. Frank reported that the foundation at 118 BraeBurn will require work (approximately \$29,000) but the foundation at 60 BraeBurn is holding steady and can be revisited in 2025. Board members requested that Frank get a second bid on the foundation at 118BB. He indicated that he is watching two other foundations (17 WW, 121 WW). Connie indicated that approximately \$50,000 is budgeted over the next two years to address the foundation. The 2024 Reserve Budget will be presented in January 2024 for approval. Dan reported that a special Reserve Account has been set up for reserve funds.

Facilities Report: 131 and 133 WW repair costs were estimated at \$115,000. We received an insurance check for \$86,000 recently.

Coordinator Reports:

Technology: Dan Goodlett reported that we will be transitioning from Zoho to Gmail by mid-January and that we will be using Google Works for document organization and storage. Misty Roze Krukoski, FYI Editor, will assist with creating a new updated website in the next year.

Clubhouse Coordinator: No report.

Welcome Coordinator: No report.

Homeowner Input: Merryn opened the floor for Homeowner input; nothing was raised at this time. She welcomed and encouraged homeowners to use this opportunity to bring ideas and concerns forward.

Old Business:

Landscape Proposal Bids: Ruth Kinney and Frank Gaddini reported that 13 Request for proposals (RFP) have been sent out with 9 vendors responding. We have received 2 bids and are awaiting 7. Each vendor was given a specification sheet and tour with Frank, Ruth and/or Rebecca Shepherd. Although we have expressed the desire for battery operated equipment, Frank reports that this type of equipment currently is not powerful enough and that the batteries do not last long enough to complete the jobs. Wayne asked if any of the vendors could be ruled out for any reason; Frank felt one might not be qualified. Frank also mentioned that we would not have the vendors use fertilizers or herbicides. However, we would use organic fertilizers.

Proposal to Eliminate Agenda Meeting: Wayne Russell withdrew the proposal to eliminate the 'agenda meeting'. Merryn stated that the current process of sharing potential topics with a brief description via emails to all board members appeared to be working.

EWEB Energy Assessment: Patricia presented the EWEB Energy Assessment results and stated that the EWEB Assessor was impressed with the energy-saving steps Frank has taken such as LED lights throughout the property and an adjustable heat thermostat. They suggested we investigate whether we can seek retroactive rebates on the furnace and pool repairs done in 2021-2022 through the Energy Trust of Oregon. They recommended looking into future smart irrigation controls.

Pool Cover: Patricia reported that replacement of the pool cover will definitely be eligible or a rebate of \$2/square foot of pool surface through the Energy Trust of Oregon. Frank suggested the pool cover is not critical at this time as the majority of leaves are down, which, in his opinion, is the major need for the cover. It was suggested an estimate be provided and added to the reserve study. We are over budget on pool expenditures which can be attributed to increase costs for algicides and sanitization products. Also increased labor costs to keep it clean. Improvements to pool equipment room and boiler along with all the adjustments also contributed to the increased expenses.

Research/Consultation with HOA Attorney for Insurance Changes: Merryn opened the discussion on the HOA insurance proposed changes. Merryn had a conversation with Ryan Harris, of Vial Fotheringham. She stated that the attorney costs are \$400/hr and the paralegal/research billing costs are \$130/hr. Our current attorney bills a flat rate of \$425/hr. for both attorney or paralegal/research time. The benefit of using this company is their knowledge and experience with HOAs. They suggested our ByLaws or CC&Rs be updated to strictly define common vs homeowner responsibilities, such as specifying studs in vs studs out. Merryn will discuss with the insurance agent what effect the changes to our ByLaws or CCR's will have on future policies/costs. Marilyn Cohen made a recommendation on where these changes would be most effective, (CC&Rs vs ByLaws). Merryn suggested that changing the ByLaws would be easier and require less time. Dan expressed his interest in this approach. He suggested a special meeting to discuss this for presentation to the community. The Association has had three large claims in a 3-4 year period which will significantly impact our costs when we renew our contract. This meeting will take place on December 27, 2023 at 6:30. A notice will be sent out to homeowners.

Proposed Homeowner Survey re: Board Meeting Format: Merryn shared the proposed survey to gain feedback from homeowners as to their preferences and concerns. The Survey will be sent to homeowners before the next Board Meeting.

New Business:

Prospective Board Member Appointment: Merryn opened the floor for nominations for new board members. Patricia nominated Simone d'Aubigne be appointed as a board member, seconded by Dan Goodlett and approved by all board members.

Discussion – Bidding Process for Projects/Maintenance: Merryn introduced the topic of a Bidding process for projects/maintenance and asked for discussion for a future proposal for this topic. She asked for feedback regarding what type of projects, costs (over a certain amount), that would require multiple bids, to ensure we are getting fair-market bids. We currently have two kinds of bids, one for construction projects, one for service contracts, per Frank. This may take more time for Frank but hopefully ensure the best price for the job and possibly reduce costs to the Association. Merryn will craft a proposal for the January board meeting.

Discussion – Implementation of Annual Calendar/Tracking System for Administrative Duties: Merryn suggested that implementing an Annual Calendar/Tracking system for administrative duties and deadlines would assist the Association in systematizing and standardizing many tasks. This would include scheduled maintenance, license renewals, payment reminders etc. Merryn shared an HOA checklist which would allow everyone to see deadlines and tasks to accomplish as each year proceeds as well as provide continuity from one Board to the next. Merryn will develop a proposal for the January meeting.

Proposal to Fill-In Pathway Edges following Concrete Work: Wayne suggested tabling this proposal which stated a safety concern with deep drop offs after the concrete work was completed on various sidewalks. Some of this work has been completed, if there is still an issue, it will be revisited in the spring.

Announcements:

The next regularly scheduled Board of Directors Business Meeting will be January 9, 2024 at 6:30pm.

Board of Directors Contact:

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

Action Items (for January meeting):

1. Installation of Board and Election of officers
2. Update on CC&R or ByLaw Change regarding Insurance
3. Homeowner Survey
4. Two bids on foundation at 118 BB
5. Bidding Process Proposal
6. Annual Calendar/Tracking System Proposal
7. Update on Email provider
8. Updated 2024 Reserve Budget (January or February)
9. Landscape Bids

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

Simone d'Aubigne, Member at Large 541-731-7488

Adjournment: The Board Meeting was adjourned at 9:03 pm.

Executive Session

Minutes submitted by Maxine Russell.

BOARD MEMBERS NEEDED

Interested in becoming a Board Member?

Send us an email: board@etaboard.org

Looking Back Over November 2023 Facilities and Operations Report

This report is a review of facility and grounds work performed in November 2023. Our deciduous trees continued their relentless defoliation parade cascading all around us.

November was busy throughout the entire month. We recorded and completed eighty (80) jobs, and year-to-date, we have completed one thousand-one-hundred-thirty-four (1134) discrete jobs.

In November we focused on our routine seasonal leaf removal and disposal management. We were also able, with our contract laborers, to hand-rake and stock-pile leaf material along Brae Burn Drive for collection and disposal by the City of Eugene saving us substantial costs for the removal of defoliated leaf off the property.

An important project for us was the Special Roof and Gutter cleaning on twenty-six (26) roofs that were under the canopy of large Oak, Maple, and Tupelo trees. In November, we suspended our landscape contract with Medallion Landscaping to save money in our Operations Budget. We will be using our contract laborers to manage the ground for the next month. There will likely be areas of defoliated leaf throughout the site as we slowly clean areas up.

Another job we completed was the installation of adjustable post bases under the townhome at 147 Westbrook Way. This work completes the foundation repair we undertook earlier in the year to correct a shift in the soils under this home. Another foundation repair was drywall repair to the interior of 71 Westbrook Way's walls. The walls sustained cracks after we lifted and stabilized the foundation at this home in July of this year.

On the grounds in November, we regraded the shoulders along the creek walkway near 171 Brookside Drive with $\frac{3}{4}$ crushed rock. Along the walkway between 147 and 149 Westbrook Way, we regraded the shoulders with sandy loam. After the loam settles and compacts, we will apply a one-inch layer of Hemlock bark to finish this work. Another task we managed in November was managing the leaf that fell on our Pool Deck and Pool. We recently purchased a new battery blower to clear off the Pool Deck and area around the Clubhouse and to use for light jobs through the community; and, we vacuumed and raked the Pool bottom to ensure that no Oak leaf stained the bottom of the Pool with our pool equipment.

As we move forward in December, we will be focusing on abatement of the moss that is building-up on our older sidewalk throughout the site. This year, we will not be using zinc-sulfate (the white powder) we used in prior years. Instead, we have secured a source of industrial grade vinegar to manage the moss. This concentrated vinegar is not edible for your salad, *but* it is effective on abating moss on the sidewalks.

One more note as we move forward, please help us manage rat. Keep your waste and recycling materials in closed containers at all times, secure any pet food in sealable containers and bags, and resist feeding the wildlife that visit our site during the winter months.

We are fortunate to reside in this beautiful community. It really is a park-like setting, and the winter-scape with bare trees and shrubs reminds us of the four-seasons we enjoy in Oregon.

I wish everyone a Happy Holiday season and look forward to a New Year to come.

Frank L. Gaddini,
etadirector@email.com