

THE FYI

www.edgewoodtownehouseassociation.org

95 Westbrook Way, Eugene, Oregon 97405

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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

A FRIENDLY REMINDER

Please Only Dispose of your pet waste in the designated Dog Waste Container by the shed.

Thank You.

UPCOMING EVENTS

Meeting

ETA Board of Directors Meeting will be:
 March 12, 2024 6:30pm

Wi-Fi Clubhouse
 Password: ww95ww95@E

Edited by: Misty Krukoski

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Although the days are short, and often wet and gray, a great deal of work continues here at Edgewood. Frank and his team have done an incredible job clearing our grounds of debris from the January ice storm. Some work on structural damage continues, but by and large, we were lucky to avoid any significant damage. We are performing our annual roof and gutter cleanings, as well as roof inspections this month. These inspections give us valuable information on the health and lifespan of our current roofs as we are scheduling replacements.

I'm very happy to announce that after reviewing all numbers and closing out the 2023 fiscal year, our Operations Budget came in slightly under budget for the year. We were able to correct a forecasted deficit primarily through a combination of luck (no significant tree work needed in 2023) and adjusting our landscaping services to eliminate some visits during the winter. As we move forward into 2024, the Board will continue to evaluate our budget and expenses in the hope of making them as efficient as possible. A key factor in being able to stay on budget will be our insurance costs- as I'm sure you've seen in your personal insurance policies, insurance continues to rise at a very high rate. The Board is working very hard on coming up with long-term solutions to help us avoid dramatic premium increases.

At our February meeting we also addressed pathway safety. We will be walking the grounds to look for any areas where there is a drop-off of more than 3 inches from the edge of the pathway to address. Please keep an eye out as you're out walking- let us know if you see any areas that need attention.

The next monthly Board meeting will be held on Tuesday, March 12 th . As always, if you have any questions, concerns, or ideas, please reach out to the Board of Directors at board@etaboard.org

Merryn Gregory

President
 Edgewood Townehouse Association
president@etaboard.org

All Board Members

board@etaboard.com



EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MEETING

Video Conference
January 09, 2024

Call to Order: Merryn Gregory, President, called the meeting to order at 6:35 PM. Present were Merryn Gregory, Patricia Mullen, Connie Hirsch, Simone d'Aubigne, Wayne Russell, Jan Connell, and Dan Goodlett. In addition, Facilities Director, Frank Gaddini and 8 Homeowners attended.

The first order of business was the **election of officers** which was postponed during the January meeting. Nominations for officers were taken. Merryn Gregory was nominated for President by Patricia Mullen, seconded by Jan Connell. Merryn was elected by unanimous vote. For Vice President, Patricia was nominated by Jan Connell, seconded by Merryn Gregory. Patricia Mullen was elected by unanimous vote. For Secretary, Dan Goodlett was nominated by Wayne Russell, seconded by Merryn Gregory. Dan was elected by unanimous vote. For treasurer, Dan nominated Wayne Russell, seconded by Jan Connell. Wayne was elected by unanimous vote.

Motion requested to approve the Minutes from the January 9, 2024 regular board meeting, the January 23, 2024 quarterly meeting, and the special meeting of December 27, 2023. All meeting minutes were approved by unanimous vote.

Dan Goodlett gave his final treasurer's report. Dan presented the financial reports for 2023. Dan focused on the Budget versus actual report. Expenses for the year were \$2000 over budget, but that was offset by miscellaneous income of about \$3300, which resulted in a budget surplus of about \$1275. The miscellaneous income was from the collection of fees and administration costs for late dues. We avoided going over budget mainly due to our Grounds expenses coming in at \$7300+ under budget. Part of that was attributable to not having our landscapers perform work over the month of December. Another significant line item was Tree Services which was budgeted \$12,500, but only \$650 was spent.

Connie Hirsch gave the Reserve Study report. In 2022, we overspent the operating budget by about \$10,000. That money came from the Reserve fund and needed to be repaid from operations. When Dan asked our bookkeeper about this, she seemed to think that a provision was made to do so. Connie said that, when planning the 2024 budget, it was decided that we could slash \$10,000 off the budget for operating expenses, which means that that money would remain in the reserve fund repaying the fund. Connie reported that the final budget for 2024 for operating expenses is about \$308,000. Of that amount, \$298,818 was allocated for normal operating expenses, with an additional \$9576 targeted for Reserve Fund repayment. So, if we can stay within budget for 2024, our obligation to repay the Reserve Fund will be fulfilled. There was some confusion and conversation about the mechanics of recording the repayment in Quickbooks. Merryn, Wayne and Connie will consult with the bookkeeper, and our CPA, Schwindt, to determine the correct method.

Connie also presented the work she has been doing to better format the Reserve study, noting some shortcomings of the current reporting. While short term forecasting appears to be accurate, long range forecasting is not. She will be working with Frank every week to fine tune the report.

Frank presented the Facilities Report. Much of the efforts the previous month were ice storm related. Work couldn't be done for four days because of the storm. They have quickly responded by repairing the patio wall that was destroyed by a falling tree branch at 71WW. ETA has also responded to other reports of damage including a flat roof where water breached causing a partial collapse of the interior ceiling. The unit was not occupied at the time. During the next round of roof cleanings, all roofs shall be inspected.

The Technology Report was given by Dan Goodlett. He reported that he was able to resolve the problem with the cable modem in the clubhouse without CenturyLink technicians having to make a service call. In response to questions from board members about the email system, Dan determined that he needed to provide training sessions for those who feel they need it. He will arrange times with each person. He will add an additional multi-user account for those who don't have a specific login.

The Clubhouse Coordinator had nothing to report.

The Welcome Coordinator had nothing to report.

No homeowners had questions for the board.

Old Business was discussed.

Frank gave an update on the landscape proposal bids. Frank and Ruth Kenney collaborated on identifying potential vendors who will perform landscaping work at ETA during 2024. Twelve contractors were approached and given the opportunity to make bids. Of those twelve, five responded with bids. Two were not interested at all. The ones that placed bids were evaluated for the services that they perform and references from their client base. The end recommendation was Medallion Landscaping, who will lower their cost per month and pledged to work with our needs, both environmental and logistical requirements. For instance, we would not require them as often during certain times of the year, so we achieve cost saving in our budget, but still have quality work performed. Both Ruth and Frank were in consensus with the decision to continue working with our current vendor. The target would be thirty visits per year. Contractors from Employee's Overload can fill in any gaps in service. A decision to finalize the contract will be made at the next regular business meeting.

Homeowners Survey Results. There was no change over the last 30 days. 25 of 90 residents responded. Zoom with some in-person meetings was preferred. We will begin doing a trial Zoom and in-person format in the near future and use the one that provides the greatest benefit to all.

Governing documents - insurance changes - update

Our lawyer is reviewing our suggestions for updating our governing documents. We also submitted those to our insurance vendor, American Family, who are very pleased that are amending our documents. In addition to insurance-related review of our governing documents, the lawyer also does a general review of all By-laws, CC&Rs, and rules. It is something that we will consider doing later. The lawyer should have some opinions for us in about a week from the meeting. Merryn reiterated the need to make changes in our documents as soon as possible in order to keep ETA from experiencing catastrophic increases in our insurance costs and coverage.

Frank reported that two bids were received for work on the foundation at 118 BB. Both bids were in agreement with the work that needed to be done, but the RamJack bid was \$6K lower than the competitors. It was agreed to proceed with RamJack.

Wayne Russell discussed his proposal regarding "Pathway Improvements." The proposal calls for addressing any area where there is a 3" or larger drop-off from the pathway. While some work has been completed since the initiation of this proposal several months ago, there is clearly work that needs to be done to ensure the safety of our residents. Wayne suggested that a site-wide survey be conducted at specific areas along walkways. Frank replied that he is willing to implement the proposal. The details of the work required will be examined over the next few weeks and an action plan will be put in place.

The board discussed the need to move forward with the Annual Calendar/Tracking System. Since this project can be implemented using the new Google Workspace technology, Dan has volunteered to lead this project. He will need to gather information from all board members and he will reach out to them over the next month.

In new business Frank provided a storm repair update. We should be receiving a bill for the repairs of the damaged patio. We will be repainting damaged ceilings in several units. Costs associated with these repairs will amount to about 9K and that would be in addition to another 9K that was directed to cleanup and dispose of debris caused by the storm. Actual expense totals should be available for the March meeting. We don't expect to file an insurance claim, but likely we will need to redirect funds allocated for other planned projects into storm cleanup. Connie suggested that 12K for tree service be redirected to cleanup, but Frank said it might not be possible as there are several trees that need to be addressed for safety reasons.

Action items for the March meeting: The calendar, landscape contract vote, make sure that the accountant has both budgets to resolve reserve repayment issue, update from lawyer regarding Bylaw-insurance changes, set dates for insurance meetings, wrap up of ice storm repairs.

The meeting was adjourned at 8:44PM and an executive meeting was called to order.

Minutes submitted by Dan Goodlett .

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

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

BOARD MEMBERS NEEDED

Interested in becoming a Board Member?

Send us an email: board@etaboard.org

Looking Back Over January 2024 Facilities and Operations Report

This report is a review of facility and grounds work performed in January 2024.

January 2024 will forever be remembered as “*forever memorable!*” The month was sandwiched with warmer than normal temperatures in the beginning and end, but in the middle of the month plummeted into freezing rain and sub-zero temperatures for five consecutive days. Three to four inches of rain coated every inch outdoor surfaces. All forms of transportation in our area were treacherous and most of us reposed to the safety and warmth of our homes.

January, named in honor of the Roman god Jānus, is the first month of the calendar year. January contains 31 days. January 1, known as *New Year’s Day*, is due to being the first day of the calendar year. Jānus was a god of doorways, beginnings, and the rising and setting of the sun. His name comes from the Latin jānus, meaning “doorway, archway, arcade.” In many artistic depictions of Janus, he is depicted with two bearded heads, each with faces looking in opposite directions – one that looked to the past and the other looking to the future.

During the month, we recorded and completed fifty-seven (57) jobs. An annual part of our work was the first of three phases of roof and gutter cleaning and applying moss control to twenty-four townhome’s roofs, and the Clubhouse. During the first two weeks of the month we focused on leaf collection and removal, a normal and routine task at the beginning of Winter. But, on the 12th day of the month an ice storm plummeted our region with freezing rain that accumulated in over three (3) inches of ice. Ice coated everything outdoors – streets, sidewalks, and roofs. The ice lasted for five (5) days before it began to rapidly thaw, and the thawing itself, created other problems as thawing water intruded and rushed into the roof of four (4) of our townhomes (10 Brae Burn, 54 Westbrook Way, 153 Westbrook Way, and 159 Westbrook Way) causing damage to ceilings. Other property damage included the townhome at 71 Westbrook Way that sustained damage to its patio wall after a very large branch from an Oak Tree crashed through it.

The last two weeks of the month were completely engaged in damage control of collecting and disposing fallen trees, tree limbs, and other related grounds damage. We were fortunate that property damage was limited during this “*once-in-a-century*” ice storm. Edgewood Townhouses are a great place to live and play.

Enjoy your day!

Frank L. Gaddini,

etadirector@email.com