

The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

MESSAGE FROM THE BOARD

*Preserve. Restore. Maintain.**Christine Donahue,**President, Edgewood Townhouse Association* etapresident@email.com

You're right. We were not prepared for the unprecedented snow

storm in February. As previously reported, we immediately began taking measures to be prepared in the future. I've been told that snow removal has never been a budget item for ETA. The last snow storm in Eugene was four inches in February 2014. In the 43 years I've lived in Eugene there have been only a few snow storms. The February 2019 storm is the worst in my time in Oregon.

Your Board arranged for an EWEB presentation a couple of years ago at a quarterly open forum. It focused on the importance of always having an adequate supply of water, food, medications, pet food, etc. on hand for unanticipated events. Fortunately, except for a few hours, we had power throughout our emergency. EWEB started the Pledge to Prepare program in January 2019. It is easy to participate and a useful education tool. Sign up at the EWEB website.

At our March 12 Business Meeting, the Board appointed Ilana Sophia and Ingrid Wendt as the chairs of two newly formed ETA Committees. Their proposal to the Board suggested two committees to address emergency preparedness and fire prevention. The newly appointed chairs named their committees and will collaborate on their efforts. The Fire Prevention/Creek and Grounds Clearing Committee is chaired by Ingrid, and Ilana chairs the Emergency Preparedness Committee. Aggie Picard has agreed to serve as the Board Liaison to the committees. Thanks to Ingrid and Ilana for their efforts on behalf of all of us. Stay tuned!

You may already know the Board has scheduled additional business meetings focused on finances as we prioritize our greatest needs and develop proposals for special assessments. We held a special meeting on Tuesday, March 9 and have also scheduled Saturday, March 23 at 10 AM and Tuesday, March 26 at 6:30 PM. All meetings are at the Clubhouse and anyone can attend and listen to the Board deliberate on important issues

Board members take their responsibilities very seriously and understand their fiducial obligations and the ethics required to do this volunteer job. If you think you have "your person on the Board" consider the implications of what you are saying. One obvious implication is that there is unethical behavior by a Board member. Is that what you mean to say? Every Board member is a homeowner and one of nine decision makers for a community of 90 households that has been a not-for-profit corporation since its founding in 1970. It is the Board's job to evaluate all the data and make decisions that benefit the entire community. Membership on the Board changes frequently as terms expire and resignations occur. In my three years on the Board there has been a 60 percent turnover of membership. Each new member brings valuable skills, perspectives, and their own style to the group and works hard to learn the obligations of serving on the Board. Three of the nine Board positions are voted on at the annual meeting every October. If you want to be part of this decision making group I encourage you to run for the Board.

The FYI is an official publication of ETA. It includes minutes of all Board meetings, calendars of events, maintenance reports and other important information. ETA homeowners may attend Board meetings and listen to discussions on agenda items. Quarterly open forums are held each year to provide opportunities for homeowners to ask questions and make comments. Homeowners may also write emails or letters directly to the Board. The Board does not conduct business or set policy on social media or chain emails.

UPCOMING EVENTS

Special Closed Forum Board Business Meetings:

Saturday, March 23, 2019 at 10 AM in the Clubhouse
Tuesday, March 26, 2019 at 6:30 PM in the Clubhouse

Next Regular Board Business Meeting:

Tuesday, April 9, 2019 at 6.30 PM in the Clubhouse

April Quarterly Open Forum Business Meeting:

Tuesday, April 23, 2019 at 7 PM in the Clubhouse

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Sharon Kimble, Editor Email: etaboardmember6@email.com

**EDGEWOOD TOWNEHOUSE ASSOCIATION
BOARD OF DIRECTORS SPECIAL BOARD BUSINESS
MEETING**

Preserve – Restore – Maintain
March 9, 2019

Call to Order: The meeting was called to order at 10:00 AM.

Board members present were: Christine Donahue, Darell Bidstrup, Don Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, Aggie Picard, and JoAnn Wilson. Mary Ann Arnone was excused. Also present was Frank Gaddini, ETA Director of Operations and Facilities. Nine homeowners were in attendance-

Discussion Topics:

1. **Waivers:** 40BB: Request to park a Toyota Prius in designated parking for 30 days until move-in is completed. Unanimously approved. 186 Brookside: Request to park in designated parking for six months (3/7-9/7/2019). Conditionally approved for 30 days (6 Yes, 1 No, 1 Abstention).
2. **Facilities Update:** ETA Director of Operations and Facilities Frank Gaddini gave the Board an overview of actions taken in response to the record-breaking snowfall in late February. Frank is working with our grounds maintenance contractor to remove fallen wood and debris from the property and ETA is on the waiting lists of two tree removal service contractors.

Thanks to all the homeowners who helped one another shovel snow from porches and driveways to enable residents to exit their homes during a difficult and frustrating time. Thanks, too, to homeowners who checked on the wellbeing of their neighbors. The heavy snows resulted in some homeowners independently contacting adjoining Sunset Hills Cemetery early on to ask about snow removal after having seen the facility plowing its own roads. Frank later spoke with the Cemetery owner who stated that there were a total of 11 cemeteries to plow (from Eugene to Medford) and although Sunset Hills would gladly work as a good neighbor to help Edgewood to the extent possible, it was not in the snowplowing business. Frank will be meeting with the owner of Sunset Hills in the near future to look over ETA's property and see how Sunset Hills might assist us in the future. For any future contact, the owner stipulated that he will work with association officers only. Frank has also contacted two snow removal firms to identify available services and costs. Board member Aggie Picard emphasized how troublesome it was for homeowners who needed to get to work when the driveways and road were impassable.
3. **Treasurer's Report:** Dan Goodlett reported that ETA's tax returns are in progress at the CPA's office. He expects that an extension will be filed for 2018. Dan then reported on the fiscal impacts of the storm damage. The current cost is

roughly \$3,000-\$6,000 but the total will probably be higher. Dan also noted the many additional work items that were unexpected thus far this year (e.g., roof repair, party wall rot, roofs and gutters, etc.). Altogether, estimated unanticipated costs thus far this year range from \$27,000-\$33,000. Dan pointed out that we owe \$7,000 to a single contractor for work performed in 2018 and he proposed that the contractor be paid from Reserves. It was moved and seconded. Board member Merryn Gregory asked if there were any limitations to spending Reserves for this purpose and expressed discomfort with how long the debt had been outstanding; she suggested there be some policy before we go into debt. The motion to pay the contractor was unanimously approved.

4. **Reserve Study Update:** Frank Gaddini expects the process to update the Reserve Study will begin in April. Three well-qualified homeowners will assist with the project, two of whom are Tom King and Paul Turpin. Frank is awaiting final confirmation from the third homeowner.
5. **Special Assessments – Some Basics:** Frank Gaddini explained that special assessments are used to finance a specific project or projects which will be undertaken in a certain time frame. The time frame, for example, can be within the fiscal year or for a 12-month period. The Board will be holding special meetings, in addition to the regularly scheduled business meetings, over the next couple of months to decide what those projects should be, the time frame they will be completed within, and the amount of the special assessment. Special meetings will be posted/announced once they are scheduled.
6. **Identifying High-Priority Projects – Safety, Function, Form:** At the request of the Board, Frank Gaddini prepared a "menu" of high-priority projects for the Board to consider. Many items in the six-year plan developed in 2018 for major restoration and repairs were included as well as other high priority maintenance items. Frank provided Board members with five handouts. Each handout consisted of a map of the property by category of project and townhouses affected. Priority rankings were assigned by townhouse where possible. (NOTE: These were working documents for the Board and were not distributed to the homeowners in attendance, but each was projected onto the wall during the discussion.) The five handouts were as follows:
 - Proposed Chimney Repair Project: Six Chimneys Joint Tuckpointing (149-159 WW). Because all six chimneys are becoming perilous

and repairing them all at once means a volume price, Frank recommends they be done at one time and included in the special assessment presented to the homeowners for approval. The price per chimney would be approximately \$5,000, for a total of \$30,000.

- Proposed Exterior Patio Wall Restoration Project (10, 40BB; and 67, 101, 117, 121, 140, and 147WW), each wall averaging \$9,500 to \$10,000, depending upon configuration, for a total of about \$80,000. The Board might also choose to do priority rankings one through four for a total of \$40,000.
- Proposed Sidewalk Repair Projects (seven areas highlighted on the map). Estimated costs range from \$10,000-\$15,000 each. Sometimes the existing sidewalk can be utilized as a base. Other times, it must be disposed of, which is especially costly. Projects with the greatest foot traffic received the highest priority ranking.
- Proposed Interior Patio Wall Repair Projects (80-106BB, 128 and 132BB, 24 and 36WW, 27WW, 39-61WW, 105-113WW, 127-135WW, and 145 and 147WW). Estimated cost about \$8,000 per unit. No priority rankings were provided but all are important.
- Proposed Storm Drain Repair Project (2WW). The portion of the property bordering the cemetery has experienced recurrent flooding which is a serious problem especially for the homeowner at 2WW. Clearing the pipes of tree roots, about \$3,000, is a temporary fix but insufficient for heavy microbursts of rain. A lasting solution is to reline the pipes which are of different sizes, transitioning from 12" to 18" to 24". To clear the pipes of tree roots as well as reline them will cost about \$15,000. In the future, it might also be a good idea to remove the trees along Willamette which are on a public easement. Removing the trees could also solve a visual safety problem for cars pulling onto Willamette from Westbrook Way. ETA might be able to work with the city to remove and replace the trees.

Frank asked Board members to think about the proposed projects before the Board Business Meeting on March 12, 2019, and to contact him prior to that date with any questions. He urged the Board not to defer the chimney project and stated that the tree roots must be cleared at 2WW. He also mentioned the groundwater drainage project at 139-147WW which will take six months for planning, permitting, and completion and cost \$15,000-\$16,000. Decisions need to be made so the projects can go forward. Frank agreed to use the Walking Tour on March 16, 2019, to show Board members and interested homeowners the projects he suggests be considered for funding in a special assessment.

Announcements:

1. Maintenance Improvements Walking Tours will continue at 11:00 AM on Saturdays in March, weather permitting. The tour on March 9th will focus on proposed projects

recommended by Facilities Director Frank Gaddini for possible funding under a special assessment.

2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, March 12, 2019, in the Clubhouse at 6:30 PM.
3. The next HOA Quarterly Open-Forum Meeting: Tuesday, April 23, 2019, at 7:00 PM in the Clubhouse.

Adjournment: The meeting was adjourned at 11:45 AM.

JoAnn Wilson, Secretary. Email: etasecretary@email.com

EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

Preserve – Restore – Maintain
March 12, 2019

Call to Order: The meeting was called to order at 6:35 PM.

Board members present were: Christine Donahue, Mary Ann Arnone, Darell Bidstrup, Don Goodlett, Merryn Gregory, Sharon Kimble, Michael Maulding, Aggie Picard, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Seven homeowners were in attendance:

Approval of Minutes: The Board unanimously approved the minutes of February 12, 2019.

Standing Reports:

1. Facility Report: Submitted
2. Treasurer's Report: Submitted. In addition to reviewing the P&L statement, Treasurer Dan Goodlett reported that the CPA will have ETA's federal taxes for 2017 and 2018 ready for submittal this week.
3. Website Coordinator: Submitted
4. Swimming Pool: Closed
5. Clubhouse Coordinator: No report submitted
6. Hospitality Coordinator: No report submitted
7. Welcome Coordinator: No report submitted

Old Business:

1. **Maintenance Improvements Walking Tours:** The walking tours scheduled for March 16th have been cancelled. The next tour will be at 2:00 PM on Saturday, March 23rd.
2. **Board Team-Building Session:** Because of the press of business, the off-site team-building activity will be delayed until after April.

3. **Board Email Communication:** President Christine Donahue asked Board member Merrylyn Gregory to resend the mail she sent to the Board last fall with ideas about enhancing communications so the topic can be on a future meeting agenda. Then the Board discussed the 2019 update of the ETA Directory. When the Directory began, it contained homeowner names, unit numbers, and phone numbers. More recently, email addresses were added. From the outset, the personal information collected by the Association was for the primary purpose of internal communications about safety, security, construction notices, general association informational broadcasts, emergency management and preparedness, and the like. The information was for private use only. Over time, homeowner chain emails became numerous and some homeowners asked that their email addresses be removed from the Directory. As a consequence, effective with the 2019 update, the Board voted to omit private email addresses from the Directory (8 Yes; 1 Abstention). The official email addresses of Board members and the Facilities Director will continue to be listed. In the future, the ETA Website Coordinator will look at adding a password-protected page where homeowners can furnish their email addresses for personal communications if they wish.
4. **Goals for FY 2019:** The Board, by unanimous vote, chose one goal for FY 2019: addressing ETA's financial challenges.
5. **Committees:** During its February 12th meeting, the Board identified five *ad hoc* committees to benefit the ETA community. Two of those, Budget Planning and Reserve Study Update, are already established under the leadership of Frank Gaddini. A third, Groundwater, is unnecessary as Frank Gaddini recently began developing plans to undertake this project in concert with the owner of adjoining Sunset Hills Cemetery. The remaining *ad hoc* committees agreed upon by the Board were Fire Prevention/Creek Cleaning and Emergency Preparedness. After the February meeting, the Board received offers by two homeowners to act as chairpersons. Ingrid Wendt will chair the *Fire Prevention/Creek and Grounds Clearing Committee* and Ilana Sophia will chair the *Emergency Preparedness Committee*. Homeowners Ruth Kenney, Victoria Daniels-Miller, and Linda Sage have volunteered to help them. At the suggestion of Ingrid and Ilana, the two committees will initially work together to identify common needs and goals under the general title of *ETA Homeowner Safety Committee*. Board member Aggie Piccard volunteered to act as liaison to the newly formed committees.

ETA By-Laws, Article IX, specifies that "Each committee shall consist of at least three (3) or more members..." and "...shall serve in an advisory capacity to the Board of Directors." Ingrid and Ilana will have the authority to recruit and appoint members. The committees will make reports and/or recommendations to the Board and with prior Board consent may arrange for relevant presentations

by such agencies as the City of Eugene, Lane County, EWEB, etc. No committee member or homeowner is authorized to speak for or make commitments on behalf of the Board.

6. **Debriefing: March 9, 2019, Special Closed-Forum Board Meeting on ETA Financial Topics:** The Board members briefly stated their takeaways from the March 9th meeting. After going around the table, there was agreement on the following: (a) the chimney repair project at 149-159 WW is a top priority; (b) safety and visibility are important; (c) whatever work is done must be completed and on budget by the end of the year; and (d) the assessment should be for a realistic amount given that it will be for the remainder of the fiscal year with another assessment to follow in 2020. Frank Gaddini will put together a list of the projects that can meet these criteria and require an assessment of about \$1,000.

New Business:

1. **Waivers:** None submitted.
2. **Education Opportunity for Board Members:** Several Board members said they were interested in attending the free training session for HOA board members offered by Vial Forthingham, LLP, on March 20, 2019, at the Salem Electric Station from 6:00-8:00 PM. Frank Gaddini will reserve five places.

Announcements:

1. Maintenance Improvements Walking Tours will continue on Saturdays through March 2019, weather permitting. The next walking tour is scheduled for Saturday, March 23, 2019, at 2:00 PM. Additional tours may be scheduled in April.
2. The next Special Board Meetings (Closed Forum): Saturday, March 23, 2019, in the Clubhouse at 10:00 AM; and Tuesday, March 26, 2019, in the Clubhouse at 6:30 PM.
3. The next regularly scheduled Board of Directors Business Meeting: Tuesday, April 9, 2019, in the Clubhouse at 6:30 PM.
4. The next HOA Quarterly Open-Forum Meeting: Tuesday, April 23, 2019, at 7:00 PM in the Clubhouse.

Adjournment: The meeting was adjourned at 8:50 PM.

JoAnn Wilson, Secretary.
Email: etasecretary@email.com

Looking Back Over February 2019 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of facility and grounds work performed in February 2019. February began as a quiet normal month. Temperatures were relatively mild and precipitation was very normal until the end of the month when over 3 inches of rain produced nearly 21 inches of snow on the 24th and 25th of the month. The snow fall set new records that had not been broken for fifty years since 1969. The remainder of the month was spent managing snow removal and broken tree limb disposal.

Other significant work addressed a roof leak at 132 Brae Burn Drive. We were able to install a cover blanket on that roof preventing any rain or snow to penetrate into the home. We will have planned more extensive roof repairs at this site as weather conditions improve. We also addressed a vandalized driveway directional sign post. The post was struck by a vehicle and broke off its concrete pad. We reset the post into an anchor that is set in concrete and relocated the post further away from the curb. This is the third time this sign post for Driveway 7 (139 to 185 WW) has been damaged by a vehicle.

Another property sale at 140 Brae Burn, and the subsequent building inspection, required us to perform siding and passageway garage door replacement. We removed, disposed, and installed new siding over the electric meter as well as several panels along the building second floor and roof gables. The building inspection also identified the source of the decayed siding was a faulty gutter and downspout over the garage. We replaced this gutter and downspouts as well as the adjoining gutter and downspout at 136 Brae Burn.

During the month we also install two other garage passageway doors. One new door replaced the splintered door at 50 Brae Burn between the garage and patio, and the other new door replaced the dilapidated passageway door at 113 Westbrook Way.

Parking Rules and Parking Complaints

Over the nearly fifty-year life span of Edgewood Townhouses the rules governing parking have changed and been modified several times. In January 2017 the Board of Directors, after very deliberate and systematic discussion, revised and finalized the current parking policy. Parking is a very sensitive issue in our community and is often the source of criticism, argument, and frustration for some homeowners.

But you may ask, "What is the current parking policy...?" There seems to be different views on exactly what the current policy is. Some homeowners refer to one of over six or seven evolutions of the parking policy over the past twenty years. Clearly, parking has been a problem for a long, long time and there is no easy resolution that satisfies everyone. Generations of Board members themselves have debated the matter for innumerable hours *ad nauseam* at almost every business meeting. There are terms and definitions like waivers, and guest parking, and overflow parking, and ADA parking, and parking, and even more parking!

One thing is irrefutable - *there is absolutely no parking in front of any overhead garage door*. To be clear and restate in unambiguous terms, there is no parking in front of the overhead garage door.

But exactly what *really* is the current parking policy that emerged after years of deliberation and evolution that could be managed reasonably and compassionately, yet ensure compliance for the best outcome for all homeowners? Well, succinctly stated below is the current parking policy that was adopted by the Board of Directors who were serving throughout FY 2016 and 2017.

Parking Policy (Adopted January 14, 2017)

1. All homeowners should park vehicles in garages.
2. Temporary parking by homeowners or their guests must be in designated parking spaces.
3. Waivers for Special Circumstances.
Homeowners may request waiver of the Parking Policy in the event of exceptional or extraneous circumstances.

Waiver forms are available by contacting the Board, the Facilities and Operations Director, or online at Edgewoodtownhouseassociation.org.

Please be respectful of the parking policy.