

# The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

## MESSAGE FROM THE BOARD

*Preserve • Restore • Maintain*

*Paul Turpin*

*President, Edgewood Townhouse Association* [etapresident@email.com](mailto:etapresident@email.com)

### Now the Planning Starts

**A**t ETA's Annual Meeting election of October 26, association members approved the measure to increase monthly dues to \$600 per month for five years and to fund a Special Assessment of \$5,000 for 2022, to pay for deferred capital maintenance and to put ETA on a sustainable path toward adequate reserves for future capital maintenance.

The Reserve Study will be a crucial part of the planning that we will need to do. Its first use is to organize the kinds of work that need doing, as well as listing the specific location where it is needed. In some cases, as with painting, the location will not be specific addresses but rather a description of most-needed areas – for painting, mostly south-facing walls.

The Reserve Study will also need to be updated continuously as maintenance work is completed. Reserves are estimated by projecting a useful life as the means by which capital maintenance is saved-for over time, instead of funds having to be raised all at once as we have had to do this time. This is what “sustainable” means for reserves: by tracking how our maintenance is aging (and inspecting it periodically too), we can assess how effectively our savings are building.

This is a sobering moment in the association's history. In order to do justice to the sacrifices the members committed themselves to make, careful planning will be needed to oversee organizing and administering the capital maintenance projects needed to complete the work. That planning will start this month and continue into and throughout the coming year. In many ways, the most important part of the work is ahead of us, not behind us.

Having decided to meet our funding needs together, however, is a major accomplishment in this era of severely underfunded homeowners' associations. As a sign of members' commitment to the health of the association, it will stand us in good stead as we go forward.

### **SPECIAL NOTICE**

Homeowner Dues are due on the first of each month.

**All meetings are by videoconference unless otherwise stated.**

### UPCOMING EVENTS

**ETA Regular Board of Directors Business Meeting:**

Tuesday, December 14, 6:30 PM

**January ETA Quarterly Open Forum Meeting:**

Tuesday, January 25, 2022, 6:30 PM, location to be announced

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**EDGEWOOD TOWNEHOUSE ASSOCIATION  
ANNUAL MEETING**

*Preserve • Restore • Maintain*  
October 26, 2021

**Call to Order:** Board President Paul Turpin called the meeting to order via videoconference at 8:45 AM. Board members present were: Paul Turpin, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Sharon Kimble, and JoAnn Wilson. The meeting was immediately recessed to allow Board members to join volunteer homeowners at the Polling Station located under canopies in the parking spaces near the Clubhouse. Voting was held from 9:00 AM to 7:00 PM. A total of 19 volunteer homeowners and six Board members were present throughout the day to assist with the voting process.

Homeowners voted in person or by proxy to fill three positions on the Board of Directors and upon the motion for a one-time Special Assessment of \$5,000 for FY 2022 and a limited-term Annual Assessment Increase of \$600 per month for five years, for the purpose of addressing our Capital Maintenance needs and putting our Reserves on a sustainable path. When the voting closed at 7:00 PM, volunteer homeowners tabulated the votes, signed the tally sheets, and gave the results to ETA Board Secretary JoAnn Wilson who oversaw the process. She joined Frank Gaddini, ETA Director of Facilities and Operations, in the Clubhouse Office to review the tally sheets and ballots.

The Board reconvened by videoconference at 8:00 PM. JoAnn joined the meeting at 8:45 PM to announce the results. At the same time, the results were emailed to homeowners and posted at the Clubhouse.

**Results:** The turnout in this election was 83 out of 90 homeowners (92%). The three Board of Directors candidates receiving the most votes (in alphabetical order) were Ray Czerwinski, Sheila Dorsey (incumbent), and Patricia Mullen. They will serve a three-year term of office beginning on January 1, 2022. The number of homeowners approving the motion for a Special Assessment and Annual Assessment (monthly dues) increase was 59 or 71%. The CC&Rs require a 60% quorum for raising dues and the same quorum for special assessments, and of that quorum, at least two-thirds (2/3's) of the voters (66.7%) must approve. The motion was approved.

For additional details on the results, please see the minutes of the November 9, 2021, Board of Directors Monthly Business Meeting, Old Business, 2(a) and 2(b). The meeting adjourned at 8:57 PM.

Thank you to everyone who volunteered, brought refreshments, and cast their ballots. Thanks, as well, to Frank for his on-going assistance to help make the meeting a

success despite the COVID-19 pandemic. Following usual ETA practice, the volunteer list, sign-in sheets, ballots, and tally sheets will be retained in the Clubhouse Office safe.

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

**EDGEWOOD TOWNEHOUSE ASSOCIATION  
VIDEOCONFERENCE: BOARD OF DIRECTORS  
MONTHLY BUSINESS MEETING**

*Preserve • Restore • Maintain*  
November 9, 2021

**Call to Order:** Board President Paul Turpin called the meeting to order at 6:33 PM. The meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Paul Turpin, Sheila Dorsey, Dan Goodlett, Larry Kenton, Sharon Kimble, and JoAnn Wilson. Darell Bidstrup and Merryn Gregory were excused. Also present were Frank Gaddini, ETA Director of Facilities and Operations, and Board members-elect Ray Czerwinski and Patricia Mullen. Nine homeowners attended.

**Approval of Minutes:** The minutes of October 2, 2021, and October 12, 2021, were approved by consensus.

**Financial Report:** Submitted.

**ETA Safety Committee Report:** Co-Chair Linda Sage asked the Board to keep signage for emergency responders on its radar screen. Board President Paul Turpin commented that a few sample signs had been worked up for the Safety Committee that could be brought to the Board for review in the near future.

**Landscape Committee Report:** Board Secretary JoAnn Wilson reported for Chair Darell Bidstrup that the Landscape Committee would like to meet with Frank Gaddini when the landscape contract comes up for review. The Committee also wished to thank Board member Sheila Dorsey for her donation of a beautiful cypress.

**Coordinator Reports:**

- **Technology Coordinator:** Dan Goodlett reported that there is now a dedicated financial computer in the Clubhouse Office. It was anonymously donated. Dan has been using ETA's new email system for a couple of weeks and is now scheduling training time with Board members and Frank, beginning with the heaviest users of ETA email. The transition will take about four to six weeks.
- **Swimming Pool:** Closed.
- **Clubhouse Coordinator:** Closed.
- **Welcome Coordinator:** Submitted. Welcome Coordinator Bruce Trafton continues to meet with new homeowners. Most recently, he met with the homeowners at 152 BB and 170 BSide.

**Facility Report:** Submitted.

**Educational Minute:** Frank reviewed the rules for rentals. They include a requirement that rentals are not permitted by unit owners unless the owner has dwelt in the unit to be rented for two years; rental of a unit must be approved by the ETA Board before a rental agreement is executed; and unit rentals will be for not less than six months and no more than 12 months. For more details, see the By-Laws, Article XVI, at <http://edgewoodtownhouseassociation.org/by-laws/> and <http://edgewoodtownhouseassociation.org/rules-and-forms/>. Edgewood Townhouses prohibits vacation rentals such as Airbnb, VRBO, and HomeAway. (See minutes of the July 10, 2018, Board meeting at [https://docs.etaboard.org/fyi/2018/\(07\)%20July.pdf](https://docs.etaboard.org/fyi/2018/(07)%20July.pdf).)

#### **Old Business:**

1. **Insurance:** A meeting to hear presentations by insurance agents for renewal of the ETA master policy is scheduled for November 16, 2021, at 6:30 PM, by videoconference. Frank said that two agents have confirmed their availability, and confirmation by a third is pending. Presentations will be limited to 45 minutes, including questions. This will be an open-forum meeting in which homeowners will be free to ask questions.
2. **Annual Meeting**
  - a. **Election Results:** JoAnn said that ETA's Covenants, Conditions and Restrictions (CC&Rs) require a 60% quorum for raising dues and the same quorum for special assessments, and of that quorum, at least two-thirds (2/3's) of the voters (66.7%) must approve. The turnout in this election was 83 out of 90 homeowners (92%) and the number approving the measure was 59 homeowners (71%). A total of 82 homeowners signed in and one proxy was cast by a person who did not sign in. The discrepancy between number signing in and number voting on the motion was resolved when Frank and JoAnn reviewed the ballots and sign-in sheets in the office after voting closed and before the results were announced. The homeowner whose proxy did not sign in confirmed by email that the proxy vote was cast according to instructions.

Homeowners also voted to fill three seats on the ETA Board of Directors. The three candidates with the most votes will serve a three-year term of office beginning on January 1, 2022. The candidates with the most votes (in alphabetical order) were: Ray Czerwinski, Sheila Dorsey (incumbent), and Patricia Mullen.
  - b. **Notification Letter:** The Notice of Annual Assessment Increase and Special Assessment for 2022 was mailed to all homeowners on November 5, 2021. Beginning on January 1, 2022, the annual assessment (regular monthly dues) will be \$7,200 as a single payment or 12 payments of \$600 due on the first day of each month.

On January 1, 2022, a one-time Special Assessment of \$5,000 per lot is due, payable as a lump sum or in 12 payments of \$417 due on the 1<sup>st</sup> day of each month. If paid in full by January 31, 2022, a 2% discount of \$100 may be taken off the Special Assessment, making the lump sum \$4,900 if paid by January 31.

- c. **Now the Planning Starts:** Paul said that he and Frank would sit down with the Reserve Study to start organizing the projects. Also important will be deciding how the progress reports will be done; keeping the Reserve Study updated, especially in the first few years; and looking at how to qualify/screen contractors.
3. **Board Retreat/New Member Orientation:** Frank will be looking at the same format used in prior years for the Board retreats and adding in such items as in this meeting's Educational Minute. No business will be conducted. The purpose is to become better acquainted and understand one another's working styles. Frank will meet with Board member Sharon Kimble who earlier drafted a document on orientation of new Board members. Frank suggested the session could be on Zoom or a hybrid of part Zoom, part in-person at the Clubhouse. Paul expressed a preference for scheduling it in January and Board members concurred.

#### **New Business**

1. **Parking Waivers:** Frank reported he had received a request from 143 WW, asking that a white Honda parked in the overflow lot be permitted to remain there for up to two months while the owner attempts to sell it. After discussion, the Board agreed that the car, which has already been in the overflow lot for at least two months and has expired license plates, may continue to park on common property through November 23, 2021. If the vehicle remains parked on common property after that time, it will be towed, at the owner's expense. A 72-hour notice of tow will be placed upon the vehicle before towing by a licensed tow operator. Frank will advise the owner immediately.
2. **Homeowner Request to Block Parking Bay Spaces:** The homeowner at 67 WW emailed a request that the two parking spaces in front of the townhouse be blocked because of annoying headlights, engine sounds, and exhaust fumes. Frank pointed out that there are other homes at Edgewood with similar issues. Board member Larry Kenton strongly advocated for approving the request. Frank pointed out that an architectural review would need to be conducted before making such a change to common property. The consensus of the Board members attending was to begin the architectural review process. (NOTE: After the meeting several Board members expressed concerns to Paul about going forward with the review. Since Frank had not yet started the notifications, the process was put on hold until it can be reconsidered by the full Board.)
3. **Welcome Coordinator Materials:** Paul said this was a good time to review the welcome materials because he

would like to include financial statements and information about capital maintenance and the Reserve Study that are not currently part of the packet. Frank offered to deliver the existing packets to Board members so they can see what is currently being furnished to new homeowners.

#### New Ideas and Questions:

- Sharon said we don't have a good process for tracking rules the Board has passed and, as a consequence, they sometimes get lost. Due to an earlier Board decision, she asked if the Board still wants to exclude homeowner comments in Board meetings. With Zoom, homeowners are using the Chat function and some comments are finding their way into the meetings. Dan added that during the course of the meetings he can't keep track of the Chat.
- Paul asked if the Board wants some official way to keep the Reserve Study updated, perhaps by adding a Reserve Study Coordinator. Paul also referenced an earlier discussion of setting time limits during Board meetings. He said there is an app that can be used on Zoom, a sort of countdown timer, and suggested this could be part of the Vice President's responsibilities. Finally, Paul said that in conjunction with the new website coming up, an ETA calendar would need a designated person to oversee it. Perhaps this, too, is something which the Vice President position could do.

#### Announcements:

1. Presentations by insurance agents on ETA's master policy: Tuesday, November 16, 2021, by videoconference at 6:30 PM.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, December 14, 2021, by videoconference at 6:30 PM.
3. Board Retreat/New Member Orientation: Date and time TBD.

**Adjournment:** The meeting was adjourned at 9:00 PM.

#### Executive Session

JoAnn Wilson, Secretary. Email: [etasecretary@email.com](mailto:etasecretary@email.com)

### Looking Back Over October 2021 Facilities and Operations Report

Frank L. Gaddini, [etadirector@email.com](mailto:etadirector@email.com)

This report is a review of work performed in October 2021. October was a month of seasonal change. Leaves began their traditional procession of changing into spectacular colors and their decent to the ground. Whether you call it fall, autumn or harvest season, it is the time of colorful foliage, crisp air, and pumpkin spice. At Edgewood Townhouses, October is

when we shut down our irrigation system, close the gates for our Emergency Evacuation route, and begin our management of leaf removal.

October was a very productive month for our facility and grounds maintenance. During the month, we recorded and completed seventy-eight (78) work jobs. Much of our work focused on water management. Ironically it is the transition from applying water to the ground to keep our plants and grass healthy, to controlling the inevitable water run-off from the rains from drowning plants and flooding sidewalks, driveways, and our homes. Hence, most of work transition to groundwater management.

We repaired and re-landscaped the groundwater collection basins at two sites. One site was just west of 140 Westbrook Way where we excavated an eight-foot circle around the groundwater collection basin and installed a fabric liner and 4 inches of round rock. The other job was at the front door of 27 Westbrook Way where we excavated approximately 60 square feet of material surrounding the groundwater collection basin and again installed a fabric liner and more round rock. In each case, bark and mud collected in the basins and clogged the collection basins. The round rock serves as a filter around the collection basins that traps and manages bark and mud before it can enter into the basins and drain lines.

The other work we focused on was generally routine maintenance including a number of burned-out lamps in pole lights and sidewalk lights, a second blow of leaf that collected on roofs that were directly under the canopies of Ponderosa Pine and Douglas fir trees and pruning along the Brae Burn Creek bed. We also poured new concrete at the front door of 140 Westbrook Way where we excavated the sidewalk to install new irrigation piping during August.

Our pest management contractor was busy during October as we fought against the annual invasion of rats seeking warm dry places to nest. We currently have 60 active rat bait stations on our site. You can help by not feeding wildlife, securing your waste containers, and securing you pet's food. When food sources are limited, the rats eat our bait – usually that is their last meal.

#### New sidewalk

