

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

A Momentous Year

This past year has been a momentous one in the Edgewood Townhouse Association's history. Grappling with getting clarity on our finances and our capital maintenance needs, including our impending need for new roofs, was an enormous task. It confronted us all with a serious financial challenge to preserve our property values and put our community on a stable financial footing going forward.

Many members of the community played significant roles in the long process, above all in talking with each other in sustained communication. The communication and interaction produced the striking result of an impressive turnout and a substantial supermajority that approved the proposed increases for the next five years. At a time when it has become major news that so many condominium associations are deeply troubled financially, our association's willingness to take its finances seriously in hand stands out for its clear commitment.

The amount of money needed has been a strain for everyone but a greater strain on some than others. The continued communication in the community searching for ways to ease the crunch led to the Board's serendipitous discovery, through its legal counsel, that it was possible in financial hardship circumstances for the Board to formalize an extended payment option. It did so at its Special Board Meeting of December 7, 2021. We hope this last measure will soften the burden for those most pressed.

The community's willingness to engage with the problems we faced made the difference. ETA Secretary JoAnn Wilson's comments as we talked about the results of the vote in October said it best, I think:

I'm excited at what this means for Edgewood's future. I'm gratified at the strong support of the homeowners for the motion. I am appreciative of the homeowners who attended the many board meetings and town halls and responded to straw polls; their input helped shape the motion that was ultimately successful. Finally, I thank the homeowners who took it upon themselves to reach out to other homeowners about ETA's financial situation and the ultimate motion, whether by driveway gatherings, going door-to-door, or other means. This was a community effort from the start right up to the day homeowners cast their votes with volunteer homeowners working throughout the day and counting the ballots as it grew dark. --JoAnn Wilson

Finally, on a personal note, I announced at the December 14 Board meeting that I would be stepping aside from the role of President next year, reverting to regular Board membership after January's meeting. I will continue to work on incorporating the Reserve Study with our capital maintenance projects, updating it and integrating it with our planning. I appreciate the opportunity I've had to serve the ETA community as the Board's President during this significant year.

Best wishes for the holiday season and the New Year, and be careful. The Covid pandemic is not over yet, unfortunately.

SPECIAL NOTICE

Homeowner Dues are due on the first of each month.

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

Presentations by insurance agents on ETA's master policy:
Thursday, January 6, 2022, 6:30 PM

ETA Regular Board of Directors Business Meeting:
Tuesday, January 11, 2022, 6:30 PM

January ETA Quarterly Open Forum Meeting:
Tuesday, January 25, 2022, 6:30 PM, location to be announced

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Sharon Kimble, Editor
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**EDGEWOOD TOWNEHOUSE ASSOCIATION
VIDEOCONFERENCE: BOARD OF DIRECTORS
SPECIAL MEETING**

Preserve • Restore • Maintain
December 7, 2021

Call to Order: Board President Paul Turpin called the special meeting to order at 6:34 PM. The purpose of the meeting was to discuss an extended hardship payment option for the 2022 Special Assessment. The meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Paul Turpin, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Sharon Kimble, and JoAnn Wilson. Larry Kenton was absent. Also present were Frank Gaddini, ETA Director of Facilities and Operations, and Board members-elect Ray Czerwinski and Patricia Mullen. Eighteen homeowners attended.

Introduction of the topic and call for alternative plans:

- Paul Turpin explained that a group of homeowners believed the motion as passed by homeowners at the October 26, 2021, election would present a hardship on some members of the community. They therefore petitioned the Board to consider a motion to repeal the current Special and Annual Assessment for FY 2022 and replace it with an Annual Assessment of a fixed rate of \$680 per month for five years.
- Paul explained that because the proposal outlined by the petition was not sustainable, the Board could not extend a payment plan beyond sustainability on its own authority. To do so would violate the purpose of the October 26 measure. Scheduling a meeting as the petition requested was similarly not possible because the petition did not follow the By Laws in its request.
 - Responsive to the petition's appeal for the relief of hardship, however, the Board's efforts to find a solution for the problem of hardship led it to seek our attorney's advice about what possibilities might exist, which resulted in calling for a Special Board Meeting to consider the extended payment option that developed out of that legal consultation.
 - Before opening the discussion, Paul asked if there were any other proposals related to the topic of relieving hardship that any Board member wanted to bring up. No alternatives were offered.

Meeting with ETA's attorney and proposed solution:

- The executive members of the Board along with Frank Gaddini met with ETA Attorney Don Churnside for legal advice about the original motion that was approved on October 26, 2021, and the homeowner petition received on November 19, 2021. Don Churnside advised that the matter could be handled administratively, without a new motion and homeowner vote. The Board executive members, with Don Churnside's assistance, created a document "Attestation of Financial Hardship Regarding 2022 Special Assessment."
 - The proposed Attestation would create an extended payment plan, over four years instead of one year, for the Special Assessment of \$5,000, and the plan would be

available to any homeowner attesting to a hardship without any additional qualifying criteria required.

- There would be a modest service fee added to the payments.
- The typical monthly payment would include the new regular dues plus payments for the Special Assessment.
- There would be no late penalty for the monthly Special Assessment payments under the terms of the Attestation.
- Payments could be accelerated at the homeowner's discretion.
- If the unit were sold during the term of payment, any remaining Special Assessment balance would be due in full at the time of sale.

Discussion:

- Darell Bidstrup raised several concerns including the following: possible administrative costs, the \$5,000 Special Assessment would decrease in value over the four years, and many homeowners might make this request causing problems for management of the Assessment. (N.B.: During the discussion, Paul showed a spreadsheet demonstrating that even if every household chose to pay over four years, it would still be sustainable.) Darell added that if the issue is some members of the community needing help, we should be able to find other ways of helping them rather than offering an extended payment period.
- Several Board members asked about potential financial impacts on the Association, such as whether the fee would cover administrative costs, the process for collection over time, the time value of money, and allowing homeowners the option of paying the Assessment over a period of years with no penalty.
- Paul reminded the Board that in the straw poll before the October 26, 2021 vote, two methods rose to the top, the one that homeowners ultimately voted upon and another that did not include a Special Assessment but consisted of a higher monthly homeowner dues assessment. With the current solution proposed by the Board, both options are basically being offered as possibilities, though details differ, with homeowners having the ability to choose.
- Frank Gaddini stated that the original motion that passed in the October 26, 2021, vote followed the legal and required process for such an election. The current form Attestation of Financial Hardship Regarding 2022 Special Assessment follows the spirit of the original successful motion and vote.
- Dan Goodlett explained that administrative costs would be incidental because we already have a process for collecting payments of different amounts at various times of year that will easily accommodate the many possible payment plans for the current proposal.

Wrap up.

- Merryn Gregory noted that the proposed solution could also be used for any possible future special assessments to provide more flexibility.
- Paul Turpin explained that the plan to pay the Special Assessment over 48 months can be made faster. If homeowners choose the plan they could accelerate payments. They can pay more but not less. A letter will go out to all homeowners explaining the Board's decision along with the

Attestation of Financial Hardship Regarding 2022 Special Assessment form.

- Darell Bidstrup wondered if this proposal will satisfy the needs of the petitioners.
- Sheila Dorsey reminded the Board that during the election over two-thirds of the homeowners passed the original motion. She believes those who voted to pass the motion want to pay up front.
- Some editing of the Attestation was done by the Board. The Board agreed the service fee plus payment toward the Special Assessment would be \$110 per month. That is \$1,320 per year and \$5,280 over four years. The Board also added some language on the Attestation to clarify that the form applies only to the \$5,000 Special Assessment.

Merryn Gregory made the following motion: *To adopt the Attestation of Financial Hardship Regarding 2022 Special Assessment form as revised during this meeting*; Dan Goodlett seconded. The motion passed unanimously.

The meeting was adjourned at 8:15 PM.

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

EDGEWOOD TOWNEHOUSE ASSOCIATION VIDEOCONFERENCE: BOARD OF DIRECTORS MONTHLY BUSINESS MEETING

Preserve • Restore • Maintain
Tuesday, December 14, 2021

Call to Order: Board President Paul Turpin called the meeting to order at 6:34 PM. The meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Paul Turpin, Darell Bidstrup, Sheila Dorsey, Dan Goodlett, Merryn Gregory, Larry Kenton, Sharon Kimble, and JoAnn Wilson. Also present were Frank Gaddini, ETA Director of Facilities and Operations, and Board members-elect Ray Czerwinski and Patricia Mullen. Seven homeowners attended.

Announcement: Paul Turpin announced that the first order of business would be to appoint a replacement for the month of December for Mike Maulding, who resigned during the October meeting. Both Ray Czerwinski and Patricia Mullen were eligible as Board members-elect. After some discussion about how to choose, Ray Czerwinski was appointed by a coin toss.

Approval of Minutes: The minutes of October 26, 2021, and November 9, 2021, were approved by consensus.

Financial Report: Submitted

ETA Safety Committee Report: Paul Turpin presented information prepared by Safety Committee co-chairs Ingrid Wendt and Linda Sage about an online webinar they attended. The webinar, offered by Oregon State University Extension Service, was about Home Hardening against Wildfires. Paul discussed a few of the recommendations from the webinar and

noted that some of the recommendations are already followed at ETA, some are not as yet, and some others are not feasible here, being more relevant to free-standing single family homes. Paul asked Frank to write up comments on the sections highlighted in bold on the reports to help identify what may be feasible and to help identify costs of various measures to help the Board prioritize. The Safety Committee's reports on the wildfire webinar are available by email on request to Board Secretary JoAnn Wilson at etasecretary@email.com.

Landscape Committee Report: Committee Chair Darell Bidstrup stated that the Landscape Committee took a break, and there is not much to report at this time. He mentioned to Frank Gaddini that he would like to have an opportunity to meet with the new grounds cleaning contractors when the contract comes up at the end of February. Larry Kenton said he has ground cover starts for planting on the property, and he has noticed three trees that need to be removed from next to 10 BB. Paul stated that suggestions for watering, ground cover, and such would be easier to follow up on with a map to show where attention is needed. Darell and Patricia had some specific suggestions about usages of ground cover and composting of leaves and other plant materials. Patricia said she would also like to serve on the committee.

Coordinator Reports:

- Technology Coordinator: There is a new computer in the office for our bookkeeper to use. Having two computers in the office allows two people to work at the same time. Dan's time has recently been taken up by his treasurer responsibilities so progress on technology matters has been delayed.
- Swimming Pool: Closed
- Clubhouse Coordinator: Closed.
- Welcome Coordinator: Bruce Trafton has spoken with new residents at 155 WW and 50 BB. Frank reported that the new resident at 2 WW has volunteered to take over the Welcome Coordinator duties.

Facility Report: Submitted

Educational Minute: Frank said he was too busy this month to prepare the Educational Minute.

Old Business:

1. Response to Homeowner Petition. The Board's response to the Petition was outlined in the Attestation of Financial Hardship Regarding 2022 Special Assessment form that was delivered to all homeowners with a letter accompanying it. It may be that some petitioners will still want to call for a meeting. They are referred to the CC&Rs which has two articles that apply to official meetings. *Article III, Section 2* addresses meetings of members of the Association, and *Article VII, Section 2* applies to meetings of the Board of Directors. This matter is addressed in the letter titled Notice of Extended Payment for 2022 Special Assessment of \$5,000 sent to all homeowners with the Attestation form

Members who have not seen the homeowner petition may contact Board Secretary JoAnn Wilson to request a copy. This

topic may also be discussed at the open-forum Quarterly Meeting in January 2022.

2. Board Retreat/New Member Orientation. Frank is planning for the Board Retreat for later in January.
3. Emergency Responder Signage. Paul said there are some samples of possible signage, and the plan is to ask for feedback from the local Fire Captain. That will be done after the start of January 2022.
4. Insurance. Frank investigated what the current cost per square foot would be for rebuilding a unit at Edgewood. That cost would be \$275 to \$325 per square foot. The current master policy ends on February 15 and we need at least a week before that for replies from insurance agents. Farmer's Insurance has sent us a package with their proposed policy information, and they used \$282 per square foot. Their policy does not include earthquake coverage. A Zoom meeting will be arranged for Thursday, January 6, at 6:30, for 30-minute sessions with two other agents, including our current insurer, American Family Insurance. Homeowner Marilyn Cohen wrote up guidelines with categories for a summation of questions to clarify the coverage proposals. The companies attending the meeting will be sent the guidelines and asked to reply using that format.
5. Homeowner Request to Block Parking Bay Spaces. After some discussion the Board decided to rescind the decision to conduct an architectural review made at the November Board business meeting. The parking spaces will remain as is. The Board concurred that a number of other townhouses have a similar orientation of sitting lower than adjoining parking spaces and it would not be appropriate to make changes on common property for a single homeowner.
6. Welcome Coordinator Materials Review. The materials given to new residents by the Welcome Coordinator are being updated and will be ready soon. Frank will distribute the packet to Board Members.

Two topics added to the original agenda:

7. ETA Policy on Paying a Special Assessment in the Event of a Sale. ETA's long-standing policy is that ETA's lien on the property goes into effect when the Special Assessment does, and the full amount of the Special Assessment is due at the point of sale, when title changes. The buyer and seller can work out who pays. The point is not *who* pays, it's that ETA must be paid at closing. Our attorney recently confirmed that we have the authority to set our policies this way as long as we are consistent.
8. Clubhouse Closure. Several homeowners have expressed an interest in opening the Clubhouse. It is currently closed for socializing because of Covid restrictions on indoor activities advised by the Oregon Health Authority (OHA). Paul noted that ETA does not have the resources to manage or control behavior the way businesses can. He pointed out that the people who continue to enter the Clubhouse are there to work, as employees, contractors, or as volunteers in our governance process. We do have some control over behaviors in those cases because observing Covid precautions can be a condition of employment or service. After some discussion on measures that could minimize risk if the Clubhouse were opened, Paul asked for a show of hands of who would like to

continue discussing mitigation measures and who thought the Clubhouse should remain closed at this time. The vote was three (3) to continue the discussion (Bidstrup, Gregory, Kenton) and six (6) to keep the Clubhouse closed (Czerwinski, Dorsey, Goodlett, Kimble, Turpin, Wilson).

New Business:

9. Parking Waivers. None submitted.
10. Changes for the Board. There are several upcoming changes in the Board.
 - a. Sharon Kimble announced that she is retiring from the Board at the end of her term on December 31 after serving for five years. Board members expressed appreciation for her service. She will continue as *FYI* editor.
 - b. Darell Bidstrup is stepping down as Vice President of the Board, and he will remain as a Board member. A new Vice President will be elected at the January 2022 Board meeting.
 - c. Paul Turpin is stepping aside from the Presidency and will continue as a Board member. He will focus on incorporating the Reserve Study with our capital maintenance projects, updating it and integrating it with our planning.
 - d. Dan Goodlett will run for President of the Board contingent upon finding a person to replace him in his essential duties as Treasurer.

New Ideas and Questions:

A Board member asked when the 2022 Special Assessment Attestation form must be signed and submitted. Paul said the Special Assessment takes effect January 1, 2022, so an Attestation of Financial Hardship form should accompany a January payment at the latest. The Board generally agreed that should not be later than January 31. Frank will post reminders at the mailboxes.

Notice:

The Board will meet in executive session once before the end of the year to conclude annual personnel matters.

Announcements:

1. Presentations by insurance agents on ETA's master policy: Thursday, January 6, 2022, by videoconference at 6:30 PM.
2. The next regularly scheduled Board of Directors Business Meeting: Tuesday, January 11, 2022, by videoconference at 6:30 PM.
3. The next Quarterly Meeting: Tuesday, January 25, 2022, by videoconference at 7:00 PM.
4. Board Retreat/New Member Orientation: Date and time TBD.

Adjournment: The meeting was adjourned at 9:12 p.m.

Executive Session

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

Looking Back Over November 2021 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com 541.916-2524

This report is a review of work performed in November 2021. November continued the procession of our trees and flora's spectacular colors and the descent of their leaves to the ground. Weather at the onset of the month was mild and warm, but as Day Light Saving Time ended, rains, dampness, and colder weather prevailed as we celebrated Veteran's Day and Thanksgiving.

November was a very productive month for our facility and grounds maintenance. During the month, we recorded and completed eighty-seven (87) work jobs. Our work focused on 1) groundwater management, 2) risk management, and 3) restoration projects.

First, for groundwater improvement projects we performed new underground piping improvements at 27 and 75 Westbrook Way. Both projects required the excavation of compacted clay soils and bark material with that were replaced with two-inch landscape round rock to filter and redirect groundwater away from our buildings and into our underground drainage systems.

Second, for risk management projects we installed 150 linear feet of new concrete walkway along the northwest corner of our creek walkway. This project was part of our 2021 Special Assessment funding. Please be careful as you walk along the new concrete walkway. There is an abrupt edge as we wait for new safety guard rail to be installed along this area. Another risk management project was the pruning of specific conifer tree limbs along the Brae Burn corridor to raise the lowest boughs nearest to the ground to minimize ground fuels fire hazards risks from leaping onto the lowest tree limbs.

Third, we began the first of three carpentry restoration projects from the 2021 Special Assessment that included exterior wall siding replacement on party patio walls and patio building walls. Our first project was at 147 Westbrook Way, which is currently waiting for the second coat of paint. We will then move to 121 and 113 Westbrook Way to replace degraded patio party walls and exterior building siding. These projects will continue through December. Materials, supplies, labor, and weather extended these projects late into the year

Our other work focused on routine maintenance, including leaf removal on the hard and softscapes throughout our site, pool maintenance, and moss abatement. We had a third visit by our roof maintenance contractor to remove leaves that collected on roofs and gutters, and especially roofs that were directly under the canopies of Ponderosa Pine, Douglas Fir, and Oak trees. And last, we changed over a dozen lamps from our pole lights and sidewalk markers. If you notice a burned-out light, please send me an email or cell phone call with the location. We have over two hundred light fixtures with lamps that randomly need replacement.

Our pest management contractor was busy in November. We currently have 60 active rat bait stations on our site. Remember, you can help by not feeding wildlife, securing your waste containers, and securing your pet's food. When alternative food sources are limited, the rats will eat our bait. Our bait food is usually their last meal.

2022 Homeowner Dues Beginning on January 1, 2022

At the Edgewood Townhouse Association Annual Election meeting of October 26, 2021, Association members approved a 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.

Homeowner dues for fiscal year (FY) 2022, beginning on January 21, 2022, will be \$600 per month for five (5) years or until December 31, 2027.

If homeowners prefer, they may pay the \$5,000 Special Assessment in one payment due in January 2022. If they choose this option, a \$100 discount will be applied, and their Special Assessment will be \$4,900. Their monthly homeowner dues will be \$600 per month over the next five (5) years

If homeowners wish to pay their \$5,000 Special Assessment monthly during Fiscal Year 2022, their dues will be \$600 plus \$417 or \$1,017 per month for each of the twelve months of Fiscal Year 2022 only. Thereafter, their monthly dues will be only \$600 per month for the remaining four years.

If homeowners wish to apply for the Attestation of Financial Hardship Regarding 2022 Special Assessment option due to financial hardship, their payments beginning on January 1, 2022, will be \$710 per month over the next four years. Thereafter, their homeowner dues will be only \$600 per month for the last and final year of the five-year Special Assessment Plan. [All the specifics of the payment plan are detailed in the Attestation form.]

INFORMATION FOR HOMEOWNERS

Parking Rules Edgewood Townhouse Association

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 or Director Facilities and Operations. The Board will review each case and render a final decision.
Board of Directors Approved January 17, 2017