

The FYI

A Private Residential Community

Newsletter for the Edgewood Townhouse Association

MESSAGE FROM THE BOARD

Preserve • Restore • Maintain

Dan Goodlett

President, Edgewood Townhouse Association president@etaboard.org

Transitions can be difficult, and ETA is in transition.

After a month as interim treasurer, Paul Turpin was able to convince homeowner and Board member, Ray Czerwinski, to become our new treasurer. Congratulations, Ray!

Financial Changes. Often with new blood comes new ideas and discoveries. Ray has a financial background and a keen attention to detail. He has discovered that we haven't been compliant with an Oregon statute, ORS 94.670(5). Edgewood Townhouse Association (ETA) is required to have a review of our financials each year by an independent CPA. Our financial committee has begun to work on a remedy for this situation. No worries, we have until late October of this year to complete the review.

Ray also raised another issue. Should our bank be FDIC insured? Our bank is NCUA insured. We had to take this question to our lawyer and their opinion was either insurance would be appropriate. The investigation brought another issue that deserves our attention. Both federal bank insurers guarantee protection up to \$250,000. With our recent special assessment our bank balance exceeds the guaranteed amount. We agreed that we need to have a second separate bank account with another institution. We are still figuring that one out.

Planning has begun for implementation of our reserve study. Hopefully, by this time next month, Paul Turpin and Frank Gaddini will have something to report to us regarding scheduling and projected costs for the first phase of our capital spending. Meanwhile, we have had to adjust our reserve study to accommodate the foundation work that is required for 50 and 60 Brae Burn.

Technology. Technology changes are coming as well. The first electronic *FYI* should go out this month. You will continue to receive paper copies as usual, but in the future, we will send only electronic copies to those who opt in for the new program. Over time we can save a lot on printing costs. Also, Board members are getting new ETA email addresses. You can see a list of them on the last page.

Landscaping. Darrell Bidstrup, Landscape Committee Coordinator, wants us to start a fund where homeowners can donate money for plants and trees. Committee members would like some fundamental changes made to the way ETA does landscaping, and they believe the changes will increase the quality without increasing costs. I look forward to seeing Darrell's plan. Details will be outlined in a future *FYI*.

Others.

- ETA is reviewing four Insurance proposals, and the Board hopes to make this decision at our next meeting.
- Thanks to all who attended our Quarterly meeting. In response to concerns from some homeowners, we will move forward with having our Clubhouse mail slot expanded so it can handle more volume.
- Some people indicated a desire to have receipts sent to them for payments dropped in the mailbox. Anyone who wants a receipt can contact the bookkeeper, Melissa, at accountant@etaboard.org.
- We will also work on providing more timely email notification of meetings as well as regular updates on capital spending.

Lastly, a reminder to residents to follow to our guideline regarding pet waste. It is simple. Pick up after your dog and dispose properly. It is common sense and common courtesy, and we don't want to keep reminding people of something that is so obvious. Together we can continue to make Edgewood a great place to live.

SPECIAL NOTICE

Homeowner Dues are due on the first of each month. If using US Mail send to Edgewood Townhouse Association, 95 Westbrook Way, Eugene, OR 97405

All meetings are by videoconference unless otherwise stated.

UPCOMING EVENTS

ETA Regular Board of Directors Business Meeting:
Tuesday, March 8, 2022,
6:30 PM

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Sharon Kimble, Editor
Email: fyi.editor@etaboard.org

FROM THE PRESIDENT

Late Fee Policy

During the Covid pandemic ETA has been lax in its enforcement of our late fee policy. It is now time to return to our normal procedures.

Our authority come from our governing documents, and it states:

By-Laws, Article XI

As provided in the Declaration [CC&Rs] (Article IV), each member is obligated to pay to the Association a Maintenance Assessment and any Special Assessment. Maintenance assessments may be paid in advance, or in twelve (12) monthly installments paid on the first day of each month at the election of the member.

Any assessment not paid when due shall be delinquent. If the assessment is not paid within thirty (30) days after the due date, the assessment shall be assessed a penalty fee determined by the Board of Directors of the Association, and not to exceed ten percent (10%) of the assessment.

How do we enforce this? The key is in the phrase, "a penalty fee determined by the Board of Directors." Homeowners are invoiced on the first day of the month. On the first day of the following month the account is considered delinquent and is subject to a 7% penalty. If another month passes and dues for two months are not paid the first month is assessed another 7% penalty plus a penalty for the most recent month. The policy applies to both regular dues and special assessments. So over time penalties increase exponentially and can quickly add up to hundreds, and even thousands of dollars.

So, if you find yourself getting behind, be sure to contact our treasurer at treasurer@etaboard.org. Communication is key. We are always willing to work with someone who is willing to work with us.

EDGEWOOD TOWNEHOUSE ASSOCIATION QUARTERLY MEETING VIDEOCONFERENCE

Preserve • Restore • Maintain
Tuesday, January 25, 2022

Eight Board members, the ETA Director of Facilities and Operations, and 15 homeowners attended. The meeting was held by videoconference due to the COVID-19 pandemic.

Board President Dan Goodlett opened the meeting at 7:05 PM. Dan began the meeting by reporting that, to date, \$284,000 had been deposited in the Special Assessment fund and 54 homeowners had paid the 2022 Special Assessment in full. He then turned the meeting over to anyone having a comment or question. The topics are summarized below.

Receipts: Some homeowners are uncomfortable putting money in the Clubhouse mail slot and would like to receive a receipt. Dan replied that the best we could do in the future would be to send out receipts by email, but we're not set up for that now. Other homeowners said their check is their receipt and commented on the ease of verifying online that a check has been processed by their bank.

Insurance: In response to several questions, Frank Gaddini, ETA Director of Facilities and Operations, said that he has been working with four insurance agents to get bids for the renewal of ETA's master policy. (NOTE: Subsequent to the meeting, the Board decided not to hold additional Zoom meetings with agents but instead to send a list of questions to each agent, asking that they respond in writing/email to the questions and include their proposal before February 4, 2022.)

Dogs: A homeowner asked what is done about homeowners who let their dogs out and who don't clean up after them. Frank replied that ETA has a policy on pets which states that dogs must be leashed and homeowners must clean up after them. The rule does allow for fining a homeowner \$25.00 for violating the Pet Policy after two warnings. Reminders appear in the FYI from time to time.

Pet Rules

Edgewood Townehouse Association

1. Pet owners are to be compliant with the City of Eugene, and Lane County, Edgewood Townehouse Association pet rules.
2. All dogs must be leashed.
3. Dog owners are required to clean up after their pets.
4. The association will fine the homeowner \$25.00 for violating the Pet Policy after two warnings.

Methods of Paying the Special Assessment/Beginning the

Work: A homeowner asked how Special Assessment payments were being made and does Frank think he will be able to get the contractors. Paul Turpin, Acting Treasurer, replied that it is too soon to tell because homeowners have until January 31st to pay. By the time of the next Board business meeting, we will know who is paying the Special Assessment by January 31, over one year, or over four years. Regarding the planning, Paul said we should have good information sorted out for contractors to make bids. Frank added that we already have specs developed for RFPs (Requests for Proposal) for roofing. Frank added that prices on materials are skyrocketing and contractors are also dealing with supply chain problems and difficulties getting workers. But all we can do is to go forward; prices are unlikely to drop and it's impossible to try to time any such changes.

Meeting Notices: Several homeowners brought up various issues about meeting notices. Meetings are always published in the *FYI* in advance and posted at the Clubhouse. There are some difficulties with the email notices due to challenges in having timely contact information for homeowners and to anomalies in the **email.com** software ETA has been using. Dan said that very soon the ETA website will have a link for homeowners to sign up or unsubscribe to association emails. Homeowners may also want to put the following recurring meetings on their calendar:

- Board Business Meetings take place on the second Tuesday of every month at 6:30 PM.
- Quarterly Meetings take place on the fourth Tuesday of January, April, and July at 7:00 PM.
- The Annual Meeting takes place on the fourth Tuesday of October, time TBA.

Welcome Coordinator: One homeowner asked about the status of naming a new Welcome Coordinator and said the Board should screen the candidates. The position is currently vacant.

Adjournment: The meeting was adjourned at 8:10 PM.

JoAnn Wilson, ETA Secretary, Email: secretary@etaboard.org

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

Preserve • Restore • Maintain
Tuesday, February 8, 2022

Call to Order: Board President Dan Goodlett called the meeting to order at 6:30 PM. The meeting was held by videoconference due to the COVID-19 pandemic. Board members present were: Dan Goodlett, Darell Bidstrup, Ray Czerwinski, Sheila Dorsey, Larry Kenton, Patricia Mullen, Paul Turpin, and JoAnn Wilson. Also present was Frank Gaddini, ETA Director of Facilities and Operations. Nine homeowners attended.

Election of Treasurer: Interim Treasurer Paul Turpin nominated Board Member Ray Czerwinski as Treasurer. The nomination was seconded by Patricia Mullen. Ray was elected Board Treasurer by unanimous vote.

Approval of Minutes: The minutes of January 11, 2022, were unanimously approved.

Financial Report: Submitted by Paul on behalf of the newly elected Treasurer. Paul reported that 68 households paid the full 2022 Special Assessment by January 31, 2022, the deadline for receiving a 2% discount if paid in full. By the same date, 68 households had paid the \$600 dues and 21 had paid more than \$600.

- **Reserve Study Coordinator:** Paul spoke about the foundation repair work needed at 60 BB. Frank Gaddini said the engineering study will begin soon, costing about \$2,000. The entire project is currently estimated at \$65,000. While the strong early payment of the Special Assessment does give us

some flexibility, those monies were requested based upon capital projects already identified in the Reserve Study. The Board will decide how to proceed on the foundation repair once all the information is in.

ETA Safety Committee Report: Committee Co-Chair Linda Sage told the Board that a couple of homeowners have stumbled on the above-ground-level pipes mentioned in last month's Safety Committee report. Frank and Linda will speak soon and Frank will reach out to the affected homeowners on how to address the problem.

Workforce Committee Report: Dan said that he will be sending Board members and homeowners emails about this new committee in the coming weeks.

Landscape Committee Report: Committee Chair Darell Bidstrup stated that committee members met yesterday in anticipation of the landscape maintenance contract. He reported that plants, organic fertilizer, and organic potting soil have been purchased for use around the property. Darrell also asked how homeowners could donate money to a fund to replant Edgewood. He would like to see the process finalized soon and published in the *FYI*.

Coordinator Reports:

- Technology Coordinator: Dan has decided to email Board members this week with their new email information and instructions rather than arrange individual training sessions. He asks that anyone who has a problem contact him.
- Swimming Pool: Closed
- Clubhouse Coordinator: Closed.
- Welcome Coordinator: Dan announced that Ruth Kenney has agreed to serve as Welcome Coordinator. Paul said he would like to see some financial information included with the material that is distributed. Frank said he would make it a point to get the Welcome packets out to Board members for review.

Facility Report: Submitted. In response to questions from Board members, Frank said that (a) the steep shoulder on the south side of the new walkway will be built up for safety; (b) the staining from the zinc sulfate used to control moss growth will eventually disappear; (c) there will be heat in the Clubhouse by the end of next week; and (d) the annual landscape contract began this month but it can be dissolved or changed with a 30-day notice .

Several members asked if all insurance proposals had been received and Frank replied they had. The Board discussed how soon a Special Meeting could be held to select the carrier for ETA's master policy. Some members favored meeting before the date of renewal, February 15, while others favored having additional time to consider the decision. Frank agreed to call the next morning to confirm that ETA could extend its current policy for one month without penalty. (*NOTE: Frank was able to confirm this the following day, February 9, 2022.*) Board member Ray Czerwinski moved that a Special Meeting on Insurance be held on Saturday, February 12, 2022. Patricia Mullen seconded

the motion. Dan asked for a show of hands. Four of the eight members present voted to meet on February 12 (Czerwinski, Goodlett, Mullen, and Turpin). The motion failed. The current policy will remain in place and the Board will hold a special meeting to discuss the proposals before its March business meeting, date and time to be announced.

Educational Minute: Given the press of business, none was prepared for this meeting.

Old Business:

1. Insurance. See discussion under Facility Report.
2. Board Retreat/New Member Orientation. The format for the Retreat/Orientation is three teams comprised of three Board members that will meet weekly for four weeks to discuss a single question. The assignments will require approximately 30 minutes of collaboration to complete. Over the weeks, team members and questions will change. The first assignment is due February 11, 2022. Frank said he was aware one group had already met and he hoped the meetings would be productive.
3. Board Member Roles. Paul said that he had been thinking through what needs to be done by the Board and how the tasks could be spread out. Currently, they fall very heavily upon the Board president. Paul went on to say that this issue is really a branch of what the Workforce Committee might look at. Dan agreed and suggested we include that in the new committee's discussions.
4. Organizing ETA Office Business Documents. Paul reported that Louanne Czerwinski had volunteered to organize the files in the office and save ETA the expense of hiring someone to get it done. Her specific focus would be on the business records of the association, not on the social/historical records. Louanne's professional experience includes public accounting (e.g., auditing of HOAs, school districts, and government agencies) and she has held various controller positions. She is a member of the AICPA (American Institute of Certified Public Accountants). Paul also noted that several other homeowners had expressed an interest in organizing the other records. Ray said that he was concerned with our fiducial responsibilities and only cared about ETA's business records, not its social/historical records. Board member Darell Bidstrup said he cared very much about our social/historical records and wanted to retain them. Paul moved that the Board authorize Louanne Czerrwinski to sort out and organize the business documents in the office. The motion carried 7-1 (Yes: Czerwinski, Dorsey, Goodlett, Kenton, Mullen, Turpin, Wilson; Not voting: Bidstrup. Once the business records are organized, the Board will consider how to sort and organize the remaining association records.
5. Foundation Repair: 50-60 BB. See discussion under Reserve Study Coordinator Report.

New Business:

1. Parking Waivers. Frank said that the waiver request from the new residents at 8WW has not yet been received.
2. Review of Late Fee Policy. Current ETA late fees are 7% and the CC&Rs allow up to 10%. Dan will suggest changes he'd like to see and review them with the Board. At Paul's

suggestion, Dan will ensure that something appears in the next FYI about when a payment is considered late.

In the course of the discussion, the Finance Committee was mentioned as a possible group to look at the issue of the late fee policy. Board member JoAnn Wilson asked what the membership, duties, and authorities of the Finance Committee were. Different members offered input. Dan said its duties had increased over the last year as we tried to get an accurate picture of ETA's finances. Paul said its function has been to help Frank and our bookkeeper clarify financial reporting and bring more accounting help to our treasurer. Ray said the membership was not closed and Patricia said it was a good way to involve homeowners and build trust and transparency. Dan concluded by saying that as with every committee, the committee advises and the Board decides. JoAnn asked that in addition to what appears in these minutes, a written description of the Committee's membership and role be provided to the Board at a future meeting.

3. Business Best Practices. Dan said that Ray and Louanne Czerwinski had earlier identified two issues of possible concern:
 - a. ORS 94.670 (5) states that "...The association of a planned community that has annual assessments exceeding \$75,000 shall cause the financial statement required under subsection (4) of this section to be reviewed within 300 days after the end of the fiscal year by an independent certified public accountant licensed in the State of Oregon in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants." What does the "in accordance with the Statements on Standards..." portion of the statement mean? Frank will provide Dan with the name of a CPA firm in Portland that does a lot of work for HOAs and Ray will do some research into possible CPA firms as well.
 - b. Does our bank have to be FDIC insured? ETA's attorney said he was comfortable with the NCUA insurance of our credit union. But do we need to find a different institution for another \$250K maximum insured deposit? Dan will look into opening an account at a second financial institution to ensure ETA's funds are fully protected.
4. Review of January 2022 Quarterly Meeting. Dan followed up on the following topics:
 - a. Clubhouse Mail Slot: We need a plan to give our homeowners a feeling of safety. Frank will handle this issue and get going right away.
 - b. Receipts: Dan will arrange for our bookkeeper to provide one upon request to accounting@etaboard.org.
 - c. Dog Waste: There will be a reminder about ETA's Pet Policy in the FYI.
 - d. Reserve Study Implementation: Paul will provide a reserve study coordinator report to Dan for inclusion in the FYI.

New Ideas and Questions

1. JoAnn thanked the Board members and other homeowners who helped her in numerous ways when she broke her wrist.
2. Dan offered condolences to the family of Donna Fryburg who recently passed away. Donna was the last of the original homeowners at Edgewood Townhouses. Donna's late husband, Russ, had served on the Board.

Announcements:

1. The next regularly scheduled Board of Directors Business Meeting: Tuesday, March 8, 2022, by videoconference at 6:30 PM.

Adjournment: The meeting was adjourned at 8:55 PM.

Executive Session

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

Looking Back Over January 2022 Facilities and Operations Report

Frank L. Gaddini, etadirector@email.com

This report is a review of facility and grounds work performed in January 2022.

January can only be described as "pleasantly cold!" The month recorded normal temperatures, but precipitation levels were generously high. The first few weeks of the month saw record inches of rain, high water, and flooding throughout our area.

During the month, we recorded and completed seventy (70) jobs. The most notable capital improvement project was the installation of our new guardrail along the new sidewalk at our northwest corner of the Creek Walkway. The new sidewalk raised the height of the walkway, in some areas as much as fourteen inches, posing an abrupt tripping hazard. The new guardrail is black, powder-coated, tubular metal – easy to touch and does not obstruct the view to the creek. Another capital improvement project focused on electrical improvement and the replacement of GFCI receptacles and new light fixtures at various sites.

The most important task we managed was the overwhelming amount of rain that collected in the Pool and our Pool Equipment Room's sump pumps. We had to manually discharge this excess rainwater into the Brae Burn Creek with small pumps and hoses. On the grounds, our leaf removal and disposal contract ended, although there remain several Sweetgum trees that have not yet defoliated.

Another notable event that occurred during the month was the failure of our Clubhouse's furnace. The furnace performed unimpeded for over thirty-five years of service. Then, alas, on January 4, 2022, it blew its last breadth. A new replacement furnace has been ordered and should be installed during the

month of February. During the month we also saw our routine maintenance on grounds and facilities progress as normal.

Life is good at Edgewood Townhouses.

GOOD TO KNOW INFORMATION FOR RESIDENTS

ETA REGULAR MEETING SCHEDULE

- Board Business Meetings take place on the second Tuesday of every month at 6:30 PM.
- Quarterly Meetings take place on the fourth Tuesday of January, April, and July at 7:00 PM.
- The Annual Meeting takes place on the fourth Tuesday of October, time TBA.

Please mark your calendar.

RATS!

We continue to have outbreaks of rats on our property. Our Pest Control expenditure continues to be high. The rats are especially attracted to bird food that scatters onto the ground and becomes embedded in the soils, leaving a buffet of tasty fats and seeds. These foods are rich in calories and are more sought after than our rat bait, especially during colder weather.

As a community, we can control rat outbreaks! First, store garbage in closed containers. Second, store pet foods in closed containers and keep pet food bowls clean and empty when not feeding your pet dogs or cats. Third, please do not feed the wildlife. Feeding birds and squirrels prevents them from hunting and foraging in the wild for themselves, as they are meant to live. Feeding the wildlife only encourages them to rely on handouts and decreases their skills and ability to survive naturally. Please understand that food for the local wildlife ends up in the bellies of rats. Our good intentions are attracting all the wildlife, even the rats.

We have the ability to manage this vicious cycle. If we have the will to control the spread of Covid 19, the ability to reduce our carbon footprint, and the ability to recycle plastics, metals, and cardboards, we can certainly manage to control our rat infestations with good practices. Please pass the word.

EDGEWOOD TOWNEHOUSE ASSOCIATION BOARD OF DIRECTORS OFFICERS

Corrected

Homeowners interested in contacting the Board with matters about the Association may contact Board officers, Facilities Director, and FYI Editor at the following email addresses:

Dan Goodlett, President	president@etaboard.org
Sheila Dorsey, Vice President	vp@etaboard.org
JoAnn Wilson, Secretary	secretary@etaboard.org
Ray Czerwinski, Treasurer	treasurer@etaboard.org

Others:

Frank Gaddini, ETA Director of Facilities and Operations	director@etaboard.org
Sharon Kimble, FYI Editor	fyi.editor@etaboard.org